

Crawley Borough Council

Report to Cabinet
28 June 2023

Forward Programme of Key Procurements **(July - December 2023)**

Report of the Head of Corporate Finance – **FIN/622**

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 2023 is also provided.

2. Recommendations

- 2.1 The Cabinet is recommended to:
 - a) Endorse the procurement forward programme July – December 2023 (appendix A). With the exception of the Energy Procurement Contract Arrangements report which will be covered elsewhere on the agenda (HPS/37)
 - 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
Microsoft Licences	c£500k	Purchase of Microsoft Licences. Contract is for 3 year period. Lead Officer: Emma Nash
Azure Cloud Solutions Partner	c£400-500k	Cloud Solutions Partner. Contract is for 3 or 4 year period – to be determined. Lead Officers: Emma Nash and Bob Samways
Building Repairs & Maintenance	£3.6m Approx. £900k p.a.	Contract is 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
Print	£360k pa (CBC – c£90k pa)	Aim to put a replacement contract in place for external print as current framework agreement and Dynamic Purchasing Systems expire 1 April 2024. Collaboration with other members of the Shared Procurement Service – Horsham DC, Mid Sussex DC and Mole Valley DC.
Building Cleaning	£2.9m (CBC)	Current cleaning contract for facilities including Town Hall, Pavilions and Community Centres expires in autumn 2024. Will go out to tender with Horsham DC, Mid Sussex DC and Mole Valley DC, with aim to publish tenders in autumn 2023. Consideration of the option to bring the service ‘in house’ will be considered as part of the procurement process and tender report.
Energy Procurement Contract Arrangements	c£8.6m over 4 years	Electricity and gas contracts required for 4 year period on October 2024. Council likely to use LASER framework agreement as leverages a better deal than entering the market on its own. This is covered elsewhere on the agenda under report HPS/37

Appendix B – Update on Procurements January – June 2023 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	Mini comp run via Crown Commercial framework RM3821. 5 year + 2 year contract awarded to Capita. Completed.
Property Partnering Contract	Crawley spend £540k p.a. Estimated value £2.7m based on 3+2 contract term.	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 contracts are 3 + 2 years. Awarded to several different suppliers. Completed.
Waste and Recycling	Approx. £2m pa Estimated value £14m based on 7 year contract term	Agreement at Council to extend current Biffa contract for additional 26 month period until 31 March 2026 in a separate report. Lead Officers: Nigel Sheehan, Paul Baker. To go on forward programme in 12 months.
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; Decision on Contract Award approval delegated to the Leader of the Council (see Cabinet report PES/417, 6 th July 2022). Ongoing contracts required for furniture and managing agent.
Online Benefits System	£960k	Two systems: Lot A: Online Benefits Portals & Forms. Lot B: Document Management System, both contracts commenced on 20 February 2023. Lead officer Becky Pearce. Completed.
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. Completed.
Mobile Working	Approx £290k (£240k revenue spend)	Mobile working project includes Neighbourhood Services team, Food Safety and Port Health (all under Community Services). Lead Client Susan Mills. 3+1Y contract sought. Aiming for 1/6/23 contract start date. Completed.
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.