

Crawley Borough Council

Report to Cabinet 30th June 2021

Forward Programme of Key Procurements (July – December 2021)

Report of the Head of Corporate Finance – FIN/525

1. Purpose

- 1.1 The purpose of this report is to present the procurement forward programme. The forward plan identifies the Council's key procurements over a contract value of £500k that will require tendering over the coming six-month period.
- 1.2 A brief update on the previous programme from January - June 2021 is also provided.

2. Recommendations

- 2.1 To the Cabinet

The Cabinet is recommended to:

- a) Approve the procurement forward programme July – December 2021.
- b) Delegate authority to the Leader of the Council in consultation with the relevant Cabinet Member, Opposition Leader, Head of Service, and Head of Legal, Democracy and HR to approve the award of the contract following an appropriate procurement process
- c) Delegate the negotiation, approval and completion of all relevant legal documentation, following the awarding of the contracts to the relevant Head of Service, Head of Legal, Democracy and HR, Head of Corporate Finance, in consultation with the appropriate Cabinet Member.
(Generic Delegations 2 & 3 will be used to enact this recommendation)

3. Reasons for the Recommendations

- 3.1 By approving the procurement forward programme there is greater transparency of future procurement processes allowing more scope for internal stakeholders to input into how future contracts are delivered.
- 3.2 The approval of the forward programme provides a key decision that will enable the individual procurement processes to be awarded under delegated authority once the tender process has concluded giving the Council the ability to reduce the time required to complete a procurement process.

4. Background

- 4.1 The Council's procurement is governed by The Public Contracts Regulations 2015 along with its own internal rules which are set out in the Procurement Code. The Procurement Code dictates that any contracts awarded above the total value of £500k (across its duration) must be approved by Cabinet.
- 4.2 The attached forward programme at Appendix 1 identifies those high value procurement processes that the Council is currently aware of that are due to go out to tender in the next six months. This is subject to change.
- 4.3 There may be additional projects that are identified that require procurement action that are not currently on the current forward plan however it is hoped that these will be minimal and are more likely to be one-off or construction-based procurements where additional funding / capital investment has been agreed.
- 4.4 Appendix 2 gives a brief update on the procurement projects that were previously identified.

5. Description of Issue to be resolved

- 5.1 It is hoped that there is greater transparency and awareness of key procurement projects.
- 5.2 Allowing contracts to be awarded under delegation shortens the tender process.

6. Information & Analysis Supporting Recommendation

- 6.1 By identifying procurement processes in a forward programme, internal stakeholders can input into the process at an earlier stage where there is more ability to influence and make decisions on the future contract delivery model. The organisation can manage resources more effectively

7. Implications

- 7.1 Whilst every effort will be made to ensure that procurement processes are identified and reported in the forward programme there may be some instances where this is not achieved, an individual report will therefore be taken as per the previous model.

8. Background Papers

- 8.1 Procurement Code
- 8.2 [Report to Cabinet - Forward Programme of Procurements](#)

Report author and contact officer: *Jo Newton-Smith, Procurement Manager, 01293 438363*

Appendix 1 – Procurement Forward Programme

| Contract Title | Estimated Contract Value | Brief Description |
|----------------------------------|--|---|
| Arboricultural Services Contract | £2.6m | Contract for the provision of Arboricultural Services (tree maintenance), The current contract which is with County Tree Surgeons expires in April 2022. The value of the future contract is approx. £200k p.a. and it is anticipated that this will be a 7 + 7 year contract period and will be collaborative procurement with Horsham District Council. The tender is due for issue in July 2021. This tender process is subject to final options analysis and sign off prior to issue of tender. Lead Officer Jo Newton-Smith / Karen Rham |
| Town Hall CatC Fitout | £1.1m | The Council approved the development project for the new Town Hall in 2019. This associated budget includes the provision of fixtures, fittings and equipment for the council chamber, customer area and shared office space. Whilst it may be possible to reuse elements of the current furniture, likely to be office desks and some equipment, the majority is not suitable for the new layouts and not in keeping with a modern, flexible and adaptable workspace. Professional advice on layout and furniture options is being sought from the design team with a view to issuing tender documents in August 21. Lead Officers; Simon Jones & Sarah Barnes |
| Property Partnering Contract | £180k p.a Estimated value £1.1m based on 4+2 contract term. | The current contract expires in April 2022 with current expenditure in the region of £180k p.a. It is anticipated that the contract will be a minimum of 4 years with options to extend. The contract is for consultancy services including PM, structural engineering, CDM, civil engineering, clerk of works and drainage and flood alleviation consultancy. Currently reviewing the scope with a view to issuing tenders in July 2021. Lead Officers; Ray Hook / Lisa Venn. |

Appendix 2 – Update on Procurements January – June 2021 Procurements

| Contract Title | Estimated Contract Value | Brief Update |
|-------------------------------------|--|---|
| Migration to the public cloud (ICT) | c£500k total cost | Complete. Transition to the public cloud. The contract assists with the transition of the Council's estate from the current environment to the cloud through the Government's GCloud 12 framework agreement. Delegated Authority was awarded to Head of Digital and Transformation on 25 November 2020 and a contract has been awarded to 6DG as a partner organisation for a 2 year contract commencing March 2021, with the option to extend for an additional 2 years if required. Lead Officer; Emma Nash / Simon Jones. |
| Income Management System | £665k over 7 years £95,000 per annum. | Our current system Paye.net/AXIs is supplied by Capita and has been extended to March 2023. Market engagement has now been completed. Value of contract anticipated at £95k p.a but will be more if acquirer fees are included which are currently £100k p.a Currently in the process of preparing the documents and writing the spec. Plan is to do a 5 year plus 2 year extension option. Mini comp to be run via Crown Commercial framework RM3821. Aim is to award the contract in October. Lead Officer: Mohammed Din |
| Perryfield Road | £600k | Extension and refurbishment of existing property into four one-bedroomed flats with associated parking and landscaping. Evaluation of tenders returned near complete. Start on site due late summer 2021 with an estimated 18 month construction programme. Lead Officer: Lisa Venn |
| Temp Agency Staff | £750,000 £250k p.a. | Complete. This is a collaborative contract with Horsham DC, Mid Sussex DC and Mole Valley DC. Dynamic Purchasing System (DPS) established, currently including over 30 suppliers across 9 categories with the ability to add suppliers throughout the 3 year period. Internal communications being established with formal roll out across the council June 2021. Lead Officer; Becca Williams. |
| Building Repairs & Maintenance | £3.6m Approx. £900k p.a | The current contract is a framework agreement with multiple suppliers, the contract has expired. The contract covered planned and responsive repairs and maintenance of our non-housing assets including glazing, heating and plumbing, drainage, electrical works, ventilation, painting and decorating, lift maintenance, fire equipment testing etc. It includes town hall, community centres, depot, pavilions, public conveniences, Tilgate nature centre, Hawth, K2 etc. A review of our current assets and what model will be required for repairs & maintenance of the new town hall was being explored. Due to resource changes in Major Projects and Commercial Services no lead client has been identified to assist in developing the specifications required to take this contract forward. Anticipated that the procurement will commence Summer. Lead Officer; Major Projects and Commercial Services / Procurement. |