

DECISION NO: PCCG-2014-099	
<u>OFFICE OF THE POLICE & CRIME COMMISSIONER</u>	
TITLE:	Refurbishment of Blackwood Police Station to form additional Office accommodation for the Victim and Witness Hub
DATE:	22nd December 2014
TIMING:	For 23rd December 2014
PURPOSE:	For approval
1.	<u>RECOMMENDATION</u>
1.1	It is recommended that the contract for the Refurbishment of Blackwood Police Station to form additional Office accommodation is awarded to Tenderer C in accordance with paragraph 81 of the Commissioners Manual of Governance.
2.	<u>INTRODUCTION & BACKGROUND</u>
2.1	The Office of the Police and Crime Commissioner (OPCC) for Gwent approved the location of Blackwood Police Station former Social Club for the Office Accommodation for the Victim and Witness Hub in September 2014 (Decision Number PCCG-2014-067).
2.2	This report is submitted for the OPCC to accept the tenders for the refurbishment work and to award the contract for the work.
2.3	The tenders for the refurbishment work were obtained by the Property Services Department of Monmouthshire County Council on behalf of the OPCC; this team will also be supervising the completion of the works.
2.4	Tenders were invited for the conversion of the Lounge Bar and the Snooker Room of the former Police Social Club at Blackwood Police Station into a 40 workstation office to provide accommodation for the Victim and Witness Hub.
3.	<u>ISSUES FOR CONSIDERATION</u>
3.1	Four contractors were invited to tender for the refurbishment work by Monmouthshire County Council, Property Services Department.
3.2	The contractors were selected from 'Constructionline'; this is a Government supported service that checks the technical competence and the financial stability of contracting organisations that are providing tenders for Public Sector works.
3.3	Four contractors returned tenders by the due date of the 19 th December 2014 and the bids are scheduled on the table below. The tenders were opened on the 19 th December 2014 by the OPCC Chief Executive and a Senior Procurement Officer.
3.4	Below is a schedule of the tenders received; these have been checked and evaluated.

A clerical error was found in the submission on Tender C and this error is fully explained in the attached report from Monmouthshire County Council, Property Services Department.

The Clerical error has been corrected in accordance with the Code of Practice for Tendering and the revised tender figure is £ 223,906.00.

The error was found to be that a decimal point was moved when cost information was transferred from one source to another, and that a figure of £1,039.00 was incorrectly added to the tender and that the figure should have read as £10,390.00.

Tender	Price
A	£ 239,999.25
B	£ 267,079.44
C	£ 214,555.00
D	£ 231,374.85

4. NEXT STEPS

4.1 It is recommended that the amended price from Tenderer C (£223,906.00) is accepted and that an order is placed with this company as soon as possible to allow for works to commence in January 2015.

5. FINANCIAL CONSIDERATIONS

5.1 The whole cost of the work to include the refurbishment, fees, Information Technology, telephony and furniture is expected to be £275,000.00. This is to be primarily funded by Ministry of Justice Grant, with the shortfall from the Commissioner's specific Reserve to undertake commissioning activity.

6. PERSONNEL CONSIDERATIONS

6.1 There are no personnel considerations as part of this tender approval process. There will be some staff relocations when the accommodation is complete and these will be managed through the established processes and procedures.

7. LEGAL IMPLICATIONS

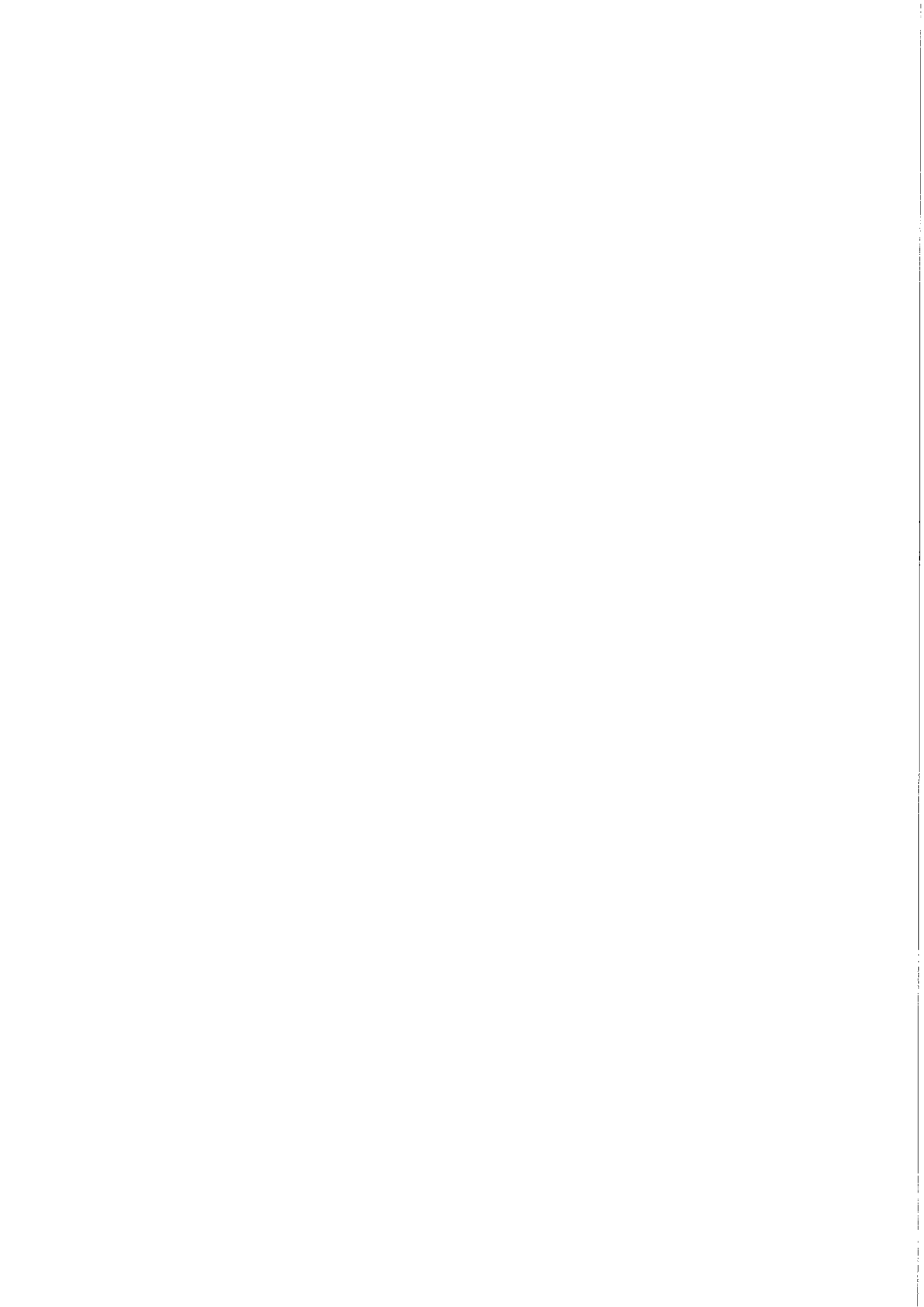
7.1 A contract will be drafted and issued for the Refurbishment Works. This contract and the works will be managed by the Property Services Department of Monmouthshire County Council.

8. EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS

8.1 This proposal has been considered against the general duty to promote equality, as stipulated under the Single Equality Plan and has been assessed not to discriminate against any particular group.

8.2 In preparing this report, consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998.

9.	<u>RISK</u>
9.1	<p>This is a low risk project.</p> <p>The Officers and Staff who work at Blackwood Police Station will be separated from the Building Works to reduce any risk of an accident or injury.</p> <p>The contractor has been selected from an approved source and there are robust contract documents and supervision to ensure that this project is delivered on time and to cost.</p>
10.	<u>PUBLIC INTEREST</u>
10.1	Following approval of this report by the Commissioner, this document will be made available to the Public.
11.	<u>CONTACT OFFICER</u>
11.1	Mr Kieran McHugh, Head of Estate and Facilities.
12.	<u>ANNEXES</u>
12.1	Tender Report from Monmouthshire County Council, Property Services Department



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Consultation:	Tick to confirm (if applicable)
Financial The Chief Finance Officer has been consulted on this proposal.	✓
OPCC (insert name) The Chief Executive has reviewed the request and is satisfied that it is correct and consistent with the PCC's plans and priorities.	✓
Legal The legal team have been consulted on this proposal.	N/A
Equalities The Equalities Officer has been consulted on this proposal.	N/A

Chief Executive/ Deputy Chief Executive:

I have been consulted about the proposal and can confirm that financial, legal, equalities etc... advice has been taken into account in the preparation of this report.

I am satisfied that this is an appropriate report to be submitted to the Police and Crime Commissioner for Gwent.

Signature:

S A B...

Date: 11/12/14

Police and Crime Commissioner for Gwent

I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct.

The above request has my approval.

Signature:

Pa Johnson

Date:

23.12.14

