



Record of Officer Decision

Local Government (Executive Arrangements) (Meetings and Access to Information)
(England) Regulations 2012.

Type of decision: Material decision

Decision Date: 22 July 2022

Decision Maker: Executive director of development and city services

Decision status: Determined

Is Key Decision?: No

Is subject to call in? No

Decision details:

1. Cabinet approved on 06 April 2022 to:
 - a. Agree to enter a contract for the refurbishment of Old Carrow House:
and
 - b. Delegate authority to the Executive Director of development and city services, in consultation with the cabinet member for sustainable and inclusive growth and the cabinet member for resources, to award the refurbishment contract at Old Carrow House to the most economically advantageous tender subject to the budget limits set out in this paper.
2. At the time of the cabinet approval the contract sum was anticipated to be £0.8m.
3. Norwich City Council procurement team issued the ITT through the Pagabo framework and the tender process was carried out by Pagabo as part of their compliant tender process in an open, transparent manner and non-collusion protocol between tenderers
4. The tender package (ITT) was issued via the Pagabo portal system on 24 May 2022. The date for tender returns was set at 13.00 on Wednesday 29 June 2022. Pagabo advised Norwich City Council on the 8 June 2022 that Resolution Interiors Cupaz (21st Century Office Solutions) Ltd and Holmes Building Contractors Ltd had withdrawn from the process due to a lack of resource within their Bid Team. On the 21 of June 2022 Pagabo advised Norwich City Council that Aspect Group Services Ltd had withdrawn due to a

lack of resources within their Bid team. On 22 June 2022 CLC Contractors advised that they would have to withdraw due to a lack of resources within their Bid team. On the morning of the tender due date NCL Contractors Ltd contacted Pagabo that they were unable to return a price for the scheme. The team discussed with Pagabo and NCL Contractors Ltd whether an extension of time would enable them to submit a tender and NCL Contractors Ltd advised that they would need until 15 July to enable them to meet the qualitative requirements. It was agreed that this was too long a delay to the project and accepted that a single price from ND Willan Building Contractors Ltd would need to be reviewed at this stage.

5. Further to the tender review process of the N D Willian Building Contractors Ltd tender submission, the final negotiated fixed price contract sum is £0.625m
6. The use of a fixed sum contract will safeguard the council against further inflationary costs within the supply chain.

The Executive director of development and city services has taken the following decision following consultation with the cabinet member for sustainable and inclusive growth, and the cabinet member for resources:

To approve the award of Old Carrow House construction contract to N D Willian Building Construction Ltd.

Reason for decision:

To meet the agreed approved DLUHC Town Deal Funding Business Case and ensure the weather dependant Listed Building external works are completed in 2022.

Alternative Options:

None

Declarations of Interest:

None

Reports considered by the decision maker:

Recommendation to award a contract report by Contracts officer, Procurement, 21 July 2022.

Any background documents considered:

Cabinet decision notice and minutes 6th April 2022

Publication date: 22/08/2022