

Executive Summary

- 45 Contracts let
- 18 Waivers approved
- 2 Procurement Exemptions approved
- Contract Performance - 22 contracts £100k+

Contracts Let 2017/18

The contracts award thresholds within the Procurement Code, sets out the types and levels of approvals required. The table below provides an overview of the 45 contracts let¹ for Growth Housing & Planning during the 2017/18 period.

Threshold	Q1	Q2	Q3	Q4	Total
ABOVE £1.5m	4	2	5	1	12
ABOVE £100k	2	8	8		18
BELOW £100k	3	6	2	4	15
Grand Total	9	16	15	5	45

The recommendations for the 45 contracts let originated from the following areas:

Recommendation	Q1	Q2	Q3	Q4	Total
PAB	6	10	13	1	30
Devolved	3	6	2	4	15
Grand Total	9	16	15	5	45

- 30 contracts let were above £100k. Recommendations to proceed to contract award were given by the Procurement Assurance Board (PAB).
- 15 contracts let were below £100k and classified as Devolved procurement activity. Recommendations to proceed to contract award are managed by the service.

Waivers & Exemptions

The number and types of waivers requested over the 17/18 period are summarised below. A total of 18 waivers were approved, which is a slight increase from the previous year where a total of 14 requests were approved.

Waivers by type	Q1	Q2	Q3	Q4	Total
Directly award contract - no competition	2	1	1	4	8
Change to evaluation criteria	2	2	2	1	7
Non-compliant contract extension				3	3
Grand Total	4	3	3	8	18

2 procurement exemptions were approved under the following exemption code

- E3 - Services need to be procured as a matter of extreme urgency and timescales do not allow for the prescribed procurement route set out in the Procurement Code to be fully followed.

Overall Contract Performance over £100,000

It should be noted that this data **excludes** all contracts below £100k and if commenced within the last 6months of quarter 4 as performance will not have been rated. So out of a total of 49 active contracts during this period this leaves 22 contracts for the purposes of this report.

Threshold	Below Expectations	Meets Expectations	Not Evaluated	Total
ABOVE £1.5m	1	2	6	9
ABOVE £100k		2	11	13
Grand Total	1	4	17	22

Of these 22 contracts over the £100k threshold

- 1 contract is rated as performing ‘Below Expectations’
- 4 contracts rated as meeting expectations
- 17 contracts not been performance rated (6 are £1.5+)

The following pages present a detailed summary of the contract activity highlighted above.

¹The term ‘contracts let’ refer to all contracts in capitalEsourcing with a service commencement date within the Quarterly reporting period. A reconciliation of the previous reporting period will be run each quarter.

This table represents the latest position using source data from the capitalEsourcing system dated 01/05/2018.

[Overview of Contracts Let 2017/18](#) A total of 45 contracts were let during the 2017/18 period. The table below also highlights the 14 contracts let under City West Homes.

Start Date	End Date	CWH YES/NO	Suppliers name	Contract Title	Contract status	Total Contract Value
03/04/2017	02/04/2019	No	MWS Technology Ltd	Westminster Employment Service staff and customer portal	Active	£94,000
10/04/2017	14/07/2017	No	Oakleaf Surveying Ltd	School Condition Surveys Contract	Closed	£16,995
18/04/2017	29/12/2017	No	SHB10 LLP	Office Review Consultancy	Closed	£19,839
08/06/2017	12/01/2018	Yes	Geoffrey Osborne Ltd	U104 City Of Westminster Dwellings and Dufours Place	Active	£1,204,001
12/06/2017	01/09/2017	Yes	Russell Trew Limited	Roofing Works at Luxborough Tower	Closed	£114,466
30/06/2017	30/06/2027	Yes	GEM Environmental Building Services Ltd	Lot 2 Mechanical	Active	£19,501,330
30/06/2017	30/06/2027	Yes	Morgan Sindall Property Services	LOT 1 Domestic Heating	Active	£21,993,570
30/06/2017	30/06/2027	Yes	Oakray Ltd	LOT 3 - Electrical Services	Active	£33,001,370
30/06/2017	30/06/2027	Yes	Precision Lift Services Ltd	LOT 4 - Lifts Services	Active	£24,223,620
01/07/2017	30/06/2027	Yes	Morgan Sindall Property Services	Lot 1 – Responsive Repairs and Voids Ref: Y923	Active	£129,247,350
01/07/2017	30/06/2019	No	St Mungo's	Homeless Health Coordination Project	Active	£45,000
03/07/2017	05/01/2018	Yes	Watret & Co Ltd	Church Street Estate	Active	£724,798
03/07/2017	02/07/2018	No	PINNACLE HOUSING LTD	Ebury - Community Engagement Partner	Active	£125,000
06/07/2017	31/12/2018	No	Currie & Brown UK Limited	Seymour Leisure Center - PM	Active	£136,750
17/07/2017	30/07/2018	Yes	TSG Building Services plc	T264 Works at Torrindon House	Active	£899,639
01/08/2017	31/07/2018	No	St Mungo's	Safe space pre-refuge for female rough sleepers with complex needs.	Active	£229,702
01/08/2017	31/03/2018	No	United Living (South) Ltd	Gloucester Terrace - Contractor	Active	£921,767
03/08/2017	30/11/2017	No	The Furniture Practice	Old Marylebone Town Hall - Furniture - ITT	Closed	£183,818
16/08/2017	31/03/2018	No	David Miller Architects	Harrow Road Canal side Workspace - Architect	Active	£29,000
23/08/2017	31/08/2017	Yes	Eneteq Services Ltd	Y256 PDHU Pipe Replacement	Closed	£57,164
29/08/2017	27/07/2018	No	Ginkgo Landscape Contractors Ltd	RFQ/ITT prj_WCC_9232 - Food growing - landscape contractor - contract	Active	£23,740
01/09/2017	27/07/2018	No	Groundwork London	RFQ/ITT prj_WCC_9232 - Food growing - gardening contractor - contract	Active	£27,228
04/09/2017	20/08/2018	Yes	Lawtech Group Ltd	T155 - Warwick Low Rise	Active	£4,185,643
04/09/2017	30/06/2018	Yes	LAKEHOUSE CONTRACTS LTD	S155- internal and external repairs, Churchill Gardens Contract	Active	£869,277
25/09/2017	31/05/2019	No	calfordseadenLLP	Independent Mechanical & Electrical Design and Installation Quality Assessor	Active	£59,620
01/10/2017	30/09/2020	No	Look Ahead Care and Support	Lot 1 - Stabilisation Space for Rough Sleepers	Active	£1,499,995

Start Date	End Date	CWH YES/NO	Suppliers name	Contract Title	Contract status	Total Contract Value
01/10/2017	30/09/2020	No	Mayday Trust	Lot 2 - Transitional Move On Flats for Rough Sleepers	Active	£369,976
01/10/2017	30/09/2022	No	Places for People	lot 1: Frontline housing advice and support services	Active	£7,230,000
01/10/2017	30/09/2022	No	Places for People	lot 2: Single person homeless service	Active	£2,250,000
01/10/2017	30/09/2022	No	Places for People	Lot 3: Housing assessment, allocations and nominations	Active	£8,471,612
01/10/2017	30/09/2022	No	Places for People	Lot 4: Procurement and management of temporary and permanent homeless accommodation	Active	£3,405,681
09/10/2017	06/12/2019	No	Young Associates	Beachcroft- Party Wall	Active	£17,160
16/10/2017	30/06/2018	No	Heeran Construction	Bessborough Children's Hub - Works	Active	£426,925
23/10/2017	31/12/2017	No	Wates Construction Ltd	Old Marylebone Townhall Fitout & Installation	Closed	£258,246
01/11/2017	31/12/2018	No	Inenco Group Limited t/a NIFES Consulting Group	Nifes CDM and Post Contract Duties for Portman	Active	£27,890
02/11/2017	05/04/2018	No	Heeran Construction	Westminster Reference Library	Active	£256,711
10/11/2017	31/12/2018	No	Peter Brett Associates LLP	Cosway Street Multidisciplinary Team LOT 1 Contract	Active	£394,013
20/11/2017	30/06/2018	No	ETC Sports Surfaces Limited	Refurbishment of existing sports Facilities	Active	£373,818
12/12/2017	31/03/2021	No	St Mungo's	Lot 1: Westminster Street Engagement Services	Active	£2,250,000
12/12/2017	31/03/2021	No	St Mungo's	Lot 2: Westminster Entrenched Rough Sleeper Service	Active	£1,110,000
08/01/2018	02/04/2018	Yes	Chapman BDSP Limited	LOT 1 V120 Condition Survey and Employers Requirements for Ventilation System	Active	£72,951
08/01/2018	07/01/2021	No	Single Homeless Project (SHP)	Rough Sleeping Frontline Accommodation - King George's Hostel	Active	£1,732,959
15/01/2018	31/01/2019	No	Ove Arup and Partners International Ltd	WEP Portfolio Office	Active	£54,000
22/01/2018	31/12/2018	No	BRYAN PACKMAN MARCEL	61-63 Elgin Avenue	Active	£22,400
23/02/2018	22/02/2021	Yes	Glemnet Ltd	CWH SIP Trunks	Active	£24,660.00
Total						£268,159,023

Waivers Approved – A total of 18 waiver requests were approved.

Waiver Directly award contract without competition
Absolute IT and Asset Disposals Ltd - Removal and disposal of ICT and ICT related equipment from City Hall
The granting of a waiver will allow for the swift disposal of a large amount of old and obsolete ICT and ICT related (eg old equipment racks, UPS etc) to be decommissioned, dismantled and removed from the City Hall. It will all be disposed of in accordance with the appropriate codes and regulations, eg the WEEE directive for ICT equipment. This will facilitate the clearance of the City Hall in line with the time lines required by the overall programme. The Supplier has been used by Westminster City Council previously to undertake works of this nature and the performance has been good. IT disposals will be considered as part of the Category Strategy for IT
Wates Construction - Old Marylebone Town Hall - Fitout coordination and Installation
Wates Construction have been carrying out the refurbishment works to Old Marylebone Town Hall since 2013. The main works are due to finish in July 2017. The next stage of works that we require Wates to undertake is to coordinate the delivery of certain bespoke furnishings to the Town Hall and to carry out their installation. Wates are already engaged on site and by directly awarding the works to them we are negating the cost of a further procurement exercise and retaining the expertise of the contractor.
Nifes - Appointment of Nifes to act as CDM Principal Designer for Portman Childrens Centre heating replacement works
Nifes were originally appointed in 2015 as the mechanical and electrical consultants for this building and were asked to undertake a number of investigations in to the heating and hot water systems, provide WCC with options and concept designs, and create the design for the final option chosen by the Council. The heating system at the Children's Centre is now so deteriorated that the council is now obliged to undertake an overhaul of the system and the hot water tanks before winter sets in. As Nifes have previously been appointed and developed the design we are asking for a waiver to directly award £27890 worth of work to them in order for the project to begin. The works they would undertake are as follows: Act as Principal Designer under the Construction (Design Management) Regulations 2015, attend site to oversee the works, prepare and issues site instructions to the contractor, undertake inspections of the contractors work and ensure that the works are in accordance with the design drawings, Prepare a snagging list, instruct the contractor to prepare O & M Manuals and agree final account. The build contractor is building to Nifes design for this project. Nifes will also take responsibility for Notifying the HSE of the scheme and issuing electronic F10 submissions, preparing and issuing Pre Construction Information, Reviewing the build contractors Construction Phase Plan and Monitoring on going Compliance of the build contractor against their Construction Phase Plan.
PRP LLP - Architectural services
PRP was appointed through a competitive tender process in February 2017 to provide architectural services for two development sites owned by the Council. The Contract with PRP expired in August 2017 and therefore there isn't the ability to progress a variation. Approximately 40% of the scope of work has been completed to date. The project was placed on hold whilst further feasibility studies were completed to re-confirm the scope. The project deliverables have now been set and there is now a requirement for additional work to be completed. PRP is best placed to carry out this additional work on the basis that: <ul style="list-style-type: none"> • PRP is a care specialist and has considerable history and knowledge of the project • PRP's initial tendered rates were lower than the other bidders. They are holding this rate for the new work and it therefore represents best value for money for the Council • A new consultant will need to spend time getting familiar with the project and this will cost the council more money • There is a strong political push to progress the project as quickly as possible
Judge & Priestley - Provision of Legal Services for Debt Recovery for City West Homes

Waiver Directly award contract without competition
The direct award of this contract to Judge & Priestley will ensure continuity of service provided to City West Homes (CWH). It will also allow sufficient time for Shared Legal Services to re-evaluate their capacity in terms of being able to pick up the volume of work required by CWH, to implement and test a new case management system and to mobilise the resources to be able to pick up the volume of work required by CWH. The stakeholder will also be able to mobilise resources for transfer of service. If the Shared Legal Services are not in a position to deliver the service in future, Procurement Services will have sufficient time to re-procure the long term solution.
Penwarden Hale Architects - Principal Designer (CDM) for Infills Programme - Package 2 (MMC Car Parks/Garages)
Penwarden Hale Architects are urgently required to deliver RIBA Stages 4 - 7 design services as construction works are to commence on site. Metropolitan Workshop were appointed in September 2016 for a contract sum of £274,105 (cost matrix shows 10% added) to deliver design services for the Infill Programme Package 2 however a Principle Designer (CDM) was NOT included in the tender requirements. Planning permission have been approved to commence the works on the 3 project sites in Package 2, which will be delivered by Lowe Build, and a Principle Designer/CDM is urgently required to progress these works. Lowe Build and Penwarden Hale Architects have an historical working relationship.
WYG - Party Wall Surveyor for the 3 MMC Infill sites (Package 2)
WYG were appointed to provide Employer's Agent services to this package of works however it has transpired that the services of a Party-Wall Surveyor are urgently required as part of the pre-construction works and WYG are able to provide this requirement. As WYG are already familiar with the works schemes, a variation to their existing contract is both cost and time resource effective instead of undertaking an additional tender exercise. The award value of the current EA contract with WYG is £199,227.
Peter Brett Associates - Transport Consultation Service - Infills Package 6
Peter Brett are already contracted with the Council for other contracts and are suitably qualified to delivery this requirement. As this particular element was omitted from the Package 6 tender, the specification has been revised this on future Infill tenders.
Waiver Non-compliant contract extension
GVA Grimley - extend the management agent of the property investment portfolio for 4 months
This waiver is being sought to ensure that the services of the managing agent are still being undertaken on behalf of the council whilst a re-procurement exercise for a new agent is being conducted. This waiver will ensure that rents are collected and all landlord duties are being carried out. The extension period coincides with the rent collection period and will ensure that revenue creation will continue during this period. This waiver was approved at PAB on the 16th January 2018 and the gate paper is attached for further reference.
London Communications Agency (LCA) - Resident Communication services for the 3 MMC Infill sites - Package 2
The LCA have been providing resident communication services for these schemes for some time and CWH wish to extend their service. The current expenditure with the LCA is £38,700 and it is estimated that future spend will be an additional £35,000. This would make a total spend of up to £73,700. This final sum may be reduced if services not required for all 3 schemes. The LCA will be asked to sign the Short Form Contract
Gristwood & Toms - extend the management agent of the property investment portfolio for 4 months.
If the current contractor is successful in their tender submission the new contract can commence at the earliest date available, which is May 2018. However, the current contractor, Gristwood and Toms, is undertaking the 'winter pruning programme' which is required to minimise the potential effect of trees to adjacent low-rise building on clay soils. The winter pruning programme runs through until the end of April and it is essential for the council's insurance risk management that the

Waiver Non-compliant contract extension
programme is completed. Failure to fully complete the programme may result in an increase in the number of subsidence related insurance claims and a weakening of the council's ability to rebut claims or to secure settlement on favourable terms. It is highly likely that the performance of the contractor will tail off towards the end of the contract period if they have been unsuccessful in renewing the contract. Therefore delaying the implementation of the contract until August provides sufficient time to complete any outstanding works (at current contract prices), maintaining current performance standards and goodwill while allowing sufficient time for the new contractor to mobilise and fully appraise themselves of the requirements and potential difficulties of working in Westminster.
Waiver Change to evaluation criteria
Old Marylebone Town Hall - Furniture Purchase - to vary the evaluation criteria weightings from 60% price:40% quality to 40% price:60% quality.
Due to the nature of the project and the requirement the main focus of evaluation should be on achieving value for money as opposed to technical capability
Safe Space Pre-Refuge Services for Female Rough Sleepers with Complex Needs - to apply quality:price evaluation criteria weightings of 80%:20%.
This procurement will be funded by two grants received from DCLG; the full amount of the DCLG grants will need to be spent on the project so savings cannot be made from awarding to a lower priced bid. The service involves working with some of the most challenging and multiply excluded individuals in the community and in order to achieve successful outcomes for service users the successful provider(s) will need to be able to offer innovative working practices and a tailored personalised service for the individual. High quality is thus critical. We are therefore seeking to apply quality:price evaluation criteria weightings of 80%:20%.
Rough Sleeping Outreach Services - to vary the evaluation criteria weightings from 60% price:40% quality to 40% price:60% quality.
This contract is likely to be very attractive to providers given the number of Rough Sleepers in Westminster and the reputational benefits of working for the Council. In the Rough Sleeping Team's experience, it is perfectly possible that in order to win the contract the larger providers will aim to undercut the smaller providers by subsidising the service from their other areas of work. The market is already very limited and it will be difficult to encourage new providers to participate if greater weighting is given to price which may enable the larger providers to win based on a subsidised price. It is important to encourage new providers as there is a risk of market dominance which may mean that in future it is more difficult to hold a truly competitive procurement process. It is therefore requested that the 60:40 price:quality weighting is switched to give greater emphasis to quality. These are also very sensitive services working with extremely vulnerable people. The risk of tenders not achieving the savings that are required through this procurement will be mitigated by specifying a maximum acceptable price.
Y929 - Cyclocontrol electricity - to permit an award on the basis of 100% price.
In summary, the procurement is purely a commodity purchase of electricity. Suppliers have no influence over the quality of supply, and the standard billing/metering services they provide are mandated by their licenses. CityWest Homes is seeking to secure the lowest possible electricity prices for residents.
Oxford Street District Project - Creative Director - to amend the existing commercial technical weightings from 60:40 to 60:40 technical commercial.
This procurement is being undertaken to secure the services of a creative Director to oversee the delivery of the public arts programme for the Oxford Street Project. The role will be responsible for all creative direction in relation to public art and for developing the artists and design briefs. The budget for this role is capped at £96,000 pounds and the council will be unable to spend over this amount. It is for this reason that we are requesting that the focus of the tender on the technical capability of the tenderers and not on their commercial submission.
Procurement of new property managing agent for the property investment Portfolio through the CCS RM3816 Estates Professional services framework

Waiver Change to evaluation criteria

This procurement will use the new CCS RM3816 Estates Professional Services framework to source a new property managing agent for the WCC Investment portfolio. The framework currently has a weighting system of 75:25 technical commercial, but there is provision for local authorities to amend the weightings by 25% either way. We therefore ask that for this procurement exercise that the weightings be adjusted to 50:50.

Church Street Phase 2 Multidisciplinary - to amend the weightings for evaluation to 60% quality 40% price

One of the key objectives is for the programme to be cost neutral, to achieve this the maximum £ per sqft must be achieved this ideally will be achieved by design and marketing incorporating and urban maximisation. The focus of the programme on Church Street is to provide a quality development with the regeneration of the area the design must incorporate Detailed resident consultation at the heart of any design. Social Value deliverable are considered a Critical Success Factor and by increasing the weighting on quality provides a greater weight to this within the evaluation. Lessons learned from the Ebury Bridge exercise has informed this recommendation as bidders tried under cutting each other rather than focusing on quality responses 40% still a significant value to generate competitive commercial tension

Exemptions Approved – A total of 2 procurement exemptions were approved

Exemption 3 of the Procurement Code applied in both instances below – “Where services need to be procured as a matter of extreme urgency and timescales do not allow for the prescribed procurement route set out in the Procurement Code to be fully followed”

Checkmate Fire Solutions Ltd - Little Venice Towers - Quotation Q6851. Passive Fire Protection. Compartmentation.

The works relating to this quotation are urgent works which form part of the recommendations by DCLG, following the Grenfell fire. The issue addressed by the works is a life safety issue, making them time critical. In addition, there is a high demand on all fire safety contractors and any delay in awarding the contract could significantly impact the time frame for completions. This contractor is currently able to start works in 2 weeks but this is likely to change should there be a delay in our instruction.

Bryan Packman Marcel - Building Surveyor Services

In the wake of the Grenfell Tower tragedy properties in Little Venice and Lisson Grove were required to have structural surveys to ensure robust compliance with building regulations and the requirement was considered urgent as such a direct appointment was made without seeking multiple quotations.

Contract Performance – of contracts valued at £1.5 m or more

2 contracts rated as 'Meets Expectations'				
Contract Start date	Contract End Date	Supplier Name	Contract Title	Contract Value
01/03/2016	31/12/2018	Faithful+Gould	Project Management and Design Team Services for City Hall Refurbishment	£3,912,955
01/05/2016	31/05/2019	Faithful+Gould	Project Management and Design Team Services for City Hall Refurbishment	£7,000,000

6 contracts 'Not Evaluated'				
Contract Start date	Contract End Date	Supplier Name	Contract Title	Contract Value
30/06/2017	30/06/2027	Oakray Ltd	LOT 3 - Electrical Services	£33,001,370
30/06/2017	30/06/2027	Precision Lift Services Ltd	LOT 4 - Lifts Services	£24,223,620
30/06/2017	30/06/2027	Morgan Sindall Property Services	LOT 1 Domestic Heating	£21,993,570
30/06/2017	30/06/2027	GEM Environmental Building Services Ltd	Lot 2 Mechanical	£19,501,330
01/07/2017	30/06/2027	Morgan Sindall Property Services	Lot 1 – Responsive Repairs and Voids Ref: Y923	£129,247,350
04/09/2017	20/08/2018	Lawtech Group Ltd	T155 - Warwick Low Rise	£4,185,642

1 Contract performance rated as 'Below Expectations'				
Contract Start date	Contract End Date	Supplier Name	Contract Title	Contract Value
11/04/2016	10/04/2019	Amey	Tri-Borough Total Facilities Management Contract and London boroughs framework agreement	£61,924,841
The LINK who act as the Intelligent Client Function on behalf of the Councils monitor the performance of Amey who provide the Total Facility Management Services across the Estate in accordance with the Services Matrix. The LINK currently have raised concerns with Amey regarding Hard FM Services and this is being managed through various Boards and Senior Management meetings at CEO level. A recovery plan is agreed and this is monitored to ensure full contract compliance. (Updated 10th Aug 2017)				

Contract Performance – of contracts valued at £100k or more but less than £1.5m

2 contracts rated as 'Meets Expectations'				
Contract Start date	Contract End Date	Supplier Name	Contract Title	Contract Value
01/09/2013	01/09/2018	Moore Security Services Limited	DOOR ENTRY SYSTEMS R&M	£500,000
01/04/2016	31/03/2019	Look Ahead Care and Support	OVER 50'S COMPLEX NEEDS SUPPORTED HOUSING SERVICE Contract	£1,275,331

11 contracts 'Not Evaluated'				
Contract Start date	Contract End Date	Supplier Name	Contract Title	Contract Value
01/04/2015	31/10/2018	Westminster CAB Service	Debt and Welfare Advice Service	£142,416
01/05/2016	01/05/2019	Peter Brett Associates LLP	Church Street Masterplan	£670,000
28/11/2016	28/11/2018	WYG Environment Planning Transport Limited	Infill Programme (Consultants) EA and Cost Consultancy	£199,227
01/12/2016	31/12/2018	Harrow Green	City Hall Removals & Disposals	£230,000
15/12/2016	15/05/2019	Parsons Brinckerhoff	Lot 2-Contract Administrator , Clerk of works and Cost Manager for Lisson Arches	£315,696
03/07/2017	02/07/2018	PINNACLE HOUSING LTD	Ebury - Community Engagement Partner	£125,000