

## Officer Non Key Executive Decision

<b>Relevant Chief Officer (Decision Maker):</b>	Steve Thompson, Director of Resources
<b>Relevant Cabinet Member (for consultation purposes):</b>	Councillor Mark Smith, Cabinet Member for Business, Enterprise and Job Creation
<b>Report Author (Officer name and title):</b>	Janine Bradley - Corporate Procurement and Projects Officer
<b>Implementation Date of Decision:</b>	7 December 2021

### Provision of Office Furniture

#### 1.0 Purpose of the report:

1.1 To confirm the outcome of the recent tender exercise undertaken for the provision of office furniture.

#### 2.0 Recommendation(s):

2.1 To approve the appointment of H. Jenkinson and Company Limited for the provision of Office Furniture.

#### 3.0 Reasons for recommendation(s):

3.1 A tender exercise was undertaken between October and November 2021, in order to select a supplier to provide office furniture to Blackpool Council for a period of 2 years (from 1<sup>st</sup> January 2022) with the option to extend for 1 year plus a further 1 year.

The Council invited the 10 suppliers listed on Yorkshire Purchasing Organisation's (YPO) framework for Office Furniture Solutions and Associated Services to submit tenders. This mini competition between the framework suppliers took place on the Council's tendering portal ('The Chest').

3 tender responses were received from :

- Gresham Office Furniture Ltd (Bolton, Lancashire)
- H. Jenkinson & Company Limited (Prescot, Merseyside)
- Senator International Ltd (Accrington, Lancashire)

H. Jenkinson & Company Limited provided the most economically advantageous tender (based on a combination of price, quality and social value) and it is therefore our intention to enter into a formal agreement with them.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

None – the current contract ends on 31<sup>st</sup> December 2021.

#### **4.0 Council Priority:**

4.1 The relevant Council Priority is

- “The economy: Maximising growth and opportunity across Blackpool”

#### **5.0 Background Information**

5.1 The contract will be for ad hoc purchases based on actual requirements of the Council. The Council cannot guarantee the amount of business which will be generated to H. Jenkinson and Company Limited; any stated volumes, quantities or usages were provided to tenderers as a guide only.

The tender exercise was based on a range of the most relevant furniture items purchased by the council.

Does the information submitted include any exempt information? No

**List of Appendices: n/a**

#### **6.0 Legal considerations:**

6.1 The YPO framework offered a compliant route to market – all activity has been carried out in line with Contract Procedure Rules and Public Contract Regulations 2015.

The Council will enter into a contract with H. Jenkinson & Company Limited.

**7.0 Human Resources considerations:**

7.1 TUPE does not apply to this contract

**8.0 Equalities considerations:**

8.1 None

**9.0 Financial considerations:**

9.1 Price was weighted at 60% of the total award value to ensure that competitive price quotations would be received.

The cost for the provision of the office furniture will be met within existing budgets.

**10.0 Risk management considerations:**

10.1 Arrangements relating to risk were addressed within the tender submission.

**11.0 Ethical considerations:**

11.1 H. Jenkinson and Company Limited has signed Blackpool Council's Supplier Charter which includes a commitment to consider how they can make a positive contribution to improve the economic, social and environmental well-being of Blackpool in order to help achieve the Council's priorities.

**12.0 Internal / External Consultation undertaken:**

12.1 Key internal stakeholders were engaged on the evaluation panel.

**13.0 Decision of Chief Officer**

13.1 To approve the appointment of H. Jenkinson and Company Limited for the provision of office furniture.

**14.0 Reasons for the Decision of the Chief Officer**

14.1 H. Jenkinson & Company Limited provided the most economically advantageous tender based on a combination of quality, price and social value.