

Annual Tenders	17/10/2017
Corporate, Policy and Resources Committee – For decision	

Linkage to Council Strategy (2015-19)	
Strategic Theme	Innovation and Transformation
Outcome	The Council will continuously examine and introduce ways to provide services in more accessible and efficient ways
Lead Officer	Chief Finance Officer
Cost: (If applicable)	Performance improvement target

1.0 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 contracts that can be utilised to support Council's operations. Following a request for feedback from all Heads of Service and receipt of Council approval, the established suite of tenders were further extended in accordance with the terms set out in the tender documents for two further periods running until 31st March 2017 and 31st March 2018.

As the completion of a full new procurement process ran in accordance with the Public Contracts Regulations takes approximately four months to complete, this report is being presented in October to provide Council officers with sufficient time to run the procurement process, complete evaluations and make award recommendations to Council ahead of the 31st March 2018 end date.

This report seeks a decision from Council to approve the commencement of a new procurement process to award a new contract for Annual Tenders that will run from 1st April 2018 until 31st March 2019 with options to extend the contract for two further periods of 12 months each representing contract end dates of 31st March 2020 and 31st March 2021 Further details are provided in 1.1 below:

1.1 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, 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.

The contracts have run successfully to date and have been extended for the full duration available under the terms and conditions contained within the tender. Therefore, the contracts will expire on 31st March 2018 and cannot be extended further. To ensure that Council continue to have access to a wide range of goods and services to support daily operations, it is necessary to run a new procurement process to create new contracts to fulfil future requirements.

In late July 2017, all Heads of Service were asked to consider how their contracts had performed over the past year. A specific question was tabled asking for feedback on any contract that had not met the expectations of the Heads of Service. Heads of Service were also asked to provide feedback on the current specifications and whether they wanted any updates or amendments made. All responses were to be received by Friday 8th September 2017. No issues were identified with contract performance.

1.1.1 Rationale for Commencing a New Tender Process with Extension Options

As outlined above, the current suite of contracts will expire on 31st March 2018 and these cannot be extended further without breaching the Public Contracts Regulations.

Therefore a new procurement process should be ran. The contract duration format used in the current suite of contracts i.e. an initial one year contract with options to extend for two further periods of one year each has worked well and has helped encourage suppliers to maintain high levels of service as they are not guaranteed a contract extension if they perform poorly. Moreover, this format enables bidders to price competitively from the outset as they do not have to build in price rises over a three year period into their initial pricing. Any requests for price increases are only considered when the contracts are being extended and will be capped at the rate of inflation detailed in the Consumer Prices Index, presently running at 2.7%.

The results of the tender exercise will be tabled at a future meeting for approval of the tender awards.

1.1.2 Lots to be Included within the Annual Tenders

Lot 1 - Builders' Hardware

Lot 2 - Plumbing Supplies

Lot 3 - Supply of Timber

Lot 4 – Supply of Windows

Lot 5 - Supply of Ready Mix Concrete

Lot 6 - Supply & Laying Of Bituminous Macadam/Asphalt Surfacing & Edging

Lot 7 - Electrical Supplies

Lot 8 - Cleaning Materials

Lot 9- Supply of Large Plant With/Without Operators & Labourers

Lot 10 – Hire of Vehicles

Lot 11 – Hire of General Plant & Equipment

Lot 12 - Supply of Concrete Products

Lot 13 - Supply of Quarry Materials

Lot 14 - Supply & Installation of Glass

Lot 15 - Supply of Protective Clothing

Lot 16 - Sports Pitch Maintenance

Lot 17 - Electrical Maintenance & Repair Work

Lot 18 – Plumbing Maintenance & Repair Work

Lot 19 – Provision of Trade Service to Include Joiners, Plasterers & Labourers for Maintenance Work.

Lot 20 – Painting Services.

Lot 21 - Supply of Chemicals

Lot 22 – Waste Containers

Lot 23 – Lubricants

Lot 24 - Refuse Sacks

Lot 25 - Window Cleaning

Lot 26 - Horticultural Products

1.2 Recommendation

It is recommended that Council approve the commencement of a new annual tender procurement exercise.