

Record of officer decision

Decision title:	To award a contract to Portsdown Office Limited for the supply of office furniture
Date of decision:	3 November 2022
Decision maker:	Director of Resources & Assurance
Authority for delegated decision:	<p>Director of Resources & Assurance to be authorised to take all operational decisions necessary to implement within the approved budget</p> <p>Link to decision:</p> <p>https://councillors.herefordshire.gov.uk/mgIssueHistoryHome.aspx?IId=50042810</p>
Ward:	Widemarsh
Consultation:	Commercial Services have been consulted
Decision made:	<p>Following a competitive tender and evaluation process through the YPO framework, it is agreed to award the contract to Portsdown Office Limited who have been successful in winning the tender. The contract will assist in the delivery of the Council asset infrastructure changes. Furniture will be repurposed from current Council stock as much as possible, this contract will enable the supply of furniture where it isn't available for re-use.</p> <p>That the Senior Project Manager be authorised to approve spend within the total budget for internal and third party recharges</p>
Reasons for decision:	<p>The funding was agreed within the Property Services estate capital programme</p> <p>The closure of both Elgar House and Nelson House has resulted in more council staff being based and working from the corporate head office at Plough Lane and Multi Agency Offices (MAOs) in the county.</p> <p>As a result the Plough Lane office and MAOs have been identified as requiring changes to provide flexible office accommodation to meet the changing work practices and the use of office space post-Covid and to support the delivery of services using a hybrid approach.</p> <p>The reallocation of the existing capital funds will allow the external and internal changes of Plough Lane and MAOs to be undertaken. The scope of the work to be completed includes, but not limited to work, on developing options for providing space to accommodate meetings with customers and public committee meetings and the associated infrastructure requirements to deliver the work.</p>
Highlight any associated risks/finance/legal/equality considerations:	Not awarding this work to Portsdown Office Limited could compromise the council's ability to provide flexible office accommodation to meet the changing work practices offer at its Plough Lane offices
Details of any alternative options considered and rejected:	The council could decide not to award this contract. This option has been rejected due to the need to deliver services from the Plough Lane and MAO offices and to enable flexible hybrid office accommodation to support the delivery of services

**Details of any
declarations
of interest made:**

None

Signed

Andrew Lovegrove
Director of Resources & Assurance

Date: 3 November 2022