



Procurement Policy

Introduction

The Council from time to time needs to obtain quotes and tenders to complete its aims and objectives. The Council is committed to spending public money wisely, efficiently and to achieve best value. Neither the Council, nor any committee, is bound to accept the lowest tender. All issue and acceptance of tenders and quotes shall be subject to the overriding principal of “Best Value”. This policy will complement the Council’s Standing Orders and Financial Regulations.

1. Purpose

The purpose of this policy is to ensure that:

- The Council procures supplies, services and works that meet the defined and agreed essential needs of the Council as specified in the quotation or tender documents
- In all cases, a specification is produced and agreed prior to the quotation or tender documents being issued that clearly identifies the essential requirements (needs), along with the highly desirable (discretionary added value) and desirable (wants)
- The selection criteria are clearly identified
- The tender or quote is selected which offers the best value to the Council over the whole life of the project
- The tendering process, selection of bidders and the award of contracts are fair, open and objective
- All tenders and quotes are evaluated to a consistently high standard
- Equality, diversity and sustainability consideration are embedded in the Councils tendering and quotation processes where possible

2. Register of approved contractors

In respect of contracts that may be exempt from the Public Contracts Regulations 2015, the Council needs to have access to pre-approved contractors to supply routine services or who can be called on to provide emergency services, including but not limited to:

- Electricians
- General builders
- Grass and hedge cutting contractors
- Grave diggers
- Groundworkers
- Locksmiths
- Memorial masons
- Plant hirers
- Play equipment repairers
- Tree surgeons

Contractors wishing to be included on the Council's register of approved contractors will be required to complete a registration form (See Appendix A).

The register of approved contractors will be reviewed periodically.

3. Obtaining quotations

Quotations shall be sought for works that are considered **"one-offs"**.

The formal quotation process shall comprise of the following steps:

- i) A specification of the goods, materials, services, and the execution of works shall be drawn up and approved by council.
- ii) For goods or services estimated to exceed £500.00 (up to £2,500) a quotation request will be compiled which will consist of a minimum of a job specification, health and safety requirements, a copy of the Council's relevant policies, timescales and all appropriate deadlines.
- iii) A public notice for quotes estimated to exceed £500 will be placed on the Council's website, this notice may be in the form of a list of payments over £500.00.
- iv) Once received the quotes will be assessed by the Full Council or relevant Committee.
- v) Once quotes have been discussed a contractor will be appointed by resolution of the Council/Committee.

4. Tendering for contracts

The tendering process shall be sought for works that are part of an **ongoing contractual need for services**.

The formal tender process shall be followed for all works or contracts likely to exceed £2,500.

The formal tender process shall comprise of the following steps:

- i) A specification of the goods, materials, services and the execution of works shall be drawn up.
- ii) A tender pack will be compiled which will consist of a minimum of a job specification, health and safety requirements, and any other appropriate policies. It will also contain relevant timescales and all appropriate deadlines, details of when, how and where to return the tender including how to mark the envelope that the quotation will be returned in. Any quotations received in an unmarked envelope will be excluded and not considered by the Council. A public notice of the tender will be placed on the Council's notice boards and website.
- iii) Tenders submitted are to be opened by two Councillors and the Clerk after the stated closing date and time, this opening will happen during the next council meeting. The Councillors will number and sign each tender opened.
- iv) Once opened the tenders will be assessed by the Full Council or relevant Committee.
- v) Once tenders have been discussed a contractor will be appointed by resolution of the Council/Committee.

5. Tenders/quotes not received or are all the same

- i) If no tenders or quotes are received the Council will:
- ii) Re-advertise using the methods already used.
- iii) Consider other methods of advertising i.e., newspaper, radio, other local media.
- iv) Review the tender/quotation documents.

Contact contractors who have requested the tender and quotation documentation and enquire as to why they did not submit a tender or quote. If the tenders or quotes received are nearly identical the Council will:

- i) Assess each quote or tender individually.
- ii) Consider 'Best Value'.
- iii) Consider requesting additional information from each contractor i.e. how they propose to complete the work, timescales, staffing etc.
- iv) Consider holding an interview with each contractor.
- v) Request copies of health and safety information and any other relevant information etc.
- vi) Reassess all of the tenders against the additional information and/or interview and Best Value.

6. Acceptance of quotations and tenders

The tender/quotation that offers best value to the Council shall be accepted.

Each tender/quotation shall be evaluated for the price and quality to ascertain the most economically advantageous tender/quotation.

Local companies should be encouraged to apply.

For procurements over £2,500 the questions and scoring systems used shall be written before tenders are received. The basis of this exercise shall be explained in any invitation to tender documentation.

Where the authorised person considers it in the best interest of the Council he/she may negotiate with the tenderers whose tenders are being considered for acceptance. No negotiation on contracts whose value is in excess of £2,500 can take place without reference to the Chair of the Council. Any negotiations which would distort competition is expressly forbidden.

Arithmetical errors found in any tender when checking shall be dealt with as follows:

- i) The tenderer shall have the error pointed out to them and be offered the opportunity to stand by their original tender, or their corrected tender, or withdraw it.

7. Signing and sealing of contracts

Every successful quotation/tender shall be accepted in writing.

8. Nominated sub-contractors and suppliers

Where a sub-contractor or supplier is to be nominated to a main contractor, the procurement of the services of the sub-contractor or supplier shall be subject to these Contract Procedure Rules.

9. Contracts record

A record of all contracts in excess of £2,500 in value placed by the Council shall be kept by the Proper Officer of the council. This record shall specify for each contract the name of the contractor, the works to be executed or the goods or services to be supplied, the contract value and the contract period. This is the responsibility of the appointed person authorising the contract to ensure that an accurate record is maintained.

10. Contract management

For contracts exceeding £25,000, project management may be adopted, using industry agreed project management framework and standards as appropriate to the work being undertaken (for example, but not limited to, PRINCE2, PMI, RIBA, RICA). This expertise may be purchased by the Council – e.g. quantity surveyors.

Suppliers will be expected to demonstrate their Project Management competency and qualifications.

11. Contract variations

Any necessary instructions to vary a contract shall be made in writing by the Proper Officer of the council or persons responsible for supervising the contract.

Where a variation occurs during the currency of the contract that is material and cannot be met from within the original contract sum an immediate report shall be made to the Council who shall decide what further action is necessary.

12. Termination of contracts

The Council reserves the right to terminate any contract immediately for any of the following reasons:

- i) Termination for cause – where a supplier commits a material breach of the agreement to deliver services, or fails to deliver agreed services, in the agreed timeframe without a plan to address the failings.

13. Compliance with other relevant legislation

In cases where any law, statutory instrument of Government regulation is found to be at variance with any section of this policy, then that shall be applied, and this document shall be amended accordingly.

14. Exclusion of contractors

The council reserves the right to exclude a contractor if:

- i) They do not continue to comply with all standards as set out in any contracts as and when agreed.
- ii) Are found to be in breach of policies of the council that apply to contractors, such as health and safety, vexatious communications, and legal statute (this is not an exhaustive list).

APPLICATION FOR INCLUSION ON RODINGTON PARISH COUNCIL'S APPROVED CONTRACTORS LIST

Business name	
Business address (plus postcode)	
Telephone	
Email	
Services provided	
Years in business	
Membership/professional bodies	
Declaration	<ul style="list-style-type: none">• I understand that the council requires me to hold Public Liability Insurance for contracts which involve working on council sites for a minimum of £10,000,000.• I confirm that I will supply a copy of my PLI certificate to the council.• I am aware that I am required to comply with the council's health and safety, equality and other polices
Signed	
Date	
Name	
Position	

Please return this form to: rodingtonpc@gmail.com