OSG
3RD JULY
2017
ITEM 6B

**CABINET – 6TH JULY 2017**

**Report of the Head of Finance and Property Services**

**Lead Member: Councilor Tom Barkley**

**Part A**

ITEM ANNUAL PROCUREMENT PLAN 2017/18

Purpose of Report

This report sets out additions to the Annual Procurement Plan for Charnwood Borough Council for 2017/18. Cabinet approved the Annual Procurement Plan on 16th March 2017. 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.

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 Delivering Excellent Services.

Implementation Timetable including Future Decisions and Scrutiny

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

A further report will be submitted to Cabinet on 21st September 2017 if additional Procurement approvals are required.

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 that the Cabinet are asked to make and proposed actions to mitigate those risks are set out in the table overleaf.

| 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

Officers to contact:

David Howkins
Procurement Manager
01509 634672
david.howkins@charnwood.gov.uk

Clare Hodgson
Head of Finance and Property Services
01509 634810
Clare.hodgson@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 2017/18 and details of all contracts that they 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

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**APPENDIX A**

**Additions to Annual Procurement Plan 2017/2018 – 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 | Bell Foundry Estate - provision of play facilities, seating and outdoor planting facilities, planting opportunities for the local gardening club and realignment of the path network | 3 Quotes | Yes | 24/07/2017 |
| 2 | Cleansing and Open Spaces | Kirkstone Drive Play Area - provision of improved/new youth/adult & children's facilities where previously not available | 3 Quotes | Yes | 21/08/2017 |
| 3 | Landlord Services | Void security measures including Steel Security Door Screens and Fixed security window screens | Waiver / Framework Contract | Yes | 01/06/2017 |
| 4 | Planning and Regeneration | Urban capacity assessment - identification and assessment of development opportunities within settlements | 3 Quotes | Yes | 31/07/2017 |
| 5 | Planning and Regeneration | Infrastructure - identification of infrastructure required to mitigate growth and manage services and facilities | 3 Quotes | Yes | 31/07/2017 |

| No. | Service Area | Contract Title / Description | Tendering Method: 3 Quotes/Waiver | Delegation to Contract Compliance Officer | Procurement Start: |
|---|---|---|---|---|---|
| 6 | Planning and Regeneration | Employment Study - assessment of existing employment stock and supply in respect of future development requirements | Tender | Yes | 31/07/2017 |
| 7 | Planning and Regeneration | Transport Assessment – baseline and traffic growth impacts modelling | Tender | Yes | 01/08/2017 |
| 8 | Planning and Regeneration | Delivery and viability evidence - deliverability of development opportunities and growth strategy | 3 Quotes | Yes | 01/09/2017 |
| 9 | Planning and Regeneration | Retail and Town Centre Study - identification of need for town centre uses by settlement | Tender | Yes | 01/09/2017 |
| 10 | Planning and Regeneration | Landscape Visual Impact Assessment - assessment of growth strategies and development opportunities | 3 Quotes | Yes | 01/09/2017 |
| 11 | Planning and Regeneration | Heritage Assessment - assessment of growth strategies and development opportunities | 3 Quotes | Yes | 01/09/2017 |
| 12 | Planning and Regeneration | Power for growth - technical feasibility and costs assessment | 3 Quotes | Yes | 01/10/2017 |
| 13 | Planning and Regeneration | Economic development study - assessment of activities for supporting the economy | 3 Quotes | Yes | 01/10/2017 |

| No. | Service Area | Contract Title / Description | Tendering Method: 3 Quotes/Waiver | Delegation to Contract Compliance Officer | Procurement Start: |
|---|---|---|---|---|---|
| 14* | Property Services | Replacement LED display/stage lighting at Town Hall | 3 Quotes | Yes | 01/08/2017 |
| 15* | Property Services | District Car Parks LED Lighting | Waiver / Framework Contract | Yes | 01/09/2017 |
| 16* | Property Services | Woodgate Chambers LED | Waiver / Framework Contract | Yes | 01/09/2017 |
| 17* | Property Services | Southfields ICS 1st Floor LED | Waiver / Framework Contract | Yes | 01/09/2017 |
| 18* | Property Services | The Oak Business Centre LED | Waiver / Framework Contract | Yes | 01/09/2017 |
| 19* | Property Services | ICS -Server room air handling unit | 3 Quotes | Yes | 01/10/2017 |
| 20 | Property Services | Installation of new facia, soffits and roof light at Southfields Offices | Minor Works Framework | Yes | 31/07/2017 |

* Work being conducted as part of Carbon Management Plan

**APPENDIX B**

**Additions to Annual Procurement Plan 2017/2018 – 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 | Cleansing and Open Spaces | Closed Churchyard Walls as Listed<br>Barrow, Holy Trinity<br>Quorn, St. Bartholomews<br>Rearsby, St. Michael<br>Rothley, St Mary's<br>Walton, St. Mary's | Waiver / Framework Contract | Yes | 01/08/2017 |
| 2 | Cleansing and Open Spaces | Improvements to the tennis facilities in Nanpantan Sports Grounds including:<br>- New surfaces<br>- New flood lights<br>(subject to external funding) | Full Tender / Framework Contract | Yes | 01/09/2017 |