Democratic Services

PROCUREMENT COMMITTEE

TUESDAY 2 APRIL 2013
5.30 PM

PLEASE NOTE TIME OF MEETING

COUNCIL CHAMBER, CIVIC OFFICES
CENTRAL MILTON KEYNES

AGENDA

Notice of the intention to hold part of the meeting (Items 13 to 24) in private is given later in this Agenda

Members of the Committee:

Councillor A Geary (Chair and Leader of the Council)
Councillors Bald, Bint, Brock, Dransfield, P Geary and Hopkins

If you have any enquires about this agenda please contact Shelagh Muir (Committee Manager) on Tel: (01908) 254271 or E-mail shelagh.muir@milton-keynes.gov.uk

Milton Keynes Council,
Democratic Services, Civic Offices, 1 Saxon Gate East, Milton Keynes, MK9 3EJ
Tel: (01908) 691691 Fax: (01908) 252456 Hays DX 31406 Milton Keynes 1

CABINET PROCUREMENT COMMITTEE

TERMS OF REFERENCE

1 Terms of Reference

To exercise the functions of the Cabinet in respect of all contracts for procurement of works, goods or services.

2 Membership

(a) **Membership**: The Cabinet Procurement Committee will consist of all members of the Cabinet. There is no power to co-opt.

(b) **Chair**: The Leader or Deputy Leader, if present, will take the role of Chair and Vice-Chair of the Committee.

(c) **Quorum**: Except where decisions are to be made by the Leader as advised by the Committee, business shall not be transacted at a meeting of the Committee unless at least three members of the Cabinet are present.

3 Functions

The Cabinet Procurement Committee will exercise the following functions and those matters which flow from them, which are executive functions.

(a) To undertake initial consideration of large procurement related projects, defined as non-property related projects between the value of £100,000 and £20,000,000, including the consideration of initiation documents, full business cases and specification and the consideration of procurement projects where there is a TUPE transfer by the Council.

(b) To authorise officers to issue specification and invitations to tender and, where within budget, to make an award of contract to the tenderer assessed as providing the highest score against the agreed MEAT (most economically advantageous tender) criteria in respect of large procurement projects

(c) To promote, oversee and monitor performance improvement regarding the full range of procurement activities, including Capital, Social Care and ICT projects, involving receipt of reports concerning

(d) To oversee and monitor procurement and contract activity, including:

(i) reviewing the S151 Officers decisions to waive Contract Procedure Rules;

(ii) review of tenders and award of contracts on behalf of Cabinet in accordance with the Scheme of Delegation;

(iii) approval of contract variations, extensions and novations;

(iv) benefit realisation (post implementation) reviews;

(v) contract performance management; and

(vi) the commissioning cycle.

(e) To review, approve or make recommendations to Cabinet concerning the Procurement Strategic Plan and the Procurement Forward Plan

(f) To review the Contract Procedure Rules from time to time and make recommendations for change to Council;

(g) To advise the Cabinet on all matters concerned with procurement generally and to make recommendations on any of the above matters to (as appropriate) the Cabinet or Council

In acting under the Committee's Terms of Reference and in exercising responsibility for those functions listed above, the Authority's Procedure Rules, any limitations on authority and all legislative requirements and applicable rules of law must be complied with.

AGENDA

1. Apologies

2. Minutes

To approve, and the Chair to sign as a correct record, the Minutes of the meeting of the Cabinet Procurement Committee held on 5 March 2013 (Item 2) (**Pages 8 to 18**).

3. Disclosure of Interests

Members to declare any disclosable pecuniary interests, or personal interests (including other pecuniary interests), they may have in the business to be transacted, and officers to disclose any interests they may have in any contract to be considered.

4. Invitation of Tenders for Pest Control Concession Contract

To consider Item 4 (**Pages 19 to 23**)

5. Invitation of Tenders for Demolition of HRA Properties at Waterside, Peartree Bridge

To consider Item 5 **(Pages 24 to 27)**

6. Invitation of Tenders for the Surface Dressing Contract

To consider Item 6 (**Pages 28 to 32**)

7. Invitation of Tenders for the Retread Process on Footways.

To consider Item 7 (**Pages 33 to 36**)

8. Invitation of Tenders for the Electric Vehicle Charging Post infrastructure

To consider Item 8 (**Pages 37 to 43**)

9. Invitation to Tenders for the Stantonbury Fire Alarm and Emergency Lighting Upgrade

To consider Item 9 (**Pages 44 to 47**)

10. Invitation to Tenders for the Knowles Primary School Remodelling and Refurbishment

To consider Item 10 (**Pages 48 to 51**)

11. Extension of Contract – CCTV Maintenance

To consider Item 11 (**Pages 52 to 55**)

Notice of Intention to Hold the Meeting in Private

The public and press may be excluded from the remainder of 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) Corporate Stationery Contract - Award of Contract

(b) Archiving and Storage Services - Award of Contract

(c) Stanton Low Country Park Phase 1 Works - Award of Contract

(d) Upgrade Roof Coverings and Associated Works, Fishermead - Award of Contract

(e) Loughton School, Patent Glazing Upgrade - Award of Contract

(f) Drayton Park School Roof Upgrade (Phase 2) – Award of Contract

(g) Cedars Primary School, Upgrade of Heating System - Award of Contract

(h) Chestnuts Primary School, Upgrade of Heating System - Award of Contract

(i) Tickford Park Primary School – Roof and Clerestory Windows Upgrade - Award of Contract

(j) Willen Park Primary School, Windows and Doors Upgrade - Award of Contract

(k) Olney Road, Lavendon - Culvert Replacement Upgrade - Award of Contract

(l) Older People Day Care Services – Award of Contract

The Proper Officer of the Council has determined that the *Annexes* should be considered in the absence of the public and press 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, as disclosure would not be in the public interest.

No representations have been received about why those matters referred to above should be considered with the public and press present.

12. Exclusion of Public and Press

To consider excluding the public and press 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 Cabinet Procurement Committee may consider the Annexes to the following reports:

(a) Award of Contract – Corporate Stationery Contract

(b) Award of Contract – Archiving and Storage Services

(c) Award of Contract – Stanton Low Country Park Phase 1 Works

(d) Award of Contract – Upgrade Roof Coverings and Associated Works, Fishermead

(e) Award of Contract - Loughton School Patent Glazing Upgrade

(f) Award of Contract - Drayton Park School Roof Upgrade (Phase 2)

(g) Award of Contract - Cedars Primary School, Upgrade of Heating System

(h) Award of Contract - Chestnuts Primary School, Upgrade of Heating System

(i) Award of Contract - Tickford Park Primary School – Roof and Clerestory Windows Upgrade

(j) Award Of Contract - Willen Park Primary School, Windows and Doors Upgrade

(k) Award of Contract - Olney Road, Lavendon - Culvert Replacement

(l) Older People Day Care Services **-** Award of Contract

13. Award of Contract – Corporate Stationery Contract
To consider Item 13 (**Pages 56 to 59**)

14. Award of Contract – Archiving and Storage Services

To consider Item 14 (**Pages 60 to 64**)

15. Award of Contract – Stanton Low Country Park Phase 1 Works

To consider Item 15 **(Pages 65 to 69)**

16. Award of Contract – Upgrade Roof Coverings and Associated Works, Fishermead

To consider Item 16 **(Pages 70 to 72)**

17. Award of Contract – Loughton School , Patent Glazing Upgrade

To consider Item 17 (**Pages 73 to 75**)

18. Award of Contract – Drayton Park School Roof Upgrade (Phase 2)

To consider Item 18 (**Pages 77 to 80**)

19. Award of Contract – Cedars Primary School, Upgrade of Heating System

To consider Item 19 (**Pages 81 to 84**)

20. Award of Contract – Chestnuts Primary School, Upgrade of Heating System

To consider Item 20 **(Pages 85 to 88)**

21. Award of Contract – Tickford Park Primary School – Roof and Clerestory Windows Upgrade

To consider Item 21 **(Pages 89 to 92)**

22. Award of Contract – Willen Primary School, Windows and Doors Upgrade

To consider Item 22 **(Pages 93 to 96)**

23. Award of Contract – Olney Road, Lavendon - Culvert Replacement

To consider Item 23 **(Pages 97 to 101)**

24. Award of Contract – Older People Day Care Services

To consider Item 24 **(Pages 102 to 106)**