

SHEFFIELD CITY COUNCIL

INDIVIDUAL EXECUTIVE MEMBER DECISION RECORD

The following decision was taken on 10th December 2021 by the Executive Member for Finance and Resources.

Date notified to all members: 13th December 2021

The end of the call-in period is 4:00 pm on 17th December 2021

Unless called-in, the decision can be implemented from 20th December 2021

1. **TITLE**

Procurement of Furniture Removal, Storage and Disposals Contract

2. **DECISION TAKEN**

That the Executive Member for Finance and Resources:

1. Approves the retendering and reprocurement of a furniture management service in line with the report.
2. Delegates authority to the Executive Director of Place, in consultation with the Director of Finance and Commercial Services to agree the terms of the contract and award the contract to the successful tenderer.
3. Where no existing authority exists, delegates authority to the Executive Director of Place, in consultation with the Director of Finance and Commercial Services to take such steps to meet the aims and objectives of the report.

3. **Reasons For Decision**

There are many providers of Removal Services in the market so the Council has a number of routes to market that could be considered.

The usual Framework providers have been searched and there are 3 potential Frameworks that the Council could use:

- CCS – RM6074 - Logistics and Warehousing – Lot 4
<https://www.crowncommercial.gov.uk/agreements/RM6074>
- ESPO - 655_20 – Removal Solutions
<https://www.espo.org/removal-solutions-655-19.html>
- YPO – 988 - Removals, Recycling, Storage & Associated Services

<https://www.ypo.co.uk/frameworks-home/900204#details>

There is also the option to undertake a full procurement exercise with the whole market.

As this contract is mainly the moving of items using lorries and vans it would be beneficial to contract with a provider that is either in Sheffield or in the local region to minimise the carbon footprint / environmental impact of the contract and this approach would also give us the agility for any quick removal requirements.

Based on this it is recommended to undertake a full procurement exercise as the mention Frameworks do not include any locally based companies.

The procurement will be undertaken as an open RTS tender with an evaluation criterion split of 60% price, 40% quality to ensure we have an affordable service that can also be delivered as required.

The tender will include the option for bidders to sign up to the Early Payment Discount initiative and will include questions on Social Value and the Impact on the Local Economy.

The Contract will be let for a 4 year period using the Council's Services Terms and Conditions.

4. **Alternatives Considered And Rejected**

Option 1 - Do Not Procure

The Council is bound by the Public Contracts Regulations and Council Governance to conduct a procurement where the level of financial spend indicates this, alternatives around the route to market will be options appraised, considered and benchmarked and fully documented in the Procurement Strategy.

The Council does not currently have the required staffing levels, expertise or vehicles to undertake this service in-house. Given the ad-hoc nature of the requirement for furniture moves the procurement of a professional external service provider is required.

Option 2 – Utilise a framework

There are 3 potential Frameworks that could be used.

- CCS – RM6074 - Logistics and Warehousing – Lot 4
- ESPO - 655_20 – Removal Solutions
- YPO – 988 - Removals, Recycling, Storage & Associated Services

As this contract is mainly the moving of items using lorries and vans it would be beneficial to contract with a provider that is either in Sheffield or in the local region to minimise the carbon footprint / environmental impact of the contract and this approach would also give us the agility for any quick removal requirements.

Based on this it is recommended to undertake a full procurement exercise as the mention Frameworks do not include any locally based companies.

5. **Any Interest Declared or Dispensation Granted**

None

6. **Respective Director Responsible for Implementation**

Executive Director, Place

7. **Relevant Scrutiny Committee If Decision Called In**

Overview and Scrutiny Management Committee