

CABINET – 11th MARCH 2021

Report of the Strategic Director – Commercial Development, Assets & Leisure Lead Member: Councillor Tom Barkley

Part A

ITEM 8 ANNUAL PROCUREMENT PLAN 2021/22

Purpose of Report

This report sets out the Annual Procurement Plan for Charnwood Borough Council for 2021/22. It is a requirement of the Council's Contracts Procedure Rules that this report is submitted for the consideration of the Cabinet at the beginning of each financial year.

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.

Reasons

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 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	2	3	Moderate (6)	Wide circulation of 'reasons to meet the Rules' and provide advice to officers needing to use the Rules
Failure to follow UK procurement rules by not advertising in FTS (Find a Tender Service) above a threshold.	2	3	Moderate (6)	Wide circulation of information relating to contract compliance, advice and service in placing requisite advert in FTS for officers in service areas.

Key Decision: Yes

Background Papers: None

Officers to contact: Procurement
01509 634672
procurement@charnwood.gov.uk

Justin Henry
Strategic Director- Commercial Development,
Assets & Leisure
07802 760618

justin.henry@charnwood.gov.uk

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 2021/22 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 2021/2022 – 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	Cleansing and open spaces	Vehicle lease and fleet management	Tender	Yes	01/04/2021
2	Cleansing and open spaces	Cemetery Walls	Tender	Yes	01/04/2021
3	Cleansing and open spaces	Community Tree Planting	Tender	Yes	01/04/2021
4	Cleansing and open spaces	Delivery of Open Space Strategy	Framework\tender	Yes	01/04/2021
5	Cleansing and open spaces	Southfields Park Path	Tender	Yes	01/04/2021
6	Cleansing and open spaces	Shepshed POS Enhancements	Tender	Yes	01/05/2021
7	Cleansing and open spaces	Cemetery Extension	Tender	Yes	01/06/2021
8	Cleansing and open spaces	Morley Quarry - Access Works	Tender	Yes	01/06/2021
9	Cleansing and open spaces	Parish Green Master Plan	Tender\Framework	Yes	01/09/2021
10	Cleansing and open spaces	Jubilee Walk - Surfacing	Tender	Yes	01/11/2021
11	Cleansing and open spaces	Playing Pitch Strategy Action Plan	Tender\Framework	Yes	01/12/2021

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
12	Cleansing and open spaces	Loughborough Playground Improvements	Tender	Yes	01/02/2022
13	Cleansing and open spaces	Bell Foundry POS Enhancements	Tender	Yes	01/02/2022
14	Cleansing and open spaces	Lodge Farm POS Enhancements	Tender	Yes	01/03/2022
15	Cleansing and open spaces	Radmoor Road POS Enhancements	Tender	Yes	01/03/2022
16	Cleansing and open spaces	Shelthorpe Golf Course Fencing	Tender	Yes	01/03/2022
17	Information Services	Web content and hosting - provision of an application which allows the creation and management of online/web content for www.charnwood.gov.uk and supporting sites (e.g. Town Hall). This also includes the security, storage and access to the system	3 quotes/ framework/ waiver	Yes	31/07/2021

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
18	Information Services	Backup - includes the backup of all user's information host in the Office 365 environment (email, onedrive, teams, sharepoint files, etc)	3 quotes/ framework	Yes	01/09/2021
19	Information Services	Network switches - covering the replacement and support of networking devices to support all CBC users	3 quotes/ framework	Yes	18/09/2021
20	Landlord Services	Procurement Support	Framework	Yes	01/02/2021
21	Landlord Services	Ladder System	Tender	Yes	01/04/2021
22	Landlord Services	Digital Aerials - to provide repairs and renewals	Framework	Yes	01/05/2021
23	Landlord Services	Compliance Document Management System	Tender	Yes	01/05/2021
24	Landlord Services	Alarm maintenance services	Framework	Yes	01/09/2021

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
25	Landlord Services	Contents insurance	Framework	Yes	23/09/2021
26	Landlord Services	Pilot alarm upgrade for digital transformation	Tender	Yes	01/01/2022
27	Landlord Services	Washroom facilities services	Framework	Yes	01/02/2022
28	Neighbourhood Services	Domestic Abuse Outreach Services	Waiver / Tender	Yes	01/04/2021
29	Neighbourhood Services	Replacement CCTV Hardware	Tender	Yes	01/04/2021
30	Neighbourhood Services	Sentinel - License and Maintenance	Waiver	Yes	01/04/2021
31	Neighbourhood Services	Sports Equipment	Tender	Yes	01/04/2021
32	Neighbourhood Services	Crime Prevention Equipment	Tender	Yes	01/04/2021
33	Planning & regeneration	Shepshed Public Realm - street works procurement	Framework	No	01/07/2021

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
34	Planning & regeneration	Commercial Development Review - evidence study to support the Local Plan Examination in Public	Tender	Yes	01/04/2021
35	Planning & regeneration	Gypsy and Traveller Needs Assessment - evidence study to support the Local Plan Examination in Public	Tender	Yes	01/04/2021
36	Planning & regeneration	Walking & Cycling Infrastructure Plan - consultancy support to prepare a plan to support delivery of the Local Plan	Tender\Framework	Yes	01/04/2021
37	Planning & regeneration	Local Plan Programme Officer - appointment of an independent officer to support Examination in Public of Local Plan	3 quotes\Framework	Yes	01/07/2021
38	Planning & regeneration	Carbon Neutral Plan Refresh - refresh of the draft Carbon Neutral Plan to take account of financial changes following the pandemic	3 quotes\Framework	Yes	01/04/2021
39	Planning & regeneration	Cycle to Work plan	Framework	Yes	01/04/2021

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
40	Planning & regeneration	Connected Loughborough - preparation of a plan and business case for connection improvements within Loughborough	3 quotes\Framework	Yes	01/04/2021
41	Planning & regeneration	Loughborough Lanes & Links Project	3 quotes\Framework	Yes	01/04/2021
42	Street Management - Car Parks	WPS Car parks maintenance contract (hardware - barriers, paystations and equipment for Beehive Lane and Granby Street	Waiver	Yes	on-going
43	Planning / Street Management	On-Street Residential ChargePoint Scheme (ORCS) - Grant funded Electric Vehicle (EV) charge points installation within feasible Charnwood public car parks supporting residential EV charging.	Tender\Framework	Yes	01/03/2021
44	Street Management - Car Parks	Secure cash collections and processing from Charnwood car parks	Tender	Yes	01/09/2021

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
45	Street Management - Car Parks	Payment Service Provider for Debit/credit card transactions at car parks	3 quotes\Waiver	Yes	On-going
46	Regulatory Services - Food Safety	Food Safety EHO consultants for the provision of Food Safety Inspection and Enforcement.	Tender/Matrix CR	Yes	01/04/2021
47	Regulatory Services - Food Safety	EHO Consultants for COVID 19 compliance and enforcement	Tender/Matrix CR	Yes	01/04/2021
48	Regulatory Services - Environmental Protection	Air Quality monitoring equipment replacement and maintenance	3 Quotes/Waiver	Yes	01/04/2021

APPENDIX B

Annual Procurement Plan 2021/2022 – Contracts Greater than £75,001, but less than £500,000

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender)	Delegation to Contract Compliance Officer	Procurement Start:
1	Cleansing & Open Spaces	Shelthorpe POS Enhancements	Tender	Yes	01/07/2021
2	Cleansing & Open Spaces	Queens Park	Tender	Yes	01/10/2021
3	Cleansing & Open Spaces	Lodge Farm MUGA	Tender	Yes	01/01/2022
4	Commercial Development- Town Hall	Loughborough Pantomime production and delivery of annual pantomime	Tender	Yes	02/01/2022
5	Information Services	Microsoft Enterprise Agreement (including Cloud hosting); covers the purchase of Software assurance and	Tender\Framework	Yes	01/06/2021

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender)	Delegation to Contract Compliance Officer	Procurement Start:
		licensing for all Microsoft products used by the authority (this includes the Windows operating system, Exchange (email), SharePoint (Intranet) MS Office 365, sql and any products used in the Server environment, plus any Microsoft cloud hosting costs and licences within Azure			
6	Information Services	Security; Unified Threat Management (UTM) system - covers the central management of IT security (Firewalls, third party VPN access) and email and web security	Tender\Framework	Yes	10/03/2022
7	Information Services	Corporate payments - Payments software which support all face to face, telephony and web-based payment systems	Tender\Framework	Yes	31/03/2022
8	Information Services	Data Centre; update or relocation of the onsite Date Centre - this is dependent on the decisions made on office accommodation	Tender\Framework	Yes	31/03/2022

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender)	Delegation to Contract Compliance Officer	Procurement Start:
9	Landlord Services	Consultant Services: Auditors gas /electrical	Framework	Yes	01/05/2021
10	Landlord Services	Stairlifts, Passenger, Hoists & Disabled Access Equipment Service, Repair & Installation	Framework	Yes	01/05/2021
11	Landlord Services	Asbestos removal	Framework	Yes	01/05/2021
12	Landlord Services	Asbestos surveying	Framework	Yes	01/05/2021
13	Landlord Services	Void property security	Framework	Yes	01/05/2021
14	Landlord Services	Void property cleaning and clearing	Framework	Yes	01/05/2021
15	Landlord Services	Quantity Surveying / Contract Management Consultancy	Framework	Yes	01/05/2021
16	Landlord Services	Drain Clearance and CCTV	Framework	Yes	01/05/2021
17	Landlord Services	Water Treatment (Legionella Bacteria Control) Works	Framework	Yes	01/05/2021
18	Landlord Services	Provision of Personal Protective Equipment and Clothing	Framework	Yes	01/05/2021

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender)	Delegation to Contract Compliance Officer	Procurement Start:
19	Landlord Services	Fire Safety & Security / Fire Risk Assessments	Framework	Yes	01/05/2021
20	Landlord Services	Fire Alarm and Emergency Lighting Contract	Framework	Yes	01/05/2021
21	Landlord Services	Lone Working	Framework	Yes	01/05/2021
22	Landlord Services	Fixed wire testing and electrical works	Framework	Yes	01/05/2021
23	Landlord Services	OHH contractor	Framework	Yes	01/05/2021
24	Landlord Services	EWI Repairs	Framework	Yes	01/05/2021
25	Landlord Services	Installation and maintenance of mechanical extraction and ventilation	Framework	Yes	01/05/2021
26	Landlord Services	Door Entry - to provide Servicing, Responsive Repairs and Maintenance	Framework	Yes	01/05/2021
27	Landlord Services	UPVC repairs - to cover repairs, maintenance to UPVC doors and windows	Framework	Yes	01/05/2021

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender)	Delegation to Contract Compliance Officer	Procurement Start:
28	Landlord Services	Communal cleaning of internal council blocks	FTS Tender	Yes	30/12/2021
29	Neighbourhood Services	Portacabin for community hub	Tender	Yes	01/04/2021
30	Neighbourhood Services	CCTV Hardware	Tender	Yes	01/04/2021
31	Planning & Regeneration	Shepshed Public Realm - street works contractor	Tender\Framework	Yes	01/06/2021
32	Planning & Regeneration	Shepshed Public realm - street works project manager and clerk of works	Tender\Framework	Yes	01/06/2021
33	Planning & Regeneration	Transport Modelling - Sensitivity testing the Charnwood Local Plan transport mitigation package ahead of Examination in Public	Tender\Framework	Yes	01/04/2021
34	Planning & Regeneration	Examination in Public Inspector - Appointment of an independent Inspector to conduct Examination in Public of the Charnwood Local Plan on behalf of the Secretary of State	Tender\Framework	Yes	01/07/2021

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender)	Delegation to Contract Compliance Officer	Procurement Start:
35	Planning & Regeneration	Shepshed Public Realm Construction Procurement Support & Principal Designer - consultancy support for the preparation of the Invitation to Tender, preparation of contract documents and tender evaluation.	Tender\Framework	Yes	01/07/2021
36	Planning & Regeneration	Shepshed Public Realm Construction - contractor to undertake the street works and project management/supervisor support	Tender\Framework	Yes	01/08/2021
37	Property Services	Culvert repairs to Granby Street car park	Tender	Yes	01/03/2021
38	Property Services for Services Street management	Beehive car park improvements including window replacement programme and redecorating	Tender	Yes	01/04/2021
39	Street Management / Planning	Loughborough car parks Electric Vehicle accessibility and charging project through Loughborough Town Deal	FTS/Open Tender	Yes	01/09/2021

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender)	Delegation to Contract Compliance Officer	Procurement Start:
40	Street Management	Leicestershire Flex-D joint project for feasibility and installation of solar powered electric vehicle charging hubs	FTS/Open Tender	Yes	01/09/2021