

## **CABINET – 18th March 2010**

### **Report of the Director of Governance & Procurement**

#### ITEM 14 ANNUAL PROCUREMENT PLAN 2010/11

##### Purpose of Report

This report sets out the Annual Procurement Plan for Charnwood Borough Council for 2010/11. It is a requirement of the Council's Contracts Procedure Rules that this report is submitted for Cabinet to approve 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.

##### Policy Context

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

##### Background

The Contract Procedure Rules are being amended (see Cabinet Report 'Contract procedure rules – Update to procurement thresholds' dated 18 March 2010). The compilation of this report therefore reflects the updated Contract Procedure Rules.

The Contract Procedure Rules requires the Contract Compliance Officer to submit a report at the beginning of the financial year showing details of contract to be let above £25,000 and below £500,000. In approving the report, the 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.

Any contracts not in the annual plan must have their specification and arrangement agreed by Cabinet before procurement begins.

##### Financial Implications

Directors have been contacted with a view to producing a comprehensive plan for 2010/11. Details of all schemes that Directors 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 more than £25,000 but less than £75,000 and those contracts between £75,001 and £500,000. Contracts above that sum will need to be reported separately to Cabinet during the year before proceeding; at present no such contracts have been identified.

For contracts up to £75,000, it is recommended that, in line with Quotation and Tender procedures the relevant Director should deal with these by inviting 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.

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.

### 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	Risk Management Actions Planned
Failure to follow the agreed Council Procedures and, of consequence, not obtain best value procurement	Medium	Medium	Wide circulation of need 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	Medium	High	Wide circulation of information relating to contract compliance, advice and service in placing requisite advertisement in OJEU for officers in service areas

Key Decision: Yes

Background Papers: None

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**APPENDIX A: ANNUAL PROCUREMENT PLAN 2010-2011**  
**Contracts greater than £25,000 but less than £75,000**

Appendix A

<b>No.</b>	<b>Service Area</b>	<b>Contract Title/Description</b>	<b>Tendering Method: (OJEU / National Advertising / 3 Quotes)</b>	<b>Delegation to Contract Compliance Officer</b>	<b>Estimated Contract Start</b>
1	Environmental Health	Food Safety Inspections for Low Risk premises	3 Quotes	Yes	01/04/2010
2	Environmental Health	Maintenance Contract for Air Quality monitoring station	3 Quotes	Yes	01/08/2010
3	Communications	Charnwood News - Print	3 Quotes	Yes	01/06/2010
4	Communications	Charnwood News - Distribution	3 Quotes	Yes	01/07/2010
5	Communications	Web site hosting services	3 Quotes	Yes	10/06/2010
6	Planning Policy	Further Transport evidence to support the LDF	3 Quotes	Yes	2011011
7	Housing Needs	Abritas Sub Regional Choice Based Lettings system	Frame work Contract	Yes	01/05/2010
8	Street Management	Sanitary and nappy bins	3 quotes	Yes	01/09/2010
9	Street Management	Mobile handsets with a mapped base locator for street Wardens	3 quotes	Yes	15/03/2011
10	Street Management	Body Worn Video	3 quotes	Yes	01/05/2010
11	Leisure Services	Bedding Plant Supply	3 quotes	Yes	2010/11
12	Leisure Services	Memorial Repairs	3 quotes	Yes	2010/11
13	Leisure Services	Fencing Works	3 quotes	Yes	2010/11
14	Leisure Services	Tree Works	3 quotes	Yes	2010/11
15	Leisure Services	Design and Printing	3 quotes	Yes	2010/11
16	Leisure Services	Small tools	3 quotes	Yes	2010/11
17	Leisure Services	Small Machinery	3 quotes	Yes	2010/11
18	Leisure Services	Fertilisers	3 quotes	Yes	2010/11
19	Leisure Services	Top Dressing	3 quotes	Yes	2010/11
20	Leisure Services	Play Equipment Repair	3 quotes	Yes	2010/11
21	Leisure Services	Play Equipment Replacement	3 quotes	Yes	2010/11
22	Leisure Services	Swimming Pool Equipment	3 quotes	Yes	2010/11
23	Leisure Services	Play Builder Scheme Southfields Park	Tender	Yes	01/08/2010
24	Leisure Services	Sportsground improvements	3 quotes / tender	Yes	2010/11
25	Performance & Audit	Computer Audit (3 Year Contract)	3 Quotes	Yes	01/09/2010
26	Human Resources	Occupational Health	ESPO Contract	Yes	01/04/2011
27	Property	Fit out of Court No. 1 Old Magistrates Court	Tender	Yes	01/05/2010

28	Property	Small Capital contracts throughout Borough	Competitive mini tender or EMPA Minor Works contract	Yes	01/04/2020
29	Property	Decoration works at Beehive Lane Car Park	Competitive mini tender or EMPA Minor Works contract	Yes	01/04/2010
30	Property	Facilities Management Works at locations throughout the Borough	Competitive mini tender or EMPA Framework contract	Yes	01/04/2010
31	Property	Emergency roofing works at the Oak, Sileby	Competitive mini tender or EMPA Framework contract	Yes	01/06/2010
32	Property	Emergency roofing works at Fearon Hall, Loughborough	Competitive mini tender or EMPA Framework contract	Yes	01/10/2010
33	Financial services	Treasury Advisory Service	3 quotes	Yes	2010/11
34	Legal Services on behalf of the whole Council	Use of External Legal Service Providers for provision of general legal work across the following areas: Employment Procurement Planning and Property	Emlawshare Consortium Framework Contract 2010- 2012 External providers chosen from the New panel of 5 firms of solicitors	N/A	01/04/2010
35	Leisure Services	External legal service to support the Procurement of Leisure Services Management from 2011	Mini tender carried out under Emlawshare Consortium Framework contract	Yes	01/04/2010
36	Loughborough Regeneration	External legal service to support the delivery of the Loughborough Eastern Gateway Project and link road	Emlawshare Consortium Framework Contract 2010- 2012 External providers Browne Jacobson currently acting for the project and are on the New panel of 5 firms of solicitors	N/A	01/04/2010
37	Engineering Services	BT Fibre Cable Rental	Tender	Yes	2010/11
38	Engineering Services	Tipping Off Arrangements	Quotes	Yes	2010/11
39	Engineering Services	Street Furniture	Quotes	Yes	2010/11
40	Environmental Services	Street Cleansing Sweepings	Tender	Yes	2010/11
41	Environmental Services	Cesspit Emptying	Tender	Yes	01/04/2010
42	ICS	Telephone Support Switchboard	3 Quotes	Yes	2010
43	ICS	Network Maintenance Support	3 Quotes	Yes	2010
44	ICS	E1000 Hardware Support	3 Quotes	Yes	2010
45	ICS	Anti Virus	3 Quotes	Yes	2010
46	ICS	Help Desk	3 Quotes	Yes	2010

**APPENDIX B: ANNUAL PROCUREMENT PLAN 2010-2011**  
**Contracts greater than £75,001 but less than £500,000**

Appendix B

<b>No.</b>	<b>Head of Service</b>	<b>Contract Title/Description</b>	<b>Tendering Method: (OJEU / National Advertising / 3 Quotes)</b>	<b>Delegation to Contract Compliance Officer</b>	<b>Estimated Contract Start</b>
1	Julie Robinson	Southfields Skatepark	Tender	Yes	21/06/2010
2	Julie Robinson	Tree Works Contract	OJEU	Yes	03/05/2010
3	Julie Robinson	Bradgate Rd Anstey Play Area	Tender	Yes	2010/11
4	Julie Robinson	Waste Skip Hire	OJEU / Tender	Yes	2010/11
5	Julie Robinson	Weed control	Tender	Yes	2010/11
6	Julie Robinson	Leisure & Procurement Support	Tender	Yes	2010/11
7	Julie Robinson	Leisure Centre Management	OJEU	Yes	2010/11
8	Jane Brinklow	Agency Staff	ESPO Framework	Yes	01/04/2011
9	Steve Horner	BT Landlines + Broadband	OGC Framework	Yes	2010/11
10	Steve Horner	Printers, Printing and Copying	OGC Framework	Yes	02/07/2010
11	John Leney	Joint Property Services Function with North West Leicestershire District Council	OJEU or Special Purpose Vehicle	Yes	April 11 or earlier
12	John Leney	Refurbishment of the Old Magistrates Court First Floor	EMPA Framework Contract	Yes	01/07/2010
13	John Leney	Remedial works to sports ground at Thurmaston	Competitive Tender or mini tender on Framework	Yes	01/06/2010

			Contract		
14	John Loney	Relocation of Southfields Annexe substation	Statutory Undertaker	Yes	01/08/2010
15	John Loney	Planned Improvement Budget Contract at various locations	Competitive Tender or mini tender on Framework Contract	Yes	01/04/2010
16	John Loney	Repairs and Facilities Management works at various locations	EMPA Framework Contract	Yes	01/04/2010
17	John Casey	Banking Services	ESPO Framework	Yes	2010/11
18	John Casey	Investment Manager	Tender	Yes	2010/11
19	Christine Taylor	Use of External Legal Service Providers for provision of general legal work mainly across the following areas: Employment Procurement Planning and Property	EMlawshare Consortium Framework Contract 2010-2012 External providers chosen from the New panel of 5 firms of solicitors	N/A	01/04/2010
20	Neil Greenhalgh	Recyclates Contract	OJEU	Yes	01/08/2010
21	Neil Greenhalgh	Street Cleansing Sweepings	Tender	Yes	2010/11