

Minutes of the meeting of PROCUREMENT AND COMMISSIONING held on TUESDAY 5 JULY 2016 at 6.30 pm

Present: Councillor Middleton (Chair)
Councillors Gifford and Gowans.

Officers: S Bridglalsingh (Acting Service Director [Legal & Democratic Services]), N Jones (Service Director [Finance & Resources]), S Rankin (Head of Service [Older People's Housing and Community Support]), P Barton (Control Centre Manager), M Burton (Benefits Advisor), M Culley (Corporate Procurement Manager), D Fearn (Mechanical & Electrical Engineer), J Johnson (Discretionary Payments Manager), A Jordan (Welfare Reform Manager), Y Mullens (Facilities Services Manager), B O'Malley (Building Surveyor) and T Milner (Committee Manager).

Apologies: Councillors Legg, Long, Marland, O'Neill and Nolan.

PC001 MINUTES

RESOLVED -

That the Minutes of the meeting of Procurement and Commissioning held on 19 April 2016 be approved and signed by the Chair as a correct record.

PC002 DISCLOSURE OF INTERESTS

None declared.

PC003 INVITATION TO TENDER – FRAMEWORK FOR PROVISION OF HOUSEHOLD GOODS FOR THE LOCAL WELFARE PROVISION SCHEME (REF: CU2536)

The Committee considered inviting tenders for the Framework for provision of Household Goods for the Local Welfare Provision Scheme.

The Committee heard from Councillor Middleton, the responsible Cabinet member for Resources and Innovation, who indicated the value and importance of the Scheme, and that lessons learnt from a review of current procedures would not only help to reconcile the expenditure of each Local Welfare Provision application, but also ensure that delivery of beds to the applicants were expedited to avoid delays and associated costs to the Council.

The Committee heard that the estimated budget allocation of £140k per annum was for a contract provision of 2 years with the option to extend the contract up to an additional 2 years.

RESOLVED -

That the commencement of an open tender process to set up a multi-lot single supplier framework for the procurement of household items for the Local Welfare Provision Scheme be approved.

PC004

INVITATION TO TENDER – SYNERGY PARK REFURBISHMENT OF EXTERNAL WINDOWS, DOORS & ENHANCEMENT OF ROOF INSULATION (REF: CU2548)

The Committee considered inviting tenders for Synergy Park Refurbishment of External Windows, Doors and Enhancement of Roof Insulation.

The Committee heard from Councillor Middleton, the responsible Cabinet member for Resources and Innovation, who indicated that whilst it was important to take into consideration the budgetary constraints on the Council to make savings, it was also the Council's responsibility to provide safe environments for staff to work in. The proposed works were due to commence in November 2016 at an estimated budget of £135k.

The Committee heard from the Building Surveyor that Synergy Park was built around 1972, and although the building was well overdue for a refurbishment, that by bringing the building up-to-date to modern day standards would provide reduced energy bills and carbon savings for the Council.

RESOLVED –

1. That the commencement of an open tender process for the procurement of a single supplier to supply and install the external windows, doors and roof insulation at Synergy Park be approved.
2. That the Corporate Director – Place approval to award the contract be agreed to achieve project timescales.

PC005

INVITATION TO TENDER – SYNERGY PARK REFURBISHMENT OF HEATING & DOMESTIC HOT WATER SYSTEMS (REF: CU2547)

The Committee considered inviting tenders for Synergy Park Refurbishment of Heating and Domestic Hot Water Systems.

The Committee heard from Councillor Middleton, the responsible Cabinet member for Resources and Innovation, who indicated that the project was due to commence in January 2017 at an estimated budget of £315k. The refurbishment works had incorporated sufficient capacity for any further expansion of the accommodation.

Councillor Gifford informed the Committee that it was clear from a recent visit to Synergy Park that the refurbishment was justified, which would bring improved energy efficiencies to the Council, whilst also providing better working conditions for the staff and visitors.

RESOLVED –

That the commencement of an open tender process for the procurement of a single supplier to supply and install a new heating and hot water boiler system at Synergy Park be approved.

PC006 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 Annex to the following report:

Award of Contract – Provision of Maintenance for Community Alarm & Telecare Service (Ref: CU2507)

PC007 AWARD OF CONTRACT – PROVISION OF MAINTENANCE FOR COMMUNITY ALARM & TELECARE SERVICE (REF: CU2507)

The Committee considered awarding the contract for the Provision and Maintenance for Community Alarm and Telecare Service.

The Committee heard from Councillor Middleton, the responsible Cabinet member for Resources and Innovation, who indicated that as a consequence of good procurement practice and valued advice sought from the Northern Housing Consortium, the contract would be split in to 2 Lots, valued at £172,668k. The contract period was for 2 years with the option to extend a further year, which would provide overall savings of £61k compared to the previous contract.

RESOLVED -

1. That the Contract for the provision of maintenance services Lot 2: Service Maintenance & Repair (sheltered and dispersed housing schemes) and Lot 5: Control Centre Equipment (Installation / Maintenance) be awarded to the tenderers who have 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 6.45 PM