

Minutes of the meeting of PROCUREMENT AND COMMISSIONING held on THURSDAY 15 JUNE 2017 at 6.05 pm

**Present:** Councillor Middleton (Chair)  
Councillors Gifford and Marland

**Officers:** D Ngani-Oketch (Solicitor), M Culley (Corporate Procurement Manager), R Grehan (Corporate Procurement Manager), Y Mullens (Facilities Services Manager), G Oldfield (Capital Development Manager), S Simmonds (Public Transport Lead), J Stars (Building Surveyor & Property Projects Manager) and T Milner (Committee Manager)

**Also Present:** Councillor Miles

**Apologies:** Councillors Gowans, Legg, Long, Nolan and O'Neill

**PC01 MINUTES**

RESOLVED -

That the Minutes of the meetings of Procurement and Commissioning held on 7 March 2017, 4 April 2017 and 18 April 2017 be approved and signed by the Chair as correct records.

**PC02 DISCLOSURE OF INTERESTS**

None disclosed.

**PC03 INVITATION TO TENDER - FIRE DOORS: ELEVEN COUNCIL OWNED BUILDINGS UNDER THE SMART PROJECT (REF: CU2590)**

The Committee considered inviting tenders for Fire Doors for Eleven Council Owned Buildings under the SMART Project.

The Committee heard from the responsible Cabinet member for Resources and Innovation, who indicated that the contract being put in place was to ensure that appropriate and enhanced Fire Doors being fitted were in keeping with the correct standards and that buildings were fit for purpose.

It was reported that the estimated project value was £125k, and that this contract was one of several projects currently being conducted under the SMART Capital Programme. It was anticipated that the award of contract would be made in readiness for works to commence in September 2017 with a view to finalising the works by end of December 2017.

RESOLVED -

1. That the commencement of a single stage tender process for the SMART capital fire door works be approved.
2. That authority be delegated to the Corporate Director - Place to award the contract to the tenderer who scores the highest in accordance with the Most Economically Advantageous Tender evaluation.

PC04

**EXTENSION OF CONTRACT - PROVISION OF A REAL TIME PASSENGER TRANSPORT INFORMATION SYSTEM (REF: CU2223)**

The Committee considered extending the contract for the Provision of a Real Time Passenger Transport Information System.

The Committee heard from the responsible Cabinet member for Place, who indicated that it was important to have an appropriate system in place for the residents and people living in the Borough. Extending the contract for an additional 1 year period would allow the Council the opportunity to review the effectiveness of the current system, before committing to either further extend the contract or to tender for a new contract.

The Committee heard that it was also important to look holistically at how other systems operated and what alternatives were in the market. The Council would be looking to go out to consultation and hold public engagement exercises in respect of looking at what works well, future requirements and what was best suited for Milton Keynes.

The Committee heard from Councillor Miles during consideration of the item, who indicated that the Council was wise to look at other technologies over the next several months. Councillor Miles also stressed the importance of ensuring there was a reliable and appropriate Real Time Passenger Transport Information System in place and that a thorough system needs approach was required to provide confidence to members of the public who use the system and for the Council.

The Public Transport Lead reassured the Committee that there was a need to identify the type of resources required and that the Council would also look at the value and funding requirements as part of the engagement process.

RESOLVED -

1. That the contract with Nimbus Journey Information for the Real Time Passenger Transport Information System be extended for one year from October 2017 to October 2018.
2. That a review be undertaken in the next three months to identify the most efficient way forward in delivering this service in the longer term, and should the review result in a

further extension of this contract or the procurement of a new contract, a report be brought to this Committee.

**PC05                    AWARD OF CONTRACT - PROFESSIONAL SERVICES FOR 2018/19 CAPITAL MAINTENANCE PROGRAMME**

The Committee considered awarding the contract for the Professional Services for 2018/19 Capital Maintenance Programme.

The Committee heard from the Leader of the Council, on behalf of the responsible Cabinet member for Children and Families, who indicated that the contract comprised of a number of schemes as priority projects for schools, which would be delivered during 2018/19.

The Committee heard from the Capital Development Manager that a framework for this type of work was best suited using a Call-Off Framework working with the Council's partner, Local Government Shared Services, which would provide value for money with a resource allocation of £153,857.20, which was approved as part of the 2017/18 Capital Programme using the Government's Schools Condition Allocation Grant.

**RESOLVED -**

That the contract for Professional Services required to deliver building surveying, mechanical engineer, principle design covered under LOT 4 of the Local Government Shared Services Framework, and other technical services as required for the 2018/19 Education Capital Maintenance Programme be awarded to Atkins Limited via the Local Government Shared Services Professional and Technical Services Framework.

**PC06                    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 Annex to the Award of Contract - Stationery, Printing and Office Supplies (Ref: CU2583)

**PC07                    AWARD OF CONTRACT - STATIONERY, PRINTING AND OFFICE SUPPLIES (REF: CU2583)**

The Committee considered awarding the contract for Stationery, Printing and Office Supplies.

The Committee heard from the responsible Cabinet member for Resources and Innovation, who indicated that due to the Council working collaboratively with its partner, Local Government Shared Services (LGSS), the contract would provide up to 59% savings equating to an estimate savings of £53,395 per annum. All core items had been locked down and any specific requirements would require approval from the Corporate Procurement Team.

The Committee also heard that as part of the new contract, which would deliver best value to the Council, the provider had built in a reduction of deliveries/vehicle movements, thereby reducing the Council's carbon footprint. Additionally, the Council would be looking to move towards e-invoicing or similar method.

The Committee heard from the Corporate Procurement Manager that organising and running the contract through the e-auction route had proved to be extremely successful. As a consequence, the Corporate Procurement Team look to run more contracts through the e-auction route, with dependency on the procurement options required being considered on a case by case basis.

The responsible Cabinet member for Resources and Innovation, on behalf of the Cabinet endorsed the work undertaken by the Corporate Procurement Manager and the LGSS Procurement Teams for all the hard work in delivering a good and value for money contract for the Council.

**RESOLVED -**

That the contract for the provision of stationery, printing and office supplies be awarded to the tenderer who scored the highest in accordance with the Most Economically Advantageous Tender evaluation.

**THE CHAIR CLOSED THE MEETING AT 6.18 PM**