

Report to Cabinet

10 March 2021

Report of Director of customers and culture

Subject The award of a contract to replace the seating at The Halls.

Item

10

KEY DECISION

Purpose

To seek approval for authority to award a contract for the replacement of the retractable, arena and event seating at The Halls. Works to replace the curtains will also be undertaken as part of this project.

Recommendation

To award The Halls replacement seating contract (Ref: NRW/CEV/10066/G) to Hussey Seatway Ltd.

Corporate and service priorities

The report helps to meet the corporate priority Inclusive economy.

Financial implications

The costs arising from this decision will be met from funding from the accelerated Towns Deal (£224,000) and the council's capital programme (£56,000). The tender figure submitted by Hussey Seatway Ltd is £250,000.

Ward/s: Thorpe Hamlet

Cabinet member: Councillor Waters - Leader

Contact officers

Mike Parker, The Halls manager

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Report

Introduction

1. The Halls are one of Norwich's most iconic buildings and is the largest remaining friary complex in the UK and has been in public ownership since the dissolution of the monasteries in 1538.
2. The biggest and best known venue of the complex, St Andrew's Hall, has furniture which is no longer fit for purpose and extremely dated. The main retractable seating has been in place for c50 years with the rest of the seating being approximately 10 -15 years old.
3. The current seating is extremely resource heavy taking a considerable amount of staff time to set up the venue for a concert. The new seating will drastically reduce set up times and ensure that the seating meets the necessary legislation for non-fixed audience seating.
4. The new seating along with improvements to the curtains will ensure a holistic approach to the soft furnishings of the venue to help to raise the profile of the venue as well as giving a better experience for visitors to the venue.
5. The fully refreshed venue will give the complex the best chance of recovery following an extended shutdown due to the COVID-19 pandemic.

Procurement Process

6. The procurement exercise has been undertaken to Norwich City Council's contract procedures. It has been conducted fairly, transparently, in an open and regularised way that conforms to relevant legal requirements.
7. An open tender opportunity was advertised on the council's e-procurement portal and contracts finder in December 2020, the tender return date was 15 January 2021.
8. Suppliers have been evaluated against pre-determined criteria. The quality assessment carries a maximum of 50% of the marks, with up to 50% available for price. The supplier with the highest total score has been deemed the best value submission.

Tender Evaluation

9. Tenders were received from:

Working Environments Furniture Ltd
Hussey Seatway Ltd
SIS Global Seating Ltd

11. The supplier selection process required suppliers to answer four method statements to determine quality of the product and service. The responses given were evaluated against pre-determined criteria. This quality assessment carried a maximum of 50% of the marks. The lowest price was allocated 50% of the marks and the marks were deducted, pro-rata, with each increasing tender price.

12. The supplier with the highest cumulative score is deemed to be the best value submission, based on a combination of cost, capability and cultural fit. The results are as follows:

Contractor	Tender value score	Quality Score	Total
Hussey Seatway Ltd	50	50	100.00
Working Environments Furniture Ltd	48.07	50	98.07
SIS Global Seating Ltd	0	26.67	26.67

13. SIS Global Seating Ltd did not supply costs for some of the elements requested in the specification. For this reason their tender value score was disqualified.

Recommendation

14. It is recommended that the contract is awarded to Hussey Seatway Ltd.

Integrated impact assessment



NORWICH
City Council

Report author to complete

Committee:	Cabinet
Committee date:	10 March 2021
Director / Head of service	Nikki Rotsos
Report subject:	The award of a contract for the supply and installation of a new retractable seating unit, new arena chairs and replacements curtains at The Halls.
Date assessed:	18/02/2021

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The procurement process ensures the Council achieves the best value for money. In comparison with previous tender returns for earlier phases of work it is competitively priced.
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	New seating reduces potential repair costs due to guarantees that are offered. An improved venue and customer experience will also assist to increase bookings for the venue.
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A refreshed venue will encourage attendance to events and increase social interactions which are positive for well being.

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments

	Impact			
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	New seating will ensure that we meet with all relevant seating and fire legislation to ensure the venue operates safely if an unfortunate event was to happen.,

Recommendations from impact assessment	
Positive	
Negative	
Neutral	
Issues	