



OFFICE OF THE POLICE & CRIME
COMMISSIONER FOR THAMES VALLEY

REQUEST FOR DECISION 2014-16

Title: Refurbishment of 'E' Block TVP HQ (S)

Executive Summary:

This paper requests the approval of the appointment of the main contractor to undertake the refurbishment of 'E' block, TVP HQ (S)

Recommendations:

The Police and Crime Commissioner is invited to agree the award of a contract in respect of the above to Bolt & Heeks based on the most economically tendered price which meets the specification.

The contract value is £1,694,915.00 and is for a contract period of 40 weeks. This is within the approved budget for the project.

Police and Crime Commissioner

I hereby approve the recommendations above.

Signature

Date 23.10.14.

PART 1 – (for publication on our internet site.)

1. Introduction and background

A report to the Strategic Property Forum in October 2012 identified the proposals to undertake key essential infrastructure works to E Block at Headquarters(S). These works include heating and ventilation improvements and replacement where required, a complete electrical rewire, new energy efficient lighting and replacement lift. In addition, essential associated refurbishment of the offices was proposed and to undertake work to the external envelope to improve thermal properties of the building which includes windows and cavity wall insulation.

The current capital programme includes a total budget provision of £3,600,000 for the proposed programme of work within HQ (S) Site. The programme includes the planned work to E Block, together with work to 'D' block, 'G' Block and the planned demolition and clearance of 'C' block.

The E Block project within the overall programme was allocated a target budget of £2,645,000.

The agreed scope of work for E block comprises of the following:

1. New electrical system distribution and small power, new lighting and lighting controls including emergency lighting
2. Replacement of the existing heating system including new energy efficient boilers, controls, distribution pipework and radiators
3. Improvements to ventilation including full overhaul of air handling unit including new parts
4. Replacement lift
5. General essential internal refurbishment of office spaces including very limited "opening up" to create one area of more open plan office space and additional DDA compliant toilet to the second floor
6. Work to windows to address ventilation and thermal leakage issues

2. The procurement process

The Contract was advertised nationally on the Procurement Portal "Bluelight". There were a total 91 "expressions of interest"; 25 positive responses were received, and from these, 8 potential parties were selected following an evaluation process which assessed technical ability and financial standing, this process being carried out jointly between Property Services and Corporate Finance. This initial evaluation ensured that all of the contractors who would subsequently be invited to submit a tender would be correctly resourced and technically capable of carrying out this project. This tender could therefore be evaluated on a price only basis. This evaluation was undertaken by

representatives of Contracts Team and Property Services, and the external Construction Design Management (CDM) Coordinator with regard to Health & Safety matters. Corporate Finance also assessed the financial standing of the contractors before a total of 8 contractors were requested to submit a full tender.

3. Overview of the tender process

Eight companies were invited to make detailed tender submissions. Of these, two declined during the tender period and a further contractor failed to respond. The contractors invited to tender were:

1. Bolt & Heeks
2. Feltham
3. Inside Out
4. Interserve
5. Kingerlee
6. Cofeley – No tender submitted
7. Stepnell - Declined during tender period
8. Jet Construction - Declined during tender period

The tendering resulted in a very competitive set of submissions. A narrow “spread” of tender returns normally indicates that this is a realistic market price for the project. All tenders received were within the pre-tender estimate developed by the external QS (Marstan BDB) and all were within the approved budget.

Given the close grouping of the tenders and the potential for errors in the lowest tender, a detailed tender analysis of the lowest 4 submissions was carried out by the external QS. This exercise included a check to ensure that compliant tenders had been submitted for a true comparison to be undertaken.

After a detailed examination of each of the submitted tenders the external QS raised a number of formal queries with the contractors where possible variances or omissions to the issued tender specification were thought to have occurred. In line with normal tendering conditions each of the contractors was able to issue arithmetical corrections or where a genuine omission had occurred, quote a price for this aspect of the work. This process ensures that each of the tenders accurately reflects the actual work that will be undertaken. Following this process the price submitted by Bolt and Heels was deemed to be the lowest priced tender.

4. Financial Implications

The PCC’s capital programme includes an approved budget allocation £3.6m for various planned projects at HQ (S). Of this total, there is a target cost of £2.645m for ‘E’ block.

The proposed contract sum is within the current allowance for contract work for this element of the project.

5. Legal comments

The bids are fully compliant with the European Union Directives. Being less than £4.348m, they are below the threshold for construction works and do not attract the full OJEU procedure.

6. Equality comments

The proposed scope of work includes additional provision for equality compliant toilets and includes a new fully compliant lift.

7. Summary and Recommendations

Following the completion of the tendering process and the detailed evaluation of the tender submissions for the proposed refurbishment of 'E' block, the Police and Crime Commissioner is asked to approve the award of the construction contract for this project to Bolt & Heeks.

8. Background papers -

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Is the publication of this form to be deferred? No If yes, for what reason? Until what date?
Is there a Part 2 form? Yes

	Name	Position	Date
Compiled by	Bob Croker	QS/Project Liaison Officer	9-10-14
Submitted by	Danny Clarke	Capital Schemes Manager	9-10-14
Approved by	Linda Waters	Director of Finance	17-10-14

OFFICER'S APPROVAL

We have been consulted about the proposal and confirm that financial and legal advice have been taken into account in the preparation of this report.

We are satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.



Chief Executive

Date

21/10/2014



Chief Finance Officer

Date

21/10/14