

Minutes of the meeting of **PROCUREMENT AND COMMISSIONING** held on **TUESDAY 5 JANUARY 2016** at 6.22 pm

Present: Councillor Middleton (Chair)
Councillors E Gifford and Legg

Officers: S Gerrard (Interim Service Director [Legal & Democratic Services]), C Southern (Head of Strategic Procurement), A Coleman (Passenger Transport Manager), J Price (Landscape Contracts Manager), L Shepherd (Solicitor) and T Milner (Committee Manager).

Apologies: Councillors Clifton, Long, Marland, Miles and O'Neill.

PC82 MINUTES

RESOLVED -

That the Minutes of the meeting of Procurement and Commissioning held on 1 December 2015 be approved and signed by the Chair as a correct record.

PC83 DISCLOSURE OF INTERESTS

None declared.

PC84 CONTRACT PROCEDURE RULES WAIVED BETWEEN 1 MAY 2015 AND 30 NOVEMBER 2015

The Committee received details of waivers to contract procedure rules between 1 May 2015 and 30 November 2015.

The Committee heard from Councillor Middleton, the responsible Cabinet member for Resources and Commercialism, who indicated that there had been 41 exemptions during the period from May to November 2015, all of which were in line with Section 21 of the Council's Contract Procedure Rules.

RESOLVED -

That the exemptions granted to the Council's Contract Procedure Rules granted since 1 May 2015 be noted.

PC85 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 1 of Schedule 12A of the Local Government Act 1972, in order that the Committee may consider the Annexes to the following reports:

- (a) Award of Tender – Emberton Country Park Café Concession (Ref: CU2490)
- (b) Award of Contract – Corporate Advertising and Sponsorship Project 3: Advertising on bus shelters and free standing units (Ref: CU2392C)

PC86

AWARD OF TENDER – EMBERTON COUNTRY PARK CAFÉ CONCESSION (REF: CU2490)

The Committee considered awarding the contract for Emberton Country Park Café Concession.

The Committee heard from Councillor E Gifford, the responsible Cabinet member for Community Services, who indicated that whilst there was a nil cost to the Council, the Council was seeking to provide value for money on the new contract. Additionally, the Council was also looking to enhance the catering facilities at Emberton Park, which would not only benefit the local community, but would also be beneficial to the many visitors that frequent Emberton Park through the year. The Committee was reassured to hear that the preferred supplier had experience in running café's effectively in other areas.

The Committee heard that lessons learnt from the previous contract had been taken into consideration, as well as market engagement that included an open day event for potential tenderers which had been held at Emberton Park café. As part of the new arrangement, the successful tenderer would lease the café and provide their own equipment to their own specification.

RESOLVED -

1. That the contract to refurbish, develop and manage the Café concession at Emberton Country Park, be awarded to the tenderer who has scored the highest in accordance with the Most Economically Advantageous Tender evaluation.
2. That any recommendation 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.

PC87

AWARD OF CONTRACT – CORPORATE ADVERTISING & SPONSORSHIP PROJECT 3: ADVERTISING ON BUS SHELTERS & FREE STANDING UNITS (REF: CU2392C)

The Committee considered awarding the contract for the Corporate Advertising and Sponsorship Project 3 – advertising on Bus Shelters and Free Standing Units.

The Committee heard from Councillor Middleton, the responsible Cabinet member for Resources and Commercialism, who welcomed the new contract which would help generate substantial income for

the Council. The contract term was for seven years which was due to commence from 1 February 2016, and at the discretion of the Council, could be extended for an additional maximum period of three years to 31 January 2026.

It was reported that as part of meeting social value requirements, the successful tenderer indicated that they would seek to employ locally, where possible, and would also work to develop partnerships with local schools and charities.

RESOLVED -

1. That the concession contract for the provision of Bus Shelter and Free Standing Units Advertising be awarded to the tenderer who has scored the highest in accordance with the Most Economically Advantageous Tender evaluation.
2. That any recommendation 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 6.30 PM