

Cabinet – 21 March 2007

Contract for the supply of office furniture

Portfolio:	Councillor Marco Longhi, Transformation and performance management
Service:	Procurement
Wards:	All
Key decisions:	Yes
Forward plan:	Yes

Summary of report

The council's contract for the supply of office furniture is due to expire on 31 March 2007 to ensure compliance with the Finance and Contract Rules the authority to tender and award this contract is required from Cabinet.

Recommendation

1. That authority be given to tender the Supply of Office furniture for a five year period.
2. That delegated powers be given to David Brown to award the contract for the supply of Office Furniture for a five year period.

Resource and legal considerations

As this is a Council wide call off contract for a minimum 3 year period the value is likely to be in excess of officer delegations, so Cabinet authority is required. The new tender will seek to provide savings through the introduction of a smaller core of items on contract and harmonising specifications to meet the needs of the new "model office".

The current contract expires on 31 March 2006, a new contract is required and authority is sought to tender and subsequently award this contract, using the current resources available. The contract will be tendered and awarded in accordance with the council's finance and contract rules, together with UK and European legislation. The tender process will involve a robust pre-qualification and tender evaluation process to ensure that the most appropriate suppliers are selected.

Citizen impact

There is no direct citizen impact.

Community safety

There are no direct community safety implications.

Environmental impact

The contract will be evaluated giving consideration to environmental implications. This includes that wherever possible products will be sourced from sustainable sources. The use of electronic business processes will also be encouraged to minimise the use of paper.

Performance and risk management issues

Performance management will be built into the contract management element of the tender documentation, to enable procurement to monitor the contract to ensure that it continues to meet the required objectives. The appropriate levels of risk and indemnity will be required and evaluated upon within the tender.

Equality implications

Equality implications will be evaluated within the tender documentation, together with the inclusion of height adjustable desking to ensure compliance with the requirements of Disability Discrimination Act

Consultation

Consultation has taken place with the Council's Access Officer and Health and Safety.

Vision 2008

The introduction of office equipment under this contract will support the council's objectives in relation to transformation and equalities.

Background papers

None

Author

Lawrence Brazier
Head of Procurement
☎ 653471
✉ brazierl@walsall.gov.uk



David Brown
Executive Director
12 March 2007



Councillor Marco Longhi
Portfolio holder
12 March 2007