

CABINET – 4TH JULY 2019

Report of the Head of Finance and Property Services Lead Member: Councillor Tom Barkley

Part A

ITEM 10 ADDITIONS TO ANNUAL PROCUREMENT PLAN 2019/20

Purpose of Report

This report sets out additions to the Annual Procurement Plan for Charnwood Borough Council for 2019/20. Cabinet approved the Annual Procurement Plan on 14 March 2019. Since that report, there have been other requirements by the Council's services for the supply of goods and services, and this report seeks approval for these

Recommendations

1. That the contracts, over £25,000 and up to £75,000, listed in Appendix A be let in accordance with Contract Procedure Rules.
2. That the contracts, over £75,001 and up to £500,000, listed in Appendix B be let in accordance with Contract Procedure Rules.

Reason

- 1 & 2. To allow contracts of the Council to be let in accordance with contract procedure rules.

Policy Justification and Previous Decisions

This links with the Council's strategic aim for a well-managed council.

Implementation Timetable including Future Decisions and Scrutiny

Contracts will be let in accordance with the timetables set out in appendices A and B.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no direct financial implications arising from this report as expenditure will be funded from existing budgets.

Risk Management

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Failure to follow the agreed Council Procedures and, as a consequence, not obtaining best value procurement	Unlikely (2)	Serious (3)	Moderate (6)	Wide circulation of 'reasons to meet the Rules' and provide advice to officers needing to use the Rules
Failure to follow EU procurement rules by not advertising in OJEU above a threshold.	Unlikely (2)	Serious (3)	Moderate (6)	Wide circulation of information relating to contract compliance, advice and service in placing requisite advert in OJEU for officers in service areas.

Key Decision:

Yes

Background Papers:

None

Officers to contact:

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Part B

Background

1. The Contract Compliance Rules require the Contract Compliance Officer to submit a report at the beginning of the financial year showing details of contracts to be let above £25,000 and below £500,000. In approving the report, Cabinet will agree for each contract the form of tender evaluation arrangements, whether the tender specification needs to be approved by Cabinet and whether authority is delegated to the Contract Compliance Officer to agree exceptions and open negotiation procedures.
2. Having an Annual Plan does not allow sufficient flexibility for goods and services that are found to be required during the year. Therefore, to avoid individual reports being submitted for each contract, and to encourage services to adhere to the Contract Compliance Rules, update reports will be produced with contracts to be let in the second, third and fourth quarters of the year.

Procedure

3. Heads of Service have been contacted with a view to producing a plan for 2019/20 and details of all contracts that Heads of Service have asked to be included are given in the Appendices attached to this report. The contracts have been divided into those contracts estimated to cost between £25,000 and £75,000 and those contracts between £75,001 and £500,000.
4. For contracts up to £75,000, it is recommended that, in line with Quotation and Tender procedures the relevant Head of Service should deal with these by requesting 3 written quotations. In cases where a quotation other than the lowest is accepted, authority has been given to the Contract Compliance Officer to authorise a waiver or exception to the Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix A to this report.
5. For contracts in excess of £75,000, a written specification must be prepared and tendering completed in line with Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix B to the report.
6. Contracts above the £500,000 threshold need to be reported separately to Cabinet during the year before procurement begins.

Appendices

Appendix A – Contracts between £25,000 and £75,000

Appendix B – Contracts between £75,001 and £500,000

APPENDIX A

Annual Procurement Plan 2019/2020 – Contracts Greater than £25,000, but less than £75,000

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
1	Building control	Building Control Business support	3 Quotes/Waiver	Yes	01/08/2019
2	Cleansing and Open Spaces	Production and distribution of Garden Waste permits to new and existing customers	3 Quotes	Yes	01/02/2020
3	Landlord Services	Former Tenant Arrears Collection Service	3 Quotes	Yes	01/09/2019
4	Landlord Services	Consultancy to support compliance with the Construction, Design and Management regulations 2015. The Council have a legal obligation to appoint a Principal Designer to control the pre-construction phase on projects with more than one contractor to ensure safety of contractors and the public.	Framework / Waiver	Yes	01/10/2019

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
5	Leisure & Culture	Improvements to electricity supplies for Markets and Fairs	3 Quotes / Waiver	Yes	01/08/2019
6	Planning & Regeneration	Consultancy Support to develop investment plans and associated business rate forecasts for the Enterprise Zone within Charnwood	3 Quotes	Yes	01/08/2019
7	Planning and Regeneration	Whole Plan Viability: Assessment of viability of preferred development strategy to support infrastructure and other planning policy requirements	3 Quotes	Yes	01/08/2019
8	Planning and Regeneration	Transport Modelling: Assessment of preferred development strategy and proposed mitigation package.	3 Quotes	Yes	01/08/2019
9	Planning and Regeneration	Delivery Assessment - Scenario testing of preferred development strategy trajectory	3 Quotes	Yes	01/08/2019
10	Planning and Regeneration	Infrastructure Delivery Planning: Preparation of an infrastructure delivery plan to support the preferred development strategy.	3 Quotes	Yes	01/08/2019

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
11	Planning and Regeneration	Sustainability Appraisal & Habitat Regulation Appropriate Assessment - Local Plan	3 Quotes	Yes	01/08/2019
12	Planning and Regeneration	Air Quality Assessment	3 Quotes	Yes	01/08/2019
13	Planning and Regeneration	Environmental Cumulative Assessment: Assessment of the cumulative impacts of the preferred development strategy.	3 Quotes	Yes	01/08/2019
14	Planning and Regeneration	Housing Need and Mix Study: size, type and tenure of homes.	3 Quotes	Yes	01/08/2019
15	Planning and Regeneration	Local Plan interactive mapping: web-based mapping of policy designations and allocations with search and interrogation function	3 Quotes	Yes	01/08/2019
16	Planning and Regeneration	Landscape Character Appraisal: review of Strategic LCA and consideration of development proposals	3 Quotes	Yes	01/08/2019
17	Property Services	Office furniture	3 Quotes / Waiver	Yes	01/08/2019

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
18	Property Services	Franking machines for the Ark and Oak Business centres	3 Quotes	Yes	01/11/2019
19	Strategic Support	Internal Audit Support	Framework / Waiver	Yes	01/07/2019

APPENDIX B

Annual Procurement Plan 2019/2020 – Contracts Greater than £75,001, but less than £500,000

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Procurement Start:
1	Regulatory Services	Capital works for various Council car parks including resurfacing, lining, paths, fencing and other repairs or replacement of equipment and structures.	Tender / Framework Contract	Yes	01/10/2019
2	Information Services	Provision of Unified Communication (covers amalgamation of voice and data contracts e.g. external landlines, internal extension lines, mobiles, Internet bandwidth, etc.)	Framework / Waiver	Yes	31/07/2019
3	Information Services	Single system supporting the Regulatory functions for Planning Services, Building Control, Land charges, Environmental Health, Private Sector Housing, Licensing and Environmental Services	Tender / Framework Contract	Yes	01/12/2019
4	Landlord Services	Structural Engineering Consultancy	Framework / Waiver	Yes	01/10/2019
5	Landlord Services	Damp Proofing Contractor	Framework / Waiver	Yes	01/10/2019
6	Landlord Services	Roofing Repairs Contractor	Framework / Waiver	Yes	01/10/2019

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Procurement Start:
7	Landlord Services	Supplier of Decorating Materials	Framework / Waiver	Yes	01/10/2019
8	Landlord Services	Communal Door Installation Contractor	Framework / Waiver	Yes	01/10/2019
9	Landlord Services	Communal Cleaning Contractor	Framework / Waiver	Yes	01/11/2019
10	Landlord Services	Rental Income Management Predictive Analytics System	Framework / Waiver	Yes	01/08/2019
11	Landlord Services	LED Lighting Contractor	Framework / Waiver	Yes	01/10/2019
12	Landlord Services	Aids and Adaptations Contractor	Framework / Waiver	Yes	01/10/2019
13	Leisure & Culture	Traffic Management for Loughborough Fair	Tender	Yes	01/08/2019
14	Leisure & Culture	Catering Contract for the Town Hall. To provide buffets for weddings and other functions.	Tender	Yes	01/08/2020
15	Property Services	Security Services for The DWP/CBC reception and lock/unlock various buildings	OJEU Procedure	Yes	01/08/2020