

Crawley Borough Council

Report to Cabinet

24 July 2024

Forward Programme of Key Procurements (July – December 2024)

Report of the Head of Corporate Finance – **FIN/661**

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 Jan – June 2024 is also provided.

2. Recommendations

- 2.1 The Cabinet is recommended to:
 - a) Endorse the procurement forward programme July – December 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. This is with the exception of following procurements which will be subject to separate Cabinet reports; Waste Collection; Hawth Theatre.
 - 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 (until October 2024) and the Procurement Act 2024 (from October 2024) 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
CBC HDC MSDC MVDC Cash Collection	c£600,000 All Councils (5 years) £200,000 CBC (5 years)	Professional cash collection service from four councils' properties (including car parks). Lead Officer: Carey Manger / Jacob Hughes.
Waste Collection	c£8million (assumes three year contract extension)	Waste collection and services. Contract extended to 31st March 2026. Current contract with Biffa, expires Jan 2026 Lead Officers: Nigel Sheehan / Paul Baker Further separate report for approval to go to Cabinet September 2024
Hawth Theatre	c£25million. Assumes a 10 year contract. Based on estimated turnover.	Current contract with Parkwood Leisure. Lead Officers: Nigel Sheehan / Paul Baker Further separate report for approval to go to Cabinet October 2024
Fire Safety Contract	c£100k pa (5 – 10 year contract)	Contract for the provision of fire safety services, identified in recent Crawley Homes audit. Likely to use a framework agreement. Lead Officer: Geoff Tarran.
Bus Shelters	Concession Contract valued at c£3.1million over 10 years	Contract for bus shelter supply and maintenance in return for advertising rights. Current contract has been renewed and is overdue for open procurement. Procurement process to take place in Autumn 2024, with new contract starting in late 2025 after mobilisation. Lead officers: Clem Smith / Phil Morris
CBC HDC Arboricultural Services		Contract for tree services including inspection. Lead Officers: Karen Rham / Justin Roberts.

Appendix B – Update on Procurements January – June 2024 Procurements

Contract Title	Estimated Contract Value	Brief Update
Crawley Innovation Centre (Travel House)	£3.5m for building refurbishment works	Work being undertaken. Contract required for managing agent. Lead Officers: Clem Smith / Roy Wood
Mechanical Sweeping	£135k - £225k (depending on option)	Spec being drafted. Aim to go out to tender Autumn 2024. Lead Officers: Darren Standing / Neil Cowell.
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. 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 will continue to run until October 2024. Collaboration with other members of the Shared Procurement Service – Horsham DC, Mid Sussex DC and Mole Valley DC.
Building Cleaning	£2.9m (CBC)	Tender for cleaning services awarded April 2024 to Monitor Services. Lead Officer: Tanya Pemberton
Water Supply	£600k (all Councils)	Contracts for supply of water (and removal of wastewater) to all sites under Council control. 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	Tenders awarded March 2024 from April 2030 to Civica Election Services. Lead Officer: Chris Pedlow
5 Perryfield Road	c£850k	Appoint a contractor for the build and refurbishment of an existing property. Lead Officer: Roy Wood
Hybrid Mail Solution	c£600k	Implementation of a new hybrid mailing solution for printing. Project team currently working with Crown Commercial Services to join an aggregated procurement process. Lead Officer: Allan Hambly.
Manor Royal Gigabit Project (Towns Fund)	c£1.9m	Towns Fund project for a fibre partner to develop digital connectivity in Manor Royal; Lead Officer: Simon Jones.