

Crawley Borough Council

**Report to Cabinet
29 November 2023**

Forward Programme of Key Procurements (January – June 2024)

Report of the Head of Corporate Finance – **FIN/634**

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 2023 is also provided.

2. Recommendations

- 2.1 The Cabinet is recommended to:
 - a) Endorse the procurement forward programme January – June 2024 (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](#)

Report author and contact officer: *Becca Williams, Procurement Manager, 01403 215050*

Appendix A – Procurement Forward Programme

Contract Title	Estimated Contract Value	Brief Description
Manor Royal Gigabit Project (Towns Fund)	c£1.9m	Towns Fund project for a fibre partner to develop digital connectivity in Manor Royal; possibly competitive procedure with negotiation; potential subsidy control issues. Lead Officer: Simon Jones.
Water Supply	£600k (all Councils)	Contracts for supply of water (and removal of wastewater) to all sites under Council control. Contracts expire mid June 2024. Route to Market Stage; initially investigating using LASER's Water Framework Agreement. Lead Officer: Tanya Pemberton.
Town Hall Demolition	c£750k	c£750k. Demolition works - considering frameworks / local tender process. Lead Officer: Keith Jarosinski
Electoral Print (all 4 councils)	c£4m over 6 years (all Councils) c£650k for CBC	Collaborative electoral print tender for a 6 year duration to align with election cycles. Including ballot papers, postal packs, etc. Lead Officers: Thomas Walker; Chris Pedlow.
General Insurance	c£1m pa for CBC	East Sussex Procurement Hub running a collaborative procurement exercise for Local Authorities in East and West Sussex from April 2024.
5 Perryfield Road	c£850k	Appoint a contractor for the build and refurbishment of an existing property. Lead Officer: Roy Wood
Flood maintenance	c£750k	One contractor to maintain all our flood structures, carry out our legal obligations under the Reservoir Act, and carry out other general maintenance and emergency works. Contract expires June 2024. Lead Officers: Segun Oke; Jacob Hughes.
Hybrid Mail Solution	c£600k	Implementation of a new hybrid mailing solution for printing. Lead Officer: Allan Hambly

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.
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. Ongoing contracts required for furniture and managing agent.
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.
Microsoft Licences	c£500k	Purchase of Microsoft Licences. Contract is for 3 year period. Lead Officer: Emma Nash. Aggregation process signed up for with Crown Commercial Service, to be awarded early 2024.
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. Aim to publish tender Winter 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
Energy Procurement Contract Arrangements	c£8.6m over 4 years	Electricity and gas contracts. Cabinet has approved committing to procure gas and electricity through the LASER Framework for another 4 year period October 2024 onwards, contract documentation being completed.