

**Report of the Chief Constable to the Chair and Members  
of Policy & Resources / Corporate Development Panel  
10<sup>th</sup> September 2009**

**Executive & Presenting Officer: Mrs Ann Hall, Assistant Chief Officer  
(Finance & Commissioning)**

**Status: For Decision**

**Procurement report for the provision of Furniture**

**1 Purpose**

1.1 This report is intended to provide members with a summation of the procurement benchmarking exercise carried out to award a contract for the provision of Office Furniture.

**2 Recommendations**

2.1 That Members note the procurement method used, and approve the recommendation put forward by the Evaluation Team.

2.2 That Members approve the awarding of the contract to Tender 1, using a local distributor.

2.3 That members accept the revised prices and projected savings of 27%.

**3 Reasons**

3.1 Background

Cleveland Police uses the National Police Framework Contract run by Thames Valley Police. This framework was re-tendered in 2008 and a new framework contract was awarded to four suppliers which commenced on 1<sup>st</sup> July 2008 and continues until 31<sup>st</sup> June 2012.

### 3.2 Process

A mini-competition benchmarking exercise, based on a full list of furniture used by Cleveland Police was carried out between the four suppliers on the Thames Valley Police Contract and the eight suppliers on the North East Purchasing Organisation (NEPO) Contract.

3.3 The benchmark prices were analysed and we identified that the current contracted prices with our current supplier were higher than those available from these new Framework Agreements.

3.4 Central Business Unit and District representatives were consulted throughout the exercise and with the results of this benchmarking exercise. They raised the following concerns:

- Impact of supplier change
- Ability of new supplier to meet our Service Level Requirements
- Quality of furniture
- Colour match of furniture
- Understanding of Cleveland Police needs

3.5 To address these concerns each supplier on the NEPO Contract with lower prices was invited to provide further details of their products and service delivery performance, which were then presented to representatives from Central Business Unit.

3.6 After consultation with Central Business Unit and Districts there were still concerns over the cost of change and service delivery. A recommendation was then made to approach Tender 1 to review their pricing.

3.7 The Interim Procurement Manager led the review of prices with Tender 1. Tender 1 offered a circa 30% reduction on the benchmarked list. Please see paragraph 4.2 regarding the details.

3.8 Central Business Unit and Districts support the recommendation to retain Tender 1 using a local distributor.

## **4 Implications**

### 4.1 Finance

In 2008/09 Cleveland Police purchased a range of Office Furniture to the value of £162,523. In order to carry out a detailed benchmarking exercise as part of the Mini-Competition, the most popular items purchased were chosen. The benchmark list of furniture (see Appendix 1) was priced and the total prices are as per the table overleaf (one of each item):

<b>Supplier Name</b>	<b>Benchmark Total</b>
Tender 1	£1,589.12
Tender 2	£1,780.00
Tender 3	£2,032.30
Tender 4	£2,049.55
Tender 5	£1,810.50
Tender 6	£1,858.50
Tender 7	£1,885.55
Tender 8	£1,653.00
Tender 9	£1,967.72
Tender 10	£1,794.33
Tender 11	£2,409.43
Tender 12	Not quoted – school furniture only

- 4.2 The annual cost of furniture in 2008/09 for the items in Appendix 1 was £30,690.33. The annual cost of furniture using the new prices would be £24,062.44 for the same benchmark volume of furniture. This represents a saving of £6,627.89 which is 27%.
- 4.3 There will be additional items of furniture which are purchased, which will increase the level of savings, however it is not possible to pre-determine which items of furniture (which may include specialist chairs/unique furniture) will be required outside of the standard furniture items.
- 4.4 Diversity & Equal Opportunities  
The Thames Valley Framework complies with all diversity and equal opportunities issues offering a wide range of furniture. The distributor offer a bespoke fitting service for their furniture to meet the needs of individuals
- 4.5 Human Rights Act  
There are no Human Rights Act implications arising from this report.
- 4.6 Sustainability  
Tender 1 using a local distributor is supporting local SME's and contributing to the local economy.
- 4.7 As a manufacturer, Tender 1 are accredited with the following industry standards:
- FSC – Forest Stewardship Council
  - FISP – Furniture Industry Sustainability Programme (practical member)
  - Voluntary member of The Green Club
  - Hold the Trade Certification EMS – Environment Management System
- 4.8 Risk  
The risk to the Force in terms of supplier service continuity is low by using a Framework Contract. Other suppliers can be used if required to meet Cleveland Police's needs.

## **5 Conclusions**

- 5.1 A mini-competition was carried out in line with EU Legislation using the Thames Valley Police and NEPO Frameworks as a benchmark.
- 5.2 We believe this option offers value for money, giving a saving of 27% on current furniture expenditure.
- 5.3 This option also supports the local economy and is considered to be a low risk option.
- 5.4 The recommendation is for the contract to be awarded to Tender 1 using a local distributor.

Sean Price  
Chief Constable

### Evaluation Team

Commercial – Interim Procurement Manager  
Commercial – Contract Monitoring & Review Officer  
Commercial – Category Leader

## Appendix 1

<b>Furniture Type</b>		<b>Quantity</b>
<b>Workstations</b>	1600mm Left Hand & Right Hand Universal / Ergonomic / Crescent	1
	1600mm Left Hand & Right Hand Wave or Double Wave	1
	1600x800mm Rectangular	1
	1600mm Symmetrical	1
	800x600mm Rectangular	1
<b>Pedestals</b>	3 Drawer Desk High 600mm depth	1
	3 Drawer Desk High 800mm depth	1
	Fixed/integral 2 & 3 drawer options	1
	3 Drawer Tall Under Desk 600mm depth	1
	3 Drawer Under Desk 600mm depth	1
<b>Screens</b>	Desk Top Screen - Straight (H)380mm (W)1600mm	1
	Desk Top Screen - Straight (H)380mm (W)1630mm	1
	Desk Top Screen - Straight (H)380 (W)800mm	1
<b>Chairs</b>	Standard Operator Chair/No Arms	1
	Metal 25x25mm tube Four legged visitor chair	1
<b>Metal Storage</b>	Metal Tambour Units (H)1980 (W)1000 (D)475mm (Empty)	1
<b>Wood / Veneer / MDF Storage</b>	4 Drawer Filing Cabinets	1
	4-Tier Bookcase (H)1710 (W)800 (D)320mm	1
	2-door Cupboard (H)1837 (W)950 (D)520mm (Empty)	1
Prices assume the following: <ul style="list-style-type: none"> <li>▪ All Wood Finishes: Oak Veneer</li> <li>▪ All Metal &amp; Trim Finishes: Grey</li> <li>▪ Seating Fabric: Camira Xtreme Plus</li> <li>▪ Screen Fabric: Camira Lucia</li> </ul>		