

REQUEST FOR DIRECTOR DECISION – DD1295

Title: Refurbishment of City Hall Tea Points

Executive Summary:

As a result of their age and usage over the last 13 years the tea points serving each floor of City Hall are tired and in a poor state of repair and they do carry the potential of becoming a health risk.

The incumbent Infrastructure contractor Norland Managed Services Ltd was asked to put forward a proposal for the phased upgrade and refurbishment of the tea points. It is envisaged this work will be phased over two financial years.

Decision:

The Executive Director of Resources approves expenditure of up to £81,600 for the upgrade and refurbishment of eight Tea points at City Hall.

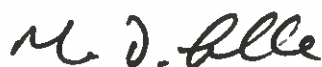
AUTHORISING DIRECTOR

I have reviewed the request and am satisfied it is correct and consistent with the Mayor's plans and priorities.
It has my approval.

Name: Martin Clarke

Position: Executive Director of Resources

Signature:



Date:

8.12.14

PART I - NON-CONFIDENTIAL FACTS AND ADVICE

Decision required – supporting report

1. Introduction and background

- 1.1 As a result of their age and usage over the last 13 years, the tea points serving each floor of City Hall have become tired and in a poor state of repair and they do carry the potential of becoming a health risk.
- 1.2 The incumbent Infrastructure contractor Norland Managed Services Ltd were asked to put forward a proposal for the phased upgrade and refurbishment of eight Tea point areas. It is envisaged that this work will be phased over two financial years.
- 1.3 Phase 1 will take place in financial year 2014 -2015 and involve the upgrade and refurbishment of four Tea points on levels 2, 4, 5 & 6.
- 1.4 Phase 2 will take place in financial year 2015 -2016 and involve the upgrade and refurbishment of four Tea points on levels 3 and 7 and two on the lower ground floor.
- 1.5 The cost for the tea points when broken down to individual units is £9,032.38; this figure includes contractual obligations and project management time.
- 1.6 There is an additional contingency of 8.5% added to the overall project costs to manage any unforeseen works.
- 1.7 This investment will include:
 - Re-Decorate any areas which are needed
 - Bespoke tea points tailored to the needs of the office spaces within City Hall
 - It gives us an opportunity to reposition the microwaves to the designed location and to build the food waste containers within the units to reduce smells in the area.
 - Additional fridges will be installed on floors 3 & 4.
- 1.8 The zip taps will also be relocated to the lower basin levels so that they are more accessible for wheelchair users.
- 1.9 The refurbishment will be procured through the incumbent M&E contractor, Norland Managed Services Ltd, in accordance with provisions which are included in their contract. The contract was competitively sourced through the OJEU process, in accordance with applicable EU procurement law and the GLA's Contracts and Funding Code. The contract allows for the purchase and commissioning of such additional equipment and the cost contained in this Decision is based on prices submitted by Norland Managed Services.
- 1.10 Norland Managed Services seek competitive prices from all of their suppliers to ensure they remain competitive and they offer this support to the GLA as a part of their service delivery and pricing.

2. Objectives and expected outcomes

- 2.1 To refurbish eight of the tea points within City Hall to a level that meets the needs of staff and reflects positively on the Greater London Authority.

3. Equality comments

- 3.1 We will be lowering the height of the ZIP Taps so that they are more suitable for use by a wheel chair user

4. Other considerations

Risk

- 4.1 The risk of not upgrading the tea points will mean they are no longer fit for purpose and may become a health risk. Areas of the woodwork are beyond repair and this can give a negative impression of the GLA for visitors to the building.
- 4.2 Additionally there is an increased risk of front panelling falling away from the Tea point units and causing injury to staff.
- 4.3 The review has also highlighted that the Tea point zip taps could be located in a far more accessible area for wheelchair users.

Impact Assessment & Consultation

- 4.4 It is not necessary to consult within the meaning of Section 32 of the Greater London Authority Act 1999.

Links to Strategies & Priorities

- 4.5 Facilities Management supports the operation of the Greater London Authority, as an organisation, and therefore support Mayoral strategies and operations.

5. Financial comments

- 5.1 Approval is sought for revenue expenditure of up to £81,600 for the upgrade and refurbishment of eight tea points at City Hall. The expenditure will be funded from the Estates Reserve and all appropriate budget adjustments will be made.

6. Legal comments

- 6.1 The foregoing sections of this report indicate that:

- 6.1.1 the decisions requested of the Director relate to expenditure for the commissioning of services which fall within the Authority's statutory powers to do things facilitative of and conducive to the discharge of its general functions; and
- 6.1.2 in formulating the proposals in respect of which a decision is sought officers have complied with the Authority's related statutory duties to:
- (a) pay due regard to the principle that there should be equality of opportunity for all people;

(b) consider how the proposals will promote the improvement of health of persons, health inequalities between persons and to contribute towards the achievement of sustainable development in the United Kingdom; and

(c) consult with appropriate bodies

- 6.2 Officers have indicated in the main body of this report that the Authority's current contract with Norland Managed Services was competitively procured in accordance with the requirements of EU procurement law and the Authority's Contracts and Funding Code and contains express provisions enabling the commissioning of the services in question. Therefore, the Director may approve the proposed expenditure.
- 6.3 Officers must ensure that appropriate documentation is prepared and executed by the Authority and Norland Managed Services expressly recording the commissioning of the required services before committing to the same.

7. Planned delivery approach and next steps

Activity	Timeline
Procurement of contract	N/A
Announcement	N/A
Delivery start date	5 th January 2015
Final evaluation start and finish	October 2015
Delivery end date	1 st October 2015
Project closure	1 st November 2015

Appendices and supporting papers:

- 1.1 Norland Managed Services Ltd cost breakdown and proposal

Public access to information

Information in this form (Part 1) is subject to the Freedom of Information Act 2000 (FOI Act) and will be made available on the GLA website within one working day of approval.

If immediate publication risks compromising the implementation of the decision (for example, to complete a procurement process), it can be deferred until a specific date. Deferral periods should be kept to the shortest length strictly necessary.

Note: This form (Part 1) will either be published within one working day after approval or on the defer date.

Part 1 Deferral:**Is the publication of Part 1 of this approval to be deferred? YES**

If YES, for what reason:

Commercially sensitive information, which may adversely affect the project procurement

Until what date: 01/10/2015

Part 2 Confidentiality: Only the facts or advice considered to be exempt from disclosure under the FOI Act should be in the separate Part 2 form, together with the legal rationale for non-publication.

Is there a part 2 form –NO

ORIGINATING OFFICER DECLARATION:

Drafting officer to
confirm the
following (✓)

Drafting officer:

Rennie Kraus has drafted this report in accordance with GLA procedures and confirms that:

✓

Assistant Director/Head of Service:

Simon Grinter has reviewed the documentation and is satisfied for it to be referred to the Sponsoring Director for approval.

✓

Financial and Legal advice:

The Finance and Legal teams have commented on this proposal, and this decision reflects their comments.

✓

EXECUTIVE DIRECTOR OF RESOURCES:

I confirm that financial and legal implications have been appropriately considered in the preparation of this report.

Signature

M. J. Allen

Date

8.12.14

