

Minutes of the meeting of PROCUREMENT AND COMMISSIONING held on  
TUESDAY 7 FEBRUARY 2017 at 5.38 pm

**Present:** Councillor Middleton (Chair)  
Councillors Long and O'Neill

**Officers:** D Ngani-Oketch (Solicitor), M Hancock (Assistant Director (Joint Commissioning)), J Dewick (Project Leader (Capital)), K Eames (Head of Regeneration (YourMK)), K Cook (Capital Development Manager), D Fearn (Mechanical and Electrical Engineer), M Greenall (Insurance and Risk Manager (LGSS)), C Knight (Public Health Principal (Sexual Health)), Y Mullens (Facilities Services Manager), B O'Malley (Building Surveyor), T Thomas (Project Support Coordinator (Capital)), T Plant (Procurement and Contracts Manager), P White (Head of Procurement), P Wong (Commissioning Manager [Children & Families]) and T Milner (Committee Manager).

**Apologies:** Councillors Gowans, Legg, Marland and Nolan.

**PC65 MINUTES**

**RESOLVED -**

That the Minutes of the meeting of Procurement and Commissioning held on 3 January 2017 be approved and signed by the Chair as a correct record, subject to deleting the words 'and contamination rates' from the second paragraph (Minute Ref PC56 refers).

**PC66 DISCLOSURE OF INTERESTS**

None declared.

**PC67 INVITATION TO TENDER - CAPITAL WORKS FOR ENHANCEMENT OF DAY CARE SERVICES (REF: CU2570)**

The Committee considered inviting tenders for Capital Works for Enhancement of Day Care Services.

The Committee heard from the responsible Cabinet member for Adult Care and Housing, who indicated that due to hard work and collaborative teamwork the enablement and move of day care services onto one site in Simpson had been secured. The project cost was estimated at £437k and would look to deliver savings of £200k, whilst also meeting the Council's long term strategic objective of quality day care.

RESOLVED -

That the commencement of a single stage open tender process for the procurement of capital works to create day care facilities for elderly people, be approved.

**PC68**

**INVITATION TO TENDER - COMMUNITY HIV PREVENTION AND SEXUAL HEALTH PROMOTION SERVICES (REF: PH0140)**

The Committee considered inviting tenders for Community HIV Prevention and Sexual Health Promotion Services.

The Committee heard from the responsible Cabinet member for Healthier and Stronger Communities, who indicated that due to outcomes from a service review and lessons learnt, the main focus would be on prevention and early diagnosis of HIV, whilst also offering more help for self-management. Historically, the service focus had been on the 'at risk' groups with support provided to families and people diagnosed as HIV 'positive'.

The Committee also heard that the contract was for 3 years with an option to extend a further 2 years, at an estimated budget of £100k per annum. The contract evaluation criteria had incorporated service user involvement and delivery, equalities and diversity that linked to the Council's Sexual Health Strategy 2014/17.

RESOLVED -

That the commencement of an open tender process for the procurement of a Community HIV Prevention and Sexual Health promotion service be approved.

**PC69**

**INVITATION TO TENDER - MILTON KEYNES COUNCIL INSURANCE PROGRAMME (REF: CU2579)**

The Committee considered inviting tenders for Milton Keynes Council Insurance Programme.

The Committee heard from the responsible Cabinet member for Resources and Innovation, who indicated that the procurement process was being managed by one of the Council's Local Government Shared Services (LGSS) partners, Cambridgeshire County Council. The new arrangements would provide the opportunity for the Council to work more closely with its LGSS partners whilst also looking for opportunities to procure cheaper and better insurance products.

The Insurance and Risk Manager (LGSS) reported that the estimated value over the life of the 3 year contract was £3m.

RESOLVED -

That the commencement of the tender process via the OJEU open procedure for the procurement of the Council's insurance arrangements be approved.

**PC70**

**AWARD OF CONTRACT - MECHANICAL AND ELECTRICAL SERVICES TO NORTHAMPTONSHIRE COUNTY COUNCIL (REF: LGSS FRAMEWORK)**

The Committee considered awarding the contract for Mechanical and Electrical Services to Northamptonshire County Council using the Local Government Shared Services Framework.

The Committee heard from the responsible Cabinet member for Resources and Innovation, who indicated that with the expectancy on the Council to deliver savings, measureable contract information would be provided to the Committee at a later date.

The Committee heard from the Procurement Manager that the Council was beginning to work more closely with its Local Government Shared Services (LGSS) partners, Northamptonshire County Council and Cambridgeshire County Council. The partnership offered the Council a much broader spectrum of opportunities whilst also looking to use a different approach to Procurement of goods and services and deliver savings.

The Procurements and Contracts Manager reported that the Framework contract could not be used for housing stock and domestic properties, as the aspects of the Framework was only for commercial buildings and properties.

RESOLVED -

That the use of the Local Government Shared Services framework, that allows the Council to engage with the contractor appointed under the Local Government Shared Services managed procurement process, be approved.

**PC71**

**EXCLUSION OF PUBLIC AND PRESS**

That the public and press be excluded from the meeting by virtue of Paragraph 3 (Information Relating to the Financial or Business Affairs of the Authority) of Part I of Schedule 12A of the Local Government Act 1972, in order that the meeting consider the Annexes to the following items:

- (a) Award of Contract - Synergy Park Refurbishment of Heating and Domestic Hot Water Systems (Ref: CU2547)
- (b) Award of Contract - Neighbourhood Employment Programme (Ref: CU2557)
- (c) Award of Contract - Furze House and Rivers Community Learning Centre Roof Projects (Ref: CU2550)
- (d) Award of Contract - Heating and Domestic Water Systems Upgrade to Great Linford Primary School and Giffard Park Primary School (Ref: CU2568)
- (e) Award of Contract - Day Nursery Catering Services (Ref: CYP001)

**PC72**

**AWARD OF CONTRACT - SYNERGY PARK REFURBISHMENT OF HEATING AND DOMESTIC HOT WATER SYSTEMS (REF: CU2547)**

The Committee considered awarding the contract for Synergy Park Refurbishment of Heating and Domestic Hot Water Systems.

The Committee heard from the responsible Cabinet member for Resources and Innovation, who indicated that the enhanced works would support the delivery of an energy efficient system that had the capacity for any future expansion works at Synergy Park. The tender had attracted market interest with 12 companies bidding for the contract.

The Committee heard from the Mechanical and Electrical Engineer, that the recent installation of new external windows, doors and roof insulation at Synergy Park had aided the pricing of the contract, and had reduced the overall building maintenance costs for Synergy Park.

**RESOLVED –**

That the contract for the heating and domestic hot water system be awarded to the tenderer who has scored the highest in accordance with the Most Economically Advantageous Tender evaluation.

**PC73**

**AWARD OF CONTRACT - NEIGHBOURHOOD EMPLOYMENT PROGRAMME (REF: CU2557)**

The Committee considered awarding the contract for the Neighbourhood Employment Programme.

The Committee heard from the responsible Cabinet member for Adult Care and Housing, who indicated that he had considerable experience in helping to get people back in to work, and was aware of both the necessary training requirements to up-skill people and the importance of regenerating communities.

The Committee heard that the contract had not been awarded to the lowest priced tenderer, as a consequence of the tenderer not responding to clarification in relation to the tender price.

**RESOLVED -**

That the contract for the delivery of the Neighbourhood Employment Programme mainstream job clubs be awarded to the tenderer who has scored the highest in accordance with the Most Economically Advantageous Tender evaluation.

**PC74**

**AWARD OF CONTRACT - FURZE HOUSE AND RIVERS  
COMMUNITY LEARNING CENTRE ROOF PROJECTS (REF:  
CU2550)**

The Committee considered awarding the contract for Furze House and Rivers Community Learning Centre Roof Projects.

The Committee heard from the responsible Cabinet member for Resources and Innovation, who indicated that initially the contract had been tendered in 3 Lots. However, as a consequence of the evaluations received, it was considered that Lot 3 was not cost effective, and only 2 Lots would be awarded. Additionally, one of the tenders received did not meet the Council's evaluation criteria.

RESOLVED -

1. That Lot 1, contract for the roof replacements at Rivers Community Learning Centre, be awarded to the tenderer who has scored the highest in accordance with the Most Economically Advantageous Tender evaluation.
2. That Lot 2, contract for the roof replacements at Furze House, be awarded to the tenderer who has scored the highest in accordance with the Most Economically Advantageous Tender evaluation.
3. That any recommendation to extend these contracts be brought back to this Committee for a decision in sufficient time, to allow a new procurement exercise to take place if the Committee consider it more appropriate.

**PC75**

**AWARD OF CONTRACT - HEATING AND DOMESTIC WATER  
SERVICES UPGRADE AT GREAT LINFORD PRIMARY SCHOOL  
(REF: CU2568)**

The Committee considered awarding the contract for Furze House and Rivers Community Learning Centre Roof Projects.

The Committee heard from Councillor Middleton, on behalf of the responsible Cabinet member for Children and Families, who indicated that a range of bids had been received offering good value for the Council and residents of Milton Keynes, with one of the tenderer's not meeting the evaluation requirements.

The Capital Development Manager reported that she was satisfied with the tenders and information received.

RESOLVED -

That the contract for the heating and domestic water systems upgrade at Great Linford Primary School and Giffard Park Primary School be awarded to the tenderer who has scored the highest in accordance with the Most Economically Advantageous Tender evaluation.

**AWARD OF CONTRACT - DAY NURSERY CATERING SERVICES  
(REF: CYP001)**

The Committee considered awarding the contract for Day Nursery Catering Services.

The Committee heard from Councillor Middleton (Cabinet member for Resources and Innovation), on behalf of the responsible Cabinet member for Children and Families, who indicated that the contract was for 3 years with an overall value of £240k. There was an option to extend the contract by an additional 2 years if the Council was satisfied with the quality of the services provided and the contractor. The successful tenderer held a good reputation with day nurseries, in terms of reliability and punctuality, quality and food portion sizes.

It was reported that officers had undertaken substantial work to ensure a contract was in place in order to deliver good quality catering services for children attending day nurseries within the Borough.

The Committee heard from the Commissioning Manager (Children and Families), who indicated that, as an outcome of the various marketing activities held, very little expression of interest or tenders were received. The contract was advertised on the Council's E-Tendering system and with a catering organisation, along with a market engagement day held for potential providers.

It was reported that the Finance Team had commented that the tenderer held a good track record in respect of meeting budgetary constraints.

The Commissioning Manager (Children & Families) reassured Councillor Long that he would look at engaging with schools for future catering contracts in collaboration with the Capital Development Manager. However, it was anticipated that only a small number of school kitchens might have the facilities to provide catering services on a large basis.

Councillor Middleton expressed his thanks to the Commissioning Manager (Children and Families) for the work undertaken and was very supportive of the incumbent provider in respect of providing a good quality service.

**RESOLVED -**

1. That the contract for the Day Nursery Catering Services be awarded to the tenderer who has scored the highest in accordance with the Most Economically Advantageous Tender evaluation.
2. That any recommendations to extend this contract be brought back to this Committee for a decision in sufficient time, to allow a new procurement exercise to take place if the Committee consider it more appropriate.

**THE CHAIR CLOSED THE MEETING AT 6.10 PM**