

## **Office Furniture Contract Extension**

**REPORT TO;** Assistant Director, Property

**DECISION DATE:** 19 January 2024

**SUPPORTING ANNEX;** This report includes a supporting Annex which contains exempt information as described in paragraphs 1 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

### **PROPOSED RECOMMENDATION**

To utilise the available extension to the Office Furniture contract from 1 April 2024 to 31 March 2025.

### **BACKGROUND TO SUPPORT THE RECOMMENDATION**

The recommendation to extend the contract is twofold. Firstly, there have been no issues with the current contract / supplier. Prices are fixed through both the initial term and extension period. Secondly, in response to the Local Government Reorganisation (LGR), the Authority is going through a period of transformation where the requirements of the new single authority are yet to be fully understood. A review of the property portfolio is being undertaken.

The extension of the existing contract will provide stability while the transformation work is completed and future requirements established, ahead of going back out to market for a new contract from 1 April 2025.

### **LEGAL AND GOVERNANCE COMPLIANCE**

The contract extension will be undertaken by the Council's Procurement and Contract Management Service. A Gateway report has been approved in accordance with the Council's Procurement and Contract Procedure Rules.

This is a Key Decision. It was entered on the forward plan on 5 December 2023.

### **RECOMMENDATION**

To extend the existing contract for a period of five months from 1 April 2024 to 31 March 2025.

Andrew McLay, Workplace Manager  
4 December 2023