

OFFICER DECISION RECORD SHEET

Name of decision maker: Assistant Director of Finance and Resources

Service Area: Commercial Assets and Property Development

Title of Decision: To award a contract for the refurbishment of Dacre House based in Hemel Hempstead.

Decision made and reasons:

Decision: To award a contract to Hollywell Building Services Limited to carry out a refurbishment of Dacre House, Hemel Hempstead.

Reason: Dacre House is located in Hillfield Road and was occupied by the Citizens Advise Bureau prior to them moving into the Forum building when it opened in 2017. Since then the building has been vacant.

The Council are now looking to relocate the food bank which is currently located at the Paradise Depot into Dacre House. Over the years, Dacre House has fallen into a state of disrepair so is in need of a refurbishment. This also provides an opportunity to ensure Dacre House is configured in a way that is suitable for the foodbank.

Procurement process: The Council have carried out an open market tender process which has been advertised on both the local and national portal. The Council identified pre-determined evaluation criteria which included previous experience, health & safety, programme of works, experience of staff and price to assess the bids.

The Council only received one bid with a number of companies advising that they didn't currently have the capacity to carry out the works. To ensure we have obtained value for money, the Council have carried out a benchmarking exercise against other known companies to the Council and this has helped demonstrate that the bid provided by the single bidder offers value for money.

The winning bidder is Hollywell Building Services Limited.

Reports considered:

The procurement report is attached.

Officers/Councillors/Ward Councillors/Stakeholders Consulted:

Horace Whyte – Building Surveyor

Richard Rice – Group Manager of Commercial Assets and Property Development

Tony Moore – Team Leader of Commercial Assets and Property Development

Nigel Howcutt – Assistant Director of Finance and Operations

Andrew Linden - Commissioning, Procurement and Compliance Team Leader

Financial Comments:

The total approved budget for the refurbishment project is £450,000 therefore sufficient budget to cover this contract.

Clare Dempsey Accountant (Finance and Operations)

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Monitoring Officer Comments:

Officers must ensure that an appropriate works contact is in place prior to commencement of works.

Deputy S151 Officers Comments:

The award of this contract is within the existing approved budgeted level.

Financial:

The cost of the works is £158,549.

Options considered and reasons for rejection:

By relocating the food bank to Dacre House, this has freed up Paradise Depot which will be used for housing development.

The redevelopment has already been approved and the Council's New Build Team are in the process of progressing the scheme for development. On that basis, it is key the Council find a suitable location for the food bank and Dacre House is ideal due to access and location.

Officer Signature:

Date: