

## NORTH LANARKSHIRE COUNCIL

## REPORT

To: HOUSING AND SOCIAL WORK SERVICES COMMITTEE	Subject: FURNITURE STORAGE, REMOVAL AND DISPOSAL SERVICES
From: HEAD OF HOUSING SERVICES	
Date: 21 OCTOBER 2009	Ref: MP/EMcH

**1. Purpose of Report / Introduction**

The purpose of this report is to seek committee approval to commence the procurement process for Furniture Storage, Removal and Disposal Services.

**2. Background**

- 2.1 Homeless legislation within the Housing (Scotland) Act 1987 (as amended) requires that Local Authorities provide removal and storage facilities for the furniture and personal belongings of people who are Homeless or threatened with Homelessness. The provisions relating to Abandoned Tenancies set out in the Housing (Scotland) Act 2001, require procedures to be followed in respect of property found in a house which has been repossessed.
- 2.2 The existing Contract for the requirements of Furniture Storage and Removal ended in September 2009. An extension has been exercised that allows sufficient time for a new Contract to be arranged in line with the proposals detailed in this report.
- 2.3 Additional requirements for Furniture Storage and Removal based on Void Properties and Abandonment's have recently been identified and these will be merged into the new Contract to ensure Housing Services are procuring the Furniture Storage Removal and Disposal requirements under a single arrangement.

**3. Proposals / Consideration**

- 3.1 It is proposed the new Contract period will be 24 months with option to extend the Contract for up to a further 24 months at the Council's discretion. It is the intention to have the new Contract ready for use at the beginning of financial year 2010/11.
- 3.2 The estimated Contract Value of £2 million exceeds the financial threshold stipulated in the EU Public Sector Procurement Directive 2004/18/EC, so the procurement will be subject to an EU compliant procurement process.
- 3.3 A Project Team, supported by Corporate Procurement has been established to take forward the procurement exercise. There is likely to be significant interest in the proposed Contract, therefore the Restricted Procedure, which is a two-stage tendering process, is the recommended procurement route.
- 3.4 In accordance with Contract Standing Orders, a summary of the proposed procurement process is provided at Appendix A.

**4. Financial / Personnel / Legal / Policy Implications**

4.1 The costs of this work can be contained within the HRA revenue budget.

**5. Recommendation**

It is recommended that the Committee approve the competitive tendering of Furniture Storage, Removal & Disposal as outlined in this report.



**Monica Patterson**  
**Head of Housing Services**  
**Date 1<sup>st</sup> October 2009**

For further information on this report please contact Elaine McHugh, on telephone 01236 812531

APPENDIX A

NORTH LANARKSHIRE COUNCIL - PROCUREMENT REPORTING

		PART A PROPOSED ARRANGEMENTS	PART B ACTUAL ARRANGEMENTS												
1	Procurement Title	Furniture Storage, Removal and Disposal													
2	Description	Service Contract for Furniture Storage, Removal and Disposal													
3	Contract Category	Supply Services Works	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>												
4	Contract Type	Term Framework Agreement Framework Contract One-off Other	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>												
5	Contract Duration	<input type="text" value="24"/> Months	<input type="text"/> Months												
6	Contract Start Date	<table border="1"> <tr> <td>DD</td> <td>MM</td> <td>YYYY</td> </tr> <tr> <td>01</td> <td>06</td> <td>2010</td> </tr> </table>	DD	MM	YYYY	01	06	2010	<table border="1"> <tr> <td>DD</td> <td>MM</td> <td>YYYY</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	DD	MM	YYYY			
DD	MM	YYYY													
01	06	2010													
DD	MM	YYYY													
7	Contract End Date	<table border="1"> <tr> <td>DD</td> <td>MM</td> <td>YYYY</td> </tr> <tr> <td>31</td> <td>03</td> <td>2012</td> </tr> </table>	DD	MM	YYYY	31	03	2012	<table border="1"> <tr> <td>DD</td> <td>MM</td> <td>YYYY</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	DD	MM	YYYY			
DD	MM	YYYY													
31	03	2012													
DD	MM	YYYY													
8	Contract Extension	<p>Is a provision being included to extend the contract?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', what is the maximum period of extension being sought?</p> <input type="text" value="24"/> Months	<p>Has a provision been included to extend the contract?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', what is the maximum period of extension included?</p> <input type="text"/> Months												
9	Total Value	<input type="text" value="£2 Million"/>	<input type="text" value="£"/> Actual <input type="checkbox"/> Estimate <input type="checkbox"/>												

10	What procurement route will be used?	EU Non-EU	<input checked="" type="checkbox"/> <input type="checkbox"/>
11	If EU procurement route to be used, which procedure will apply?	Open Restricted Other If 'Other' please provide details below:	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
12	If Non-EU procurement route to be used, which procedure will apply?	Open Restricted Approved List Other If 'Other' please provide details below:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13	What Evaluation Criteria will be used?	Lowest Price Most Economically Advantageous	<input type="checkbox"/> <input checked="" type="checkbox"/>
14	Procurement Checklist	Procurement checklist provided to Procurement Manager? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
15	Details of Council Officer responsible for this procurement process	Name <input type="text" value="Elaine McHugh"/> Telephone <input type="text"/>	