

Crawley Borough Council

**Report to Cabinet
6 July 2022**

Forward Programme of Key Procurements (July – December 2022)

Report of the Head of Corporate Finance – **FIN/571**

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 2022 is also provided.

2. Recommendations

- 2.1 The Cabinet is recommended to:
 - a) Endorse the procurement forward programme July – December 2022 (appendix A).
 - b) Delegate authority to the Leader of the Council in consultation with the relevant Cabinet Member, relevant Head of Service, and Head of Governance, People & Performance to approve the award of the contract following an appropriate procurement process, with the exception of following procurements which will be subject to separate Cabinet reports during this period; Waste and Recycling; Metcalf Way Depot; Crawley Innovation Centre (Travel House).
 - 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 Governance, People & Performance, 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 A 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 B 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
[Report to Cabinet - Forward Programme of Procurements](#)

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Appendix A – Procurement Forward Programme

Contract Title	Estimated Contract Value	Brief Description
Asset Valuation	c£310k Approx. £62k p.a.	Contract for the provision of Asset Valuation Services. The current contract is with Wilks Head Eve and expires 29 September 2022. This is a collaborative procurement with Horsham District Council, Mid Sussex District Council and Mole Valley District Council. Above Threshold tender will be issued in June 2022. Lead Officers: Jacob Hughes, Richard Gammie.
Property Partnering Contract	Crawley spend £540k p.a. Estimated value £2.7m based on 3+2 contract term.	Current contract ends in October 2022. The contract is for consultancy services and is split into the following lots: CDM, Civil Engineering, Clerk of Works, Drainage & Flood Alleviation, QS, and Structural Engineering. New contract is 3+2 years, with the ability for other councils in the Shared Procurement Service to access. Above threshold tender published 4 April 2022, with tenders being returned 20 May 2022. Contract award Summer 2022. Lead Officers: Lisa Venn, Jake Fisher.
Building Repairs & Maintenance	£3.6m Approx. £900k p.a.	Contract is a framework agreement with multiple suppliers, and covers 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. Currently looking at pre-market engagement to determine the route to market. Aim to publish tender Autumn 2022. Lead Officers: Colin Eves, Jake Fisher.
Waste and Recycling	Approx. £2m pa Estimated value £14m based on 7 year contract term	The current contract with Biffa ends 31 January 2024. Options appraisal underway to determine optimum route to market and delivery model. Lead Officers: Nigel Sheehan, Paul Baker. Further report for approval to go to Cabinet.
Metcalf Way Depot	£12m for construction of depot c£0.5m for demolition	Depot to be constructed, with existing premises demolished. Procurement process for main design and build contractor to commence Summer / Autumn 2022 via restricted tender process or framework agreement. Lead Officers: Nigel Sheehan, Becca Williams. Further report for approval to go to Cabinet in November 2022.
Crawley Innovation Centre (Travel House)	£3.5m for building refurbishment works	Travel House to be refurbished to become Crawley Innovation Centre; Tender process to commence July 2022. Lead Officer: Clem Smith. Further report for approval to go to Cabinet in July 2022.
Online Benefits System	Approx. £100k p.a.	Online benefits system is to be procured through a Crown Commercial Service framework, Autumn 2022. Lead Officer: Becky Pearce.

Appendix B – Update on Procurements January – June 2022 Procurements

Contract Title	Estimated Contract Value	Brief Update
Western Boulevard Cycleway Scheme	Up to £900k	A scheme to improve sustainable transport facilities in the town centre: Continuation of the cycling and walking infrastructure being implemented through the Eastern Gateway scheme, completing the link to existing infrastructure in the High Street. The scheme will enable more reliable bus journey times by giving them priority for turning into and out of the Broadway. Around 10million bus journeys are currently made through this junction. Civils contract with Edburton has been utilised to implement the scheme. Completed.
Towns Fund	Various depending on project	Crawley has developed comprehensive business cases for several projects / schemes relating to the £20m grant funding from DHLUC. Most of the projects will be delivered in the latter half of 2022 / 2023 and will be presented in future reports. Gigabit project likely Autumn 2022.
Arboricultural Services Contract	£2.6m CBC contract value £310k pa	Contract for the provision of Arboricultural Services (tree maintenance). Collaborative procurement undertaken with Horsham DC, tender was split per authority. Contract is for 5 years with no extension. New supplier Idverde, contract started 1 April 2022 and expires March 2027. Completed.
Income Management System	£665k over 7 years	Our current system Paye.net/AXIs is supplied by Capita and has been extended to March 2023. Value of contract anticipated at £95k p.a but will be more if acquirer fees are included which are currently £100k p.a. 5 year plus 2 year extension option. Mini comp run via Crown Commercial framework RM3821.
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 audio visual equipment for the council chamber, customer area and shared office space. Contracts awarded to furniture suppliers (Showcase and Flexiform) and AV equipment supplier (ProAV) in January 2022. Completed.