

## Cabinet (Resources) Panel

8 December 2021

<b>Report title</b>	Procurement – Award of Contracts for Works, Goods and Services	
<b>Decision designation</b>	AMBER	
<b>Cabinet member with lead responsibility</b>	Councillor Ian Brookfield Leader of the Council	
<b>Key decision</b>	Yes	
<b>In forward plan</b>	Yes	
<b>Wards affected</b>	All Wards	
<b>Accountable Director</b>	Claire Nye, Director of Finance	
<b>Originating service</b>	Procurement	
<b>Accountable employee</b>	John Thompson	Head of Procurement
	Tel	01902 55 4503
	Email	<a href="mailto:John.Thompson@wolverhampton.gov.uk">John.Thompson@wolverhampton.gov.uk</a>

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### Recommendations for decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve the exemption from Contract Procedure Rules to enable a request for quotation process to be undertaken for an above £75,000 contract for the Ignite fit out due the urgency to support Wolves at Work 18-24.
2. Delegate authority to the Leader of the Council, in consultation with the Director of Regeneration, to approve the award of a contract for the Ignite office fit out when the evaluation process is complete.
3. Approve the virement of £330,000 from the Capital Corporate Contingency Budget to fund the Ignite office fit out costs.

Ref no: CWC21209	
Council Plan aim	More good jobs and investment in our city
Originating service	City Investment
Accountable officer	Chris Kirkland, Head of City Investment (01902) 553221
Leadership Team approval	11 November 2021
Accountable Lead Cabinet Member	Cllr Ian Brookfield, Leader of the Council (01902) 550352
Leader briefed	15 November 2021
Procurement advisor	Patrick Dunne, Procurement Business Partner

## 1.0 Background

- 1.1 The Leader of the Council announced in March 2021 that as part of the response to the COVID-19 pandemic the authority would develop and launch a business and enterprise hub. This links to the Grow Our Vital Local Businesses strand of the Relight programme and will form an important part of the economic recovery by providing a single point of contact to support businesses in Wolverhampton. This is also in line with the recent review of business support in the City conducted by Metro Dynamics.
- 1.2 The Council is working with partners including the Black Country Chamber of Commerce and the University of Wolverhampton to develop a business plan and operating model for the facility in order to join up the business support infrastructure in the City.

Proposed Contract Award	
Contract duration	Five months
Contract Commencement date	December 2021
Total value	£240,000

## 2.0 Procurement Process

- 2.1 The intended procurement procedure will be a works sub threshold request for quotation in accordance with Public Contract Regulations 2015. Any amendments to the procurement procedure will be reported in an Individual Executive Decision Notice (IEDN) to the relevant Cabinet Member in consultation with the relevant Director in accordance with the delegation within this report.
- 2.2 The evaluation team will comprise:

Name	Job Title	External Consultant Title
Christopher Kirkland	Head of City Investment	
Julie Bell-Barker	Head of Project and Works	
Nicky Sahota-Brown	Project Delivery Manager	
Thomas Caisbrook		Quantity Surveyor

## 3.0 Evaluation of alternative options

- 3.1 The Council could establish a business and enterprise hub and lease other commercial space in the City instead of the Council owned unit at i10.
- 3.2 Due to the urgent nature of the Wolves at Work project it is important to enable the Ignite office fit out as quickly as possible. Several Procurement options were available including:
- Full tender process
  - Call off from a framework
  - Request for Quotation

## 4.0 Reasons for decision(s)

- 4.1 Refurbishing and utilising a Council-owned facility will result in better value for money and enable a currently vacant and prominent unit to be brought back into use and assist in driving footfall to the city centre whilst delivering outcomes for the business supported and accessing the facilities.
- 4.2 Due to the urgency of the work to support the Wolves at Work project a request for quotation was the preferred option as it is the shortest timeframe option available to the Council. It will still achieve value for money by testing the market following the Contract Procedure Rules quotation process of four bidders including a minimum of two local providers.

## **5.0 Financial implications**

- 5.1 This contract will be funded from a virement from the Capital Corporate Contingency Budget. This report therefore seeks approval for a virement from the Capital Corporate Contingency Budget totalling £330,000 to support fit out and associated capital costs of the Ignite office.  
[HM/29112021/A]

## **6.0 Legal implications**

- 6.1 The procurement route will be a Request for Quotations from four providers as it is a works contract which is below the Regulation 5 threshold under the Public Contract Regulations 2015. Where procurements are below threshold it must comply with Chapter 8 (Below Threshold Procurements) of the Public Contract Regulations 2015. The Council is seeking to rely upon the Exemption of Urgency within the Council's Contract Procedure Rules to pursue the Request for Quotation Route.  
[SZ/03/12/2021/P]

## **7.0 Equalities implications**

- 7.1 The equalities implications of the building and project have been considered. The facility will be fitted out to cater for a diverse range of businesses and individuals and will be done in consultation with the Council's Building Surveyor (Accessibility). This will include access arrangements to the property and ensuring there are facilities on site or training offered to staff to be able to support the access requirements of those using the building or working there. For example, staff would know how to arrange an interpreter for deaf visitors. Other considerations during the fit-out phase will include accessible toilets for disabled visitors and furniture and equipment to suit a wide range of needs.

## **8.0 All other Implications**

- 8.1 This proposal has implications to Corporate Landlord in relation to the leasing of Units 3 & 4 at i10.
- 8.2 The occupation of the vacant unit within i10 by IGNITE ensures a high-profile asset remains utilised, avoids holding costs of an empty unit and protects the commercial income for the Council.

## **9.0 Recommendation**

- 9.1 Cabinet (Resources) Panel is recommended to delegate authority to the Leader of the Council, in consultation with the Director of Regeneration, to approve the award of a contract for the Ignite office fit out when the evaluation process is complete.

## **10.0 Schedule of background papers**

- 10.1 29 April 2021 – Briefing Note to SEB 'Grow our vital businesses: a new Business & Enterprise Hub.'