

**Committee Name and Date of Committee Meeting**

Delegated Officer Decision

**Report Title**

Officer Decision Record for the award of the Contract for the supply and Installation of Floor Coverings

**Is this a Key Decision and has it been included on the Forward Plan?**

No

**Strategic Director Approving Submission of the Report**

Ian Spicer, Strategic Director of Adult Care, Housing and Public Health

**Report Author(s)**

Phil Hamilton, Furnished Homes & Temporary Accommodation Manager  
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**Ward(s) Affected**

Borough-Wide

**Report Summary**

This report outlines the decision to award this contract to Pyramid Linoleum and Carpet Company Limited after a successful tender process.

The Council has held a four-year contract with Pyramid Linoleum and Carpet Company Limited for the supply and installation of a range of domestic grade floor coverings, excluding underlay, for the Furnished Homes Team.

The Furnished Homes team offer a personalised furnishing service for new Council tenants, offering choice and flexibility at an affordable price.

There are currently 5,100 properties let as furnished and there may be potential for this to increase in the coming years.

The current contract end date was 17<sup>th</sup> February 2023 and therefore a re-procurement process has been followed to ensure compliance with the Public Contracts Regulations 2015 (as amended) and the Council's own Financial and Procurement Procedure Rules (FPPRs).

The business case was signed off by all relevant officers and approved by Ian Spicer on the 21<sup>st</sup> December 2022, prior to the procurement commencing. As this is business as usual this does not need a cabinet report in order to either commence

the procurement or to move to contract award. This is based on the following exemption:

(iii) expenditure for the day to day provision of services that was in the contemplation of the Council when the revenue budget was approved and is in the opinion of the Strategic Director of Finance and Customer Services inevitable;

The request is to provide a compliant contract for the supply and installation of floor coverings as detailed within the Procurement Business Case, which was approved by Ian Spicer, Strategic Director, Adult Care, Housing and Public Health on the 21<sup>st</sup> December 2022.

### **Recommendations**

1. Following the evaluation for this tender, it is the recommendation of the project team that DLT note the issuing of the formal award to Pyramid Carpet and Linoleum Co Limited.

### **Background Papers**

N/A

### **Council Approval Required**

No

### **Exempt from the Press and Public**

No

## **Officer Decision Record for the award of contract to supply and Installation of Floor Coverings**

### **1. Background**

- 1.1 The current contract with Pyramid Linoleum and Carpet Company Limited is in its final extension period of a four-year contract, which has expired on 17<sup>th</sup> February 2023.
- Pyramid Linoleum and Carpet Company Limited have provided the Council with an agreed range of floor coverings and colour ranges based on a specification provided by the Council. The current contract excludes the provision of underlay.
- The contract also includes the removal of all packaging, floor coverings, offcuts, and other waste material which are recycled wherever possible. On occasion the supplier also assists with the removal of small items of furniture to enable the fitting of the floor coverings.
- 1.2 Pyramid Linoleum and Carpet Company Limited have provided an excellent service to the Council over the last 8 years, having been successful with their tender submission when the contract was reprocured 4 years ago.
- 1.3 Tender evaluation for this contract has been completed and Pyramid Linoleum and Carpet Company have been successful with their tender submission. The purpose of this report is solely to provide a record of the decision.

### **2. Key Issues**

- 2.1 The estimated contract value over the next full 4-year contract term is in the region of £2,585,000, excluding the provision and fitting of underlay. If the service decided to introduce the provision of underlay within the Furnished Homes Scheme, this has a potential to increase the contract value to £3,410,000. The business case gives permission to reserve the right to introduce underlay in year 3, and this gave us the flexibility in the core contract to offer underlay as part of the packages if we wished to do so in year 3
- 2.2 As of March 2023, there have been 649 new flooring orders since April 2022, so it is vital for service delivery that any provider has the capability to successfully manage the contract and service demand.

### **3. Options considered and recommended proposal**

- 3.1 The contract is for the supply and fit of a range of domestic floor coverings for the Furnished Homes Team, and due to the volume of orders and that the supply and installation of floor coverings is a niche and specialised role, the recommended proposal is that the contract is re-procured.

### **4. Consultation on proposal**

4.1 The Furnished Homes Service has been consulted to inform a compliant contract for the supply and installation of floor coverings was proposed via a Procurement Business Case, which was approved by Ian Spicer, Strategic Director, Adult Care, Housing and Public Health on the 21<sup>st</sup> December 2022.

## **5. Timetable and Accountability for Implementing this Decision**

5.1 It is anticipated that the contract will commence on 01/04/2023.

5.2 Details of the contract award will be published on the Council Contracts Register and an award notice will be published on Contracts Finder and the UK e-notification service (Find a Tender) by the Procurement Manager during April 2023

## **6. Financial and Procurement Advice and Implications (to be written by the relevant Head of Finance and the Head of Procurement on behalf of s151 Officer)**

6.1 The contract is required to enable the provision of floor coverings to users of the Furnished Home service. A General Fund capital budget of £1.206m is in place for 2023/34 for the service. The purchase of carpets is to be contained within this budget.

6.2 The potential costs of floor coverings could exceed the approved budget, but this is dependent upon flooring choices of new service users, which is variable. The capital budget for 2023/24 has not been inflated so the inflationary pressure will need to be managed by the service

6.3 The service will need to seek approval to increase the capital funding to accommodate any additional costs before commencing with the extended service offer of underlay. The additional budget would need to be requested through the 2024/25 capital budget process.

## **7. Legal Advice and Implications (to be written by Legal Officer on behalf of Assistant Director Legal Services)**

7.1 The current contract has expired, and for the purposes for restocking and for the decision of publishing the contract award the matter can proceed.

## **8. Human Resources Advice and Implications**

8.1 There are no Human Resources Implications arising from the report.

## **9. Implications for Children and Young People and Vulnerable Adults**

9.1 There are no implications for Children and Young People

## **10. Equalities and Human Rights Advice and Implications**

- 10.1 An equality assessment and a needs assessment has been carried out as part of the procurement process.

## **11. Implications for CO2 Emissions and Climate Change**

- 11.1 All bidders were required to describe the outcomes that the bidder will deliver to support the Council Plan which included a commitment to the theme: A cleaner, greener local environment

## **12. Implications for Partners**

- 12.1. The implication on partners is expected to be minimal.

## **13. Risks and Mitigation**

- 13.1 Given the current inflationary pressures in the economy the Council has initially fixed pricing for the first 12 months of the contract term. After this period any increase in pricing will be subject to negotiation and where agreed this will be with reference to the Office of National Statistics (ONS) CPIH Index 05.1.2:carpets & other floor coverings. Any request for increase must be accompanied by evidence to support the claim. Where an increase is agreed this will then stand for the next 12 months.

- 13.2 No other risks have been identified; however, ongoing regular contract management meetings will take place, facilitated, and managed by the Furnished Homes team within Adult Care, Housing and Public Health Directorate.

## **14. Accountable Officers**

Ian Spicer - Strategic Director of Adult Care, Housing and Public Health