

CABINET – 9TH JULY 2020

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

Part A

ITEM 8 ANNUAL PROCUREMENT PLAN 2020/21

Purpose of Report

This report sets out additions to the Annual Procurement Plan for Charnwood Borough Council for 2020/21. Cabinet approved the Annual Procurement Plan on 12 March 2020. 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 2020/21 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 2020/2021 – 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	Corporate Property Services	Town Hall front Elevation Masonry & Decorations	Waiver	Yes	1/07/2020
2	Corporate Property Services	Town Hall Victoria Room Air Conditioning.	3 quotes	Yes	1/12/2020
3	Corporate Property Services	Installation of Vehicle Charge Points Granby St Car Park	Tender	Yes	1/02/2021
4	Corporate Property Services	Installation of Vehicle Charge Points Southfields Offices.	Tender	Yes	1/02/2021
5	Corporate Property Services	Museum General Lighting Upgrade	Tender	Yes	1/02/2021
6	Corporate Property Services	Installation of Photovoltaic Array &/or combustible gas recovery options study	Tender	Yes	1/02/2021

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
7	Landlord Services	Digital Aerials - to provide repairs and renewals	Framework\ Waiver	Yes	1/10/2020
8	Landlord Services	Electronic document management system	Framework\ Waiver	Yes	1/10/2020
9	Landlord Services	Tenants contents insurance scheme	Framework\ Waiver	Yes	31/03/21
10	Planning & Regeneration	Local Plan Viability Assessment - assessment of draft local plan policies to inform the Submission version of the plan.	3 Quotes / Tender	Yes	20/07/2020
11	Planning & Regeneration	Local Plan Climate Change Evidence - assessment of the draft local plan approach to reducing carbon and resilience to climate change.	3 Quotes / Tender	Yes	03/08/2020
12	Planning & Regeneration	International Gateway Joint Study - assessment of the constraints and opportunities in the area of Charnwood and North West Leicestershire described as the International	3 Quotes / Tender	Yes	20/07/2020

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
		Gateway by the Strategic Growth Plan.			

APPENDIX B

Annual Procurement Plan 2020/2021 – 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	Corporate Property Services	Southfields Office LED Lighting	Tender	Yes	1/12/2020
2	Corporate Property Services	Town Hall Building LED Lighting	Tender	Yes	1/12/2020
3	Corporate Property Services	Markets Electrical Distribution Upgrade	Tender	Yes	1/09/2020
4	Corporate Property Services	Corporate Property Compliance Contract	OJEU	Yes	1/04/2021
5	Corporate Property Services	Minor-works Framework	OJEU	Yes	1/04/2021
6	Corporate Property Services	Priority A Buildings Condition Repairs Cat 1,2,3	OJEU	Yes	1/04/2021

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Procurement Start:
7	Landlord Services	Installation and maintenance of mechanical extraction and ventilation	Framework\ Waiver	Yes	1/10/20
8	Landlord Services	Installation of, and repairs and maintenance to UPVC doors and windows	Framework\ Waiver	Yes	1/10/20
9	Landlord Services	Door entry - to provide installation, servicing, repairs and maintenance	Framework\ Waiver	Yes	1/10/20
10	Landlord Services	External wall insulation installation and repairs	Framework\ Waiver	Yes	1/10/20
10	Landlord Services	Asbestos services contractor	Framework\ Waiver	Yes	1/10/20
11	Landlord Services	Supportive compliance contractor	Framework\ Waiver	Yes	1/10/20
12	Landlord Services	Internal and external property repairs and maintenance support	Framework\ Waiver	Yes	1/10/20
13	Landlord Services	Consultancy services / auditor's gas and electrical	Framework\ Waiver	Yes	1/10/20

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Procurement Start:
14	Landlord Services	Mechanical and electrical contractor	Framework\ Waiver	Yes	1/10/20
15	Landlord Services	Card payment services	Framework\ Waiver	Yes	1/11/20
16	Vulnerable Persons Resettlement Scheme	Interpreting / Translation	Framework\ Waiver	Yes	1/8/20