

Crawley Borough Council

**Report to Cabinet
23 November 2022**

Forward Programme of Key Procurements (January – June 2023)

Report of the Head of Corporate Finance – **FIN/595**

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 July – December 2022 is also provided.

2. Recommendations

- 2.1 The Cabinet is recommended to:
 - a) Endorse the procurement forward programme January – June 2023 (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.
 - 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
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 Spring 2023. Lead Officers: Colin Eves, Thomas Walker
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.
Commercial Waste	Approx £280k	Contract with Suez on extension to Spring 2023. Aiming to go out to tender in January 2023, potentially in conjunction with Mid Sussex District Council. Lead Officer: Rob Channon
Waste Vehicle Replacement Programme	c£3m	Project to purchase / lease / refurbish vehicles for the Waste fleet as current vehicles are approaching end of life. Lead Officer: Paul Baker
Mobile Working	Approx £290k (£240k revenue spend)	IT platform for mobile/ field working across multiple departments. Potentially a call-off from the new G-Cloud CCS Framework agreement in January 2023. 3 year + 2 year contract. Business Case taken to IT Board. Lead Officer: Susan Mills
Mechanical Sweeping	£135k - £225k (depending on option)	Contract with current mechanical sweeping provider has expired; considering several options to take to the market which will be agreed with members. Lead Officer: Mark Hurst.

Appendix B – Update on Procurements July – December 2022 Procurements

Contract Title	Estimated Contract Value	Brief Update
Towns Fund	Various depending on project	Crawley has developed comprehensive business cases for several projects / schemes relating to the £20m grant funding from DHLUC. These will be implemented later in 2023 and 2024 as different projects and workstreams. Any which are above the £500k threshold will appear as a separate project.
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.
Asset Valuation	c£310k Approx. £62k p.a.	Contract for the provision of Asset Valuation Services. This is a collaborative procurement with Horsham District Council, Mid Sussex District Council and Mole Valley District Council. Above Threshold tender issued in June 2022. Lead Officers: Jacob Hughes, Richard Gammie. Awarded to Wilks Head Eve. Completed.
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 Autumn 2022. Lead Officers: Lisa Venn, Colin Eves.
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. Recommendation for approach contained in separate Cabinet report.
Crawley Innovation Centre (Travel House)	£3.5m for building refurbishment works	Travel House to be refurbished through building conversion works to become Crawley Innovation Centre; Tender process commenced through the SCAPE Framework in September 2022. Lead Officer: Clem Smith. Decision on Contract Award approval delegated to the Leader of the Council (see Cabinet report PES/417, 6 th July 2022)