

To: Corporate, Policy and Resources Committee

**Extension of Annual Tenders & Professional Construction
Related Consultancy Services Contracts from 1st April 2016 to
31st March 2017**

Date 19/01/16

For decision

1.0 Reporting to Committee

Linkage to Corporate Plan	
Strategic Priority	Budgetary Control
Objective	Contract Compliance & Governance
Lead Officer	David Wright
Cost: (If applicable)	Agreed - as set out in Heads of Service budgets

1.1 Background

Council have a legislative duty to comply with European and UK procurement legislation, in particular the Public Contracts Regulations 2015. A procurement exercise was completed in spring 2015, in accordance with the legislation, to award a suite of annual tenders and create a framework of professional services contractors that can be utilised to support Council's operations. This report seeks a decision from Council on three matters, further details of each are provided in 1.2 below:

1. To extend the majority of these contracts for a one year period.
2. To extend a small number of lots until **30th June 2016** to facilitate a re-tender.
3. To issue a new contract for food waste bin liners.

1.2 Detail

Annual tenders had been run in previous years across the legacy Councils. They covered a range of common goods and services such as electrical supplies, cleaning materials, batteries, tradespersons, lubricants, window cleaning etc. The current suite of annual tenders were revised and expanded somewhat in preparation of Causeway Coast & Glens Borough Council coming into effect on 1st April 2015. These new contracts ensured that suppliers were able to meet the requirements of the new Council area.

In early September 2015, all Heads of Service were asked to consider how their contracts had performed since being set up on 1st April 2015. A specific question was tabled asking for feedback on any contract that had not met the expectations of the Heads of Service.

1.2.1 Rationale for Extending Lots for One Year

As none of the Heads of Service indicated an issue with any of the following lots, **it is recommended** that they are extended for a one year period from **1st April 2016 to 31st March 2017**:

- Lot 2 – Supply & Delivery of Ready Mix Concrete
- Lot 3 – Supply & Laying of Bituminous Macadam/ Asphalt Surfacing & Edging
- Lot 4 - Electrical Supplies
- Lot 6 - Supply of Paint
- Lot 7 - Hire of Vehicles & Plant
- Lot 12 - Supply of Protective Clothing
- Lot 14 - Sports Pitch Maintenance
- Lot 16 - Electrical Maintenance & Repair Work
- Lot 17 - Plumbing Maintenance & Repair Work
- Lot 18 - Hire of Bricklayers, Joiners, Plasterers & Labourers for Maintenance Work
- Lot 19 - Hire of Painters
- Lot 24 – Refuse Sacks
- Lot 25 – Window Cleaning

1.2.2. Rationale for Extending Lots until 30th June 2016

An issue was identified with Lot 13 – Supply of Batteries and a meeting was set up with the Head of Operations and his colleagues to discuss further. Some of the batteries that Council required were not in stock when orders were placed and prices were, on occasion, in excess of other local suppliers. In light of these issues, it is recommended that this lot is extended until **30th June 2016** to facilitate a re-tender.

During the meeting other aspects of the annual tenders were discussed. These included Lot 10 – Supply of Quarry Materials which the group felt could achieve better value for money if re-tendered. Therefore, it is recommended that this lot is extended until **30th June 2016** to facilitate a re-tender.

Some minor issues had come to light with regard to Lot 23 – Lubricants. There was a degree of uncertainty around the specification of some of the oils and anti-freezes supplied and their compatibility with council equipment. The group will liaise with the supplier to try to resolve this issue. Therefore, it is recommended that this lot is extended until **30th June 2016** to allow time to monitor supplier performance.

Supplier performance has been below expectations with regard to Lot 5 - Cleaning Materials and Lot 21 – Industrial Cleaning Products, both of which were awarded to the same supplier. There have been a number of price discrepancies between the prices tendered and those charged on invoices. Officers have met with the supplier but the problems have not been resolved. Therefore, it is recommended that this lot is extended until **30th June 2016** to facilitate a re-tender. In the interim, it is intended that orders will be grouped together and quotations will be sought with business awarded to the most competitive bidder.

Due to the significant fall in the global oil price during the last year, it is likely that goods derived from oil based products such as plastics will be available at a more competitive price. In light of this it is recommended that Lot 22 – Waste Containers is extended until **30th June 2016** to facilitate a re-tender.

A new contract is required for the supply of food waste bin liners for 5 and 7 litre bins. This requirement had not been captured by the current suite of annual tenders. It will run from **1st July 2016** to **31st March 2017** to align with the other annual tender lots.

The procurement officer has been in regular contact with the estates team who are delivering a range of projects in conjunction with professional services contractors under a contract set up in spring 2015. The estates and infrastructure teams did not highlighted any issues with the performance of the contract when Heads of Service were emailed in early September 2015. Therefore, an extension for a further one year period until **31st March 2017** is recommended.

1.2.3 Summary Recommendations

It is recommended that the following lots be extended to 30th June 2016:

- Lot 13 – Supply of batteries
- Lot 10 – Supply of quarry materials
- Lot 23 – Lubricants
- Lot 5 – Cleaning materials
- Lot 21 – Industrial cleaning products
- Lot 22 – Waste containers

It is further recommended that the following lots be re-tendered:

Lot 13 – Supply of batteries

Lot 10 – Supply of quarry materials

Lot 5 – Cleaning materials

Lot 21 – Industrial cleaning products

Lot 22 – Waste containers