
Report To:	Regeneration Committee	Date: 20 th January 2011
Report By:	Corporate Director Regeneration and Environment	Report No R184/11/AF/AMG
Contact Officer:	Andrew Gerrard	Contact No: 01475 712456
Subject:	Tender for the Decant and Transfer of Furniture, Equipment and Resources	

1.0 PURPOSE

- 1.1 Purpose of the report is to seek Committee approval for the issuing of Tender Documents for the decant and transfer of furniture, equipment and resources.

2.0 SUMMARY

- 2.1 As schools and office accommodation are replaced or refurbished as the School Estate Programme and Office rationalisation programme are progressed furniture, equipment and resources need to be transferred to new premises either temporarily or permanently. Surplus furniture and equipment may also have to be stored for reuse or disposed of. Surplus resources will also have to be disposed of.

3.0 RECOMMENDATIONS

- 3.1 That the Committee approve the issuing of Tenders and delegated authority to accept the recommended tender for the decant and transfer of furniture, equipment and resources.

Aubrey Fawcett
Corporate Director Regeneration & Environment

4.0 DECANT & TRANSFER CONTRACT

- 4.1 The School Estate Programme and the Office Rationalisation Programme will require a large number of decants over the next 3 years. This will involve the transport of resources between premises and furniture between premises and to and from storage. It will also require the disposal of surplus resources and furniture. A list of these moves is attached as Appendix 1.
- 4.2 The Council has in place a term contract for decants, moves and disposal of resources. This expires at the end of the year and it is proposed to replace this with a Framework contract for the next 3 years. This will be a substantial contract and will therefore be advertised in the Official Journal of the European Union.
- 4.3 On occasion where there is specialist equipment to be disposed of/transferred bespoke arrangements are required. An example is School Technical equipment where tenders are invited from specialist contractors who will remove, transfer and install equipment the Council wishes to retain in other schools and give a credit for equipment the Council does not wish to retain. Where appropriate specialist tenders will be sought for specialist transfer/disposal rather than use the framework Tender.

5.0 IMPLICATIONS

5.1 Financial Implications

The cost of decants will be met from the one off cost budgets contained within the School Estate Programme and the Office Rationalisation Programme.

6.0 CONSULTATION

- 6.1 The Chief Financial Officer has been consulted and is in agreement with the action proposed.
- 6.2 The Corporate Procurement Manager has been consulted and is in agreement with the action proposed.
- 6.3 There are no Legal implications and therefore the Head of Legal and Democratic Services has not been consulted.
- 6.4 There are no HR implications and therefore the Head of Organisational Development, HR and Performance has not been consulted.

7.0 LIST OF BACKGROUND PAPERS

- 7.1 None.

Decant and Removal Contract**Appendix 1****Schedule of works****Schools**

Property	Description	Date	Cost
Gourock High School	Disposal of surplus furniture to other locations or for recycling. Disposal of redundant resources	July 2011	
Greenock Academy	Disposal of surplus furniture to other locations or for recycling. Disposal of redundant resources	July 2011	
Port Glasgow HS	Move to St Stephen's HS Temporary shared Campus	June 2011	
Sacred Heart Primary School	Move resources and some furniture to new Sacred Heart/ St Gabriel's PS, dispose of surplus furniture to other locations or for recycling, dispose of redundant resources	August 2011	
St Gabriel's Primary School	Move resources and some furniture to new Sacred Heart/ St Gabriel's PS, dispose of surplus furniture to other locations or for recycling, dispose of redundant resources	August 2011	
Overton Primary School	Move resources and some furniture from King's Glen building to new Overton/Highlanders' PS, dispose of surplus furniture to other locations or for recycling, dispose of redundant resources	January 2012	
Highlander's Primary School	Move resources and some furniture to new Overton/Highlanders' PS, dispose of surplus furniture to other locations or for recycling, dispose of redundant resources	January 2012	
Binnie Street Nursery	Move resources and some furniture/equipment to new Binnie Street Nursery from Gourock pre 5(Moorfoot Primary School), dispose of surplus furniture to other locations or for recycling, dispose of redundant resources	February 2012	

Mearns Centre	Move resources and some furniture to refurbished former St Laurence's PS, dispose of surplus furniture to other locations or for recycling, dispose of redundant resources	June 2012	
Inverkip Primary School	Move resources within school in connection with refurbishment/extension project	July 2012	
St Stephen's/Port High Temporary Shared Campus	Move resources and some furniture to new Port Glasgow Shared Campus, dispose of surplus furniture to other locations or for recycling, dispose of redundant resources	June 2013	
Glenburn School	Move resources and some furniture to new Port Glasgow Shared Campus, dispose of surplus furniture to other locations or for recycling, dispose of redundant resources	June 2013	
Lilybank School	Move resources and some furniture to new Port Glasgow Shared Campus, dispose of surplus furniture to other locations or for recycling, dispose of redundant resources	June 2013	
St Columba's High School	Move resources and some furniture to refurbished former Gourock High School building, dispose of surplus furniture to other locations or for recycling, dispose of redundant resources	June 2013	

Offices and Depots

Highholm Centre	Move furniture and resources for 59 people (Community Learning and Development) from Highholm Centre to Strone Office, dispose of surplus furniture to other locations or for recycling, dispose of redundant resources	March 2011	
Highholm Centre	Move furniture and resources for 17 people (Psychological Services) from Highholm Centre to Belville Street Office, dispose of surplus furniture to other locations or for recycling, dispose of redundant resources	March 2011	
Business Store – Preparatory work for Library move	Move furniture and resources within office, plus relocate resources for 9 staff to 3 different locations	April 2011	
Central Library	Move furniture and resources (books) from Central Library to Business Store. Move surplus furniture to storage or recycling. Move books to storage facility	July 2011	
Greenock Municipal Buildings	Move furniture and resources within GMB and to Central Library (now office building) Wallace Place or to temporary decant offices. Move surplus furniture to storage or recycling. Dispose of surplus resources.	2012-2013	
Cathcart House	Move furniture & resources to new location within Greenock MB. Wallace Place, Central Library (offices), Business Store or West Stewart Street. Move surplus furniture to storage or recycling. Dispose of surplus resources	2013	
11 William Street	Move furniture & resources to new location within Greenock MB. Wallace Place, Central Library (offices), Business Store or West Stewart Street. Move surplus furniture to storage or recycling. Dispose of surplus resources	TBA	
Education Offices	Move furniture & resources to new location within Greenock MB. Wallace Place, Central Library (offices), Business Store or	TBA	

	West Stewart Street. Move surplus furniture to storage or recycling. Dispose of surplus resources		
8 Clyde Square	Move furniture & resources to new location within Greenock MB. Wallace Place, Central Library (offices), Business Store or West Stewart Street. Move surplus furniture to storage or recycling. Dispose of surplus resources		
Dalrymple House	Move furniture & resources to new location within Greenock MB. Wallace Place, Central Library (offices), Business Store or West Stewart Street. Move surplus furniture to storage or recycling. Dispose of surplus resources	TBA	
99 Dalrymple Street	Move furniture & resources to new location within Greenock MB. Wallace Place, Central Library (offices), Business Store or West Stewart Street. Move surplus furniture to storage or recycling. Dispose of surplus resources	TBA	
Wallace Place	Move furniture and resources to new Customer centre within GMB. . Move surplus furniture to storage or recycling. Dispose of surplus resources	December 2011	
Business Store	Move furniture and resources to new Library at Wallace Place. Move surplus furniture to storage or recycling. Dispose of surplus resources. Move books from business store and storage facility to new Library	2013	
Gourock Municipal Buildings	Move furniture and resources within Gourock MB and possibly to other offices. Move surplus furniture to storage or recycling. Dispose of surplus resources.	TBA	
Newark House	Move furniture and resources to Port Glasgow hub office and possibly other offices. Move surplus furniture to storage or recycling. Dispose of surplus resources	TBA	
Ingleston MRF	Move furniture & resources to new location within Greenock MB. Wallace Place, Central Library (offices), Business Store or	TBA	

	West Stewart Street. Move surplus furniture to storage or recycling. Dispose of surplus resources		
East Hamilton Street Depot	Move furniture & resources to new location within Greenock MB. Wallace Place, Central Library (offices), Business Store or West Stewart Street. Move surplus furniture to storage or recycling. Dispose of surplus resources	TBA	
Pottery Street Depot	Move furniture & resources to new location within Greenock MB. Wallace Place, Central Library (offices), Business Store or West Stewart Street. Move surplus furniture to storage or recycling. Dispose of surplus resources	TBA	
Pottery Street Depot	Move furniture, equipment & resources to new buildings within Pottery Street Depot. Move surplus furniture to storage or recycling. Dispose of surplus resources	TBA	
Storage Facility	Move stored furniture and resources to new locations within Inverclyde as required.	2010-2013	