

Crawley Borough Council

**Report to Cabinet
27 November 2024**

Forward Programme of Key Procurements (January – June 2025)

Report of the Head of Corporate Finance – **FIN/670**

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 2024 is also provided.

2. Recommendations

- 2.1 The Cabinet is recommended to:
 - a) Endorse the procurement forward programme January – June 2025 (appendix A of report FIN/670).
 - 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 (NB the Procurement Act replaces this legislation for all new procurements from 24 February 2025) 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
Demolition projects	c£4m	Individual demolition projects: Old Town Hall – approx. £2.4 million Longley House - approx. £1.3 million Deerswood Court – approx. £210,000 Contracts must be entered into by 31 March 2025. Lead Officers: Lisa Venn / Jacob Hughes.
General Insurance Extension	c£800,000	Extension to current insurance contract whilst change in provider is sought longer term. Lead Officer: Vicki Basley
General Insurance	c£2m	Provision of Council insurance. Looking to utilise London Borough of Sutton arrangement for future provision following the extension. Lead Officer: Vicki Basley

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	Refurbishment works underway. Procurement of Managing Agents is out to tender. Lead Officers: Clem Smith / Roy Wood
Mechanical Sweeping	£135k - £225k (depending on option)	Spec being drafted. Aim to go out to tender end 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)	Arrangement being put in place in conjunction with Horsham DC. Lead Officer: Thomas Walker
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. Lead Officer: Samantha Sheppard.
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.
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. Lead Officers: Nigel Sheehan / Paul Baker
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 report for approval to go to Cabinet by November 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. Framework utilised in interim. 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 early 2025. Lead officers: Clem Smith / Phil Morris

CBC HDC Arboricultural Services	c£324k pa (7 year contract TBC) for CBC	Contract for tree services including inspection. Collaborative procurement with Horsham District Council. Lead Officers: Karen Rham / Justin Roberts.
CBC Azure Cloud Hosting	£146k pa (3+1 year contract)	Contract for cloud solutions partner to manage Azure cloud hosting and provide training and consultancy. Preferred route to market: competition under framework. Current contract expires 25 March 2025. Lead officer: Emma Nash