

CABINET – 12TH MARCH 2015

Report of the Head of Finance and Property Services

Lead Member: Councillor Tom Barkley

Part A

ITEM 8 ANNUAL PROCUREMENT PLAN 2015/16

Purpose of Report

This report sets out the Annual Procurement Plan for the Council for 2015/16. 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 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 and this Plan will be available for scrutiny by the Overview Scrutiny Group on 9th March 2015.

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 decisions Cabinet are 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, as a consequence, not obtaining best value procurement	Possible	Minor	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.	Possible	Minor	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

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Part B

Background

1. The Contract Procedure 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 Procedure 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 2015/16 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 more than £25,000 but less than £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 the 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 £25k and £75k

Appendix B – Contracts between £75k and £500k

ANNUAL PROCUREMENT PLAN 2015 - 2016					
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	Contract Start:
1	Regulatory Services	Specialised printing for labels, driver badges, pouches and License plates for Private Hire & Hackney Carriage Licensing	3 Quotes	Yes	01/04/2015
2	Regulatory Services	Car Parks refurbishments - including resurfacing, lighting, re-lining, software and ticket machine upgrades at various car parks across borough.	3 Quotes/ Framework Contract	Yes	01/04/2015
3	Finance & Property	DWP/CBC Office Furniture	Framework Contract	Yes	01/04/2015
4	Finance & Property	Migration to latest version of Financial Management System	Waiver	Yes	01/06/2015
5*	Cleansing & Open Spaces	Cumberland Road Community Park	3 Quotes	Yes	01/09/2015
6*	Cleansing & Open Spaces	Woodhouse Play Area	3 Quotes	Yes	01/12/2015
7*	Private Sector Housing	Additional Licensing proposal and consultation	3 Quotes	Yes	01/02/2016

No	Service Area	Contract Title/Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Contract Start:
8*	Neighbourhood Services	Domestic Abuse Outreach Services	Waiver	Yes	01/04/2015
9	Neighbourhood Services	Replacement CCTV Hardware	3 Quotes	Yes	01/04/2015
10	Neighbourhood Services	Sentinel - License and Maintenance	Waiver	Yes	01/04/2015
11*	Neighbourhood Services	Sports Equipment	3 Quotes	Yes	01/04/2015
12	Housing - Landlord Services	Door Entry Systems	3 Quotes	Yes	01/06/2015
13	Housing - Landlord Services	Insulation	3 Quotes	Yes	01/08/2015
14	Housing - Landlord Services	Specialist damp work	3 Quotes	Yes	01/05/2015
15	Housing - Landlord Services	Damp Surveys	3 Quotes	Yes	01/05/2015
16	Housing - Landlord Services	Sheltered Housing and Lifeline review	3 Quotes	Yes	01/07/2015
17	Housing - Landlord Services	Tenant Satisfaction Survey	3 Quotes	Yes	01/07/2015

No.	Service Area	Contract Title/Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Contract Start:
18	Housing - Landlord Services	Fire Risk Assessments	3 Quotes	Yes	01/04/2015
19	Housing - Landlord Services	Tenants Mediation services	3 Quotes	Yes	01/06/2015
20	Housing - Landlord Services	CDM Consultancy	3 Quotes	Yes	01/06/2015
21	Housing - Landlord Services	Rental/Repair of washing machines (sheltered schemes)	3 Quotes	Yes	01/05/2015
22	Housing - Landlord Services	Portable Appliance Testing	Consortium	Yes	01/04/2015
23	Leisure and Culture	Public art/realms to commemorate Ladybird centenary	3 Quotes	Yes	01/04/2015
24	Leisure and Culture	Town Centre signage	3 Quotes	Yes	01/04/2015
25	Leisure and Culture	Computerised till system for Town Hall	3 Quotes	Yes	01/04/2015
26	Leisure and Culture	Carillon Tower Building Survey	3 Quotes	Yes	01/06/2015

5* Improvement to adult and children's recreation areas

6* Improvements to children and infants play area

7* Consultancy to produce an additional (Houses in Multiple Occupation) HMO licensing proposal for Charnwood, including public consultation and evidence gathering/assessment

8* To provide support for victims of domestic abuse

11* To provide various sports equipment to support youth activity schemes

ANNUAL PROCUREMENT PLAN 2015 – 2016					
Contracts greater than £75,001, but less than £500,000					
No.	Service Area	Contract Title/Description	Tendering Method: (Full Tender/OJEU)	Delegation to Contract Compliance	Contract Start:
1	Leisure and Culture	Provision of Stewarding Loughborough Fair and Events	Tender	Yes	01/06/2015
2	Environmental Services	House to House Collections (Textiles)	OJEU	Yes	01/07/2015
3	Cleansing & Open Spaces	Shortcliffe Community Park - Skatepark	Tender	Yes	01/12/2015
4	Cleansing & Open Spaces	Outwoods - Cottage conversion	Tender	Yes	01/12/2015
5	Housing - Landlord Services	Fire risk assessments	Tender/Consortium	Yes	01/06/2015
6	Housing - Landlord Services	Cyclical maintenance programme for 2015/16	Tender	Yes	01/06/2015
7	Housing - Landlord Services	Responsive Repairs Materials	Tender	Yes	01/06/2015

No.	Service Area	Contract Title/Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance	Contract Start:
8	Housing - Landlord Services	Void & communal areas clearance & cleans, furniture removal, garden clearance	Tender/Consortium	Yes	01/06/2015
9	Housing - Landlord Services	Tenants Contents Insurance	Tender/ Consortium	Yes	01/05/2015
10	Housing - Landlord Services	Drain repairs and CCTV inspections	Tender/Consortium	Yes	01/05/2015
11	Housing - Landlord Services	Water Service repairs	Tender	Yes	01/07/2015
12	Housing - Landlord Services	Security for Void Properties	Consortium	Yes	01/06/2015
13	Housing - Landlord Services	Scaffolding	Tender/ Consortium	Yes	01/06/2015
14	Housing - Landlord Services	Legionella Testing and remedial works	Consortium	Yes	01/05/2015
15	Housing - Landlord Services	Window Repairs	Tender	Yes	01/05/2015
16	Revenues, Benefits and Customer Service	Upgrade of Microsoft Enterprise Agreement	Consortium Framework Contract	Yes	01/05/2015

No.	Service Area	Contract Title/Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Contract Start:
17	Revenues, Benefits and Customer Service	New Telephone Voice & Data	Consortium Framework Contract	Yes	01/08/2015
18	Finance & Property	Southfields Extension to accommodate DWP	Consortium Framework Contract	Yes	01/04/2015
19	Leisure and Culture	Pantomime for 2016-2019 Seasons	Tender/OJEU Procedure	Yes	01/04/2015
20	Planning & Regeneration	Upgrade of back office planning system and introduction of document management system.	Waiver/Consortium Framework Contract	Yes	01/09/2015