

**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
23rd APRIL 2013**

1.	Meeting:	Cabinet Member for Culture and Tourism
2.	Date:	23rd April, 2013
3.	Title:	The acquisition of specialised cabinets for the York and Lancaster Regimental Museum – application for exemption from Standing Orders
4.	Directorate:	Environment and Development services

5. Summary

The purpose of this report is to seek Cabinet Member approval to exempt Standing Order 48.1 (Requirement to invite between three and six external quotations for contracts valued at £50,000 or more). This is to allow “Conservation by Design” to provide for the production and fitting of new cases and the necessary movement of existing cases due to the relocation of the York and Lancaster Regimental Museum into Clifton Park Museum.

6. Recommendations

The Cabinet Member is recommended to: -

Exempt the provisions of Standing Order 48.1 (Requirement to invite between three and six external quotations for contracts valued at £50,000 or more) so that the contract be awarded to Conservation by Design for the purchase of new cases to accommodate the items of the York and Lancaster Regimental Museum at the Clifton Park Museum.

7. Proposals and Details

The York and Lancaster Regimental Museum is due to re-open following its relocation from the Central Library and Arts Centre into Clifton Park Museum. In order to accommodate the collection, it is necessary to procure specialised display cases.

The contractor, Conservation by Design is the only supplier able to move existing cases and produce and fit these new cases for the York and Lancaster Regimental Museum items for the following reasons:

- We are proposing to use both existing cases and new cases in the same rooms. Conservation by Design made the original cases, and therefore will be able to match the existing cases. This is extremely important to ensure we have cases that blend in with one another and become “part of the furniture”, rather than standing out because they are of a different or clashing design.
- We need a number of the existing cases to be moved and as Conservation by Design supplied these cases and are aware of the specifications for their manufacture and fitting, it is our preferred option to procure the original manufacturers to move them.
- The quotation supplied by Conservation by Design includes the removal of existing cases free of charge.

8. Finance

The overall budget for the Town Centre Re-location project is £155,000. The move of the Yorkshire and Lancashire Museum from the Civic Offices to the Clifton Park Museum is the final part of the project. The cost of the cabinets is included in the project budget, and is estimated to be £90,000

9. Risks and Uncertainties

Failure to use this supplier will have implications leading to reputational risk, as we are trying to merge the Yorkshire and Lancashire Museum into the Clifton Park Museum with ‘seamless’ results. There would also be potential risks associated with the movement of existing cases due to them being unfamiliar to other suppliers.

9. Policy and Performance Agenda Implications

This contributes to the corporate target of Helping to Create Health and Safer Communities and especially the outcome “People enjoy parks, green spaces, Sport, Leisure and Cultural activities.

10. Background Papers and Consultation

Consultation has taken place with colleagues in Asset Management and Procurement Services, and each have confirmed agreement with the proposals.

Contact Name:

Diane Douglas, Environment and Development Liaison Manager / Acting Heritage Service Manager, diane.douglas@rotherham.gov.uk Extension: 54789