

USE OF CONTRACTORS WORKING PARTY MEETING MINUTES

Tuesday 15 December 2009 – 6.30 p.m.
Board Room

Attendees

Councillors

P Purver (Chairman)
V Richichi, and A Saffell.

Officers

Viv Bolland, Procurement and Partnership Manager, Keith Gordon, Senior Scrutiny Officer

1. Apologies for Absence.

There were no apologies for absence.

2. Declarations of Interest

Councillor P Purver declared a personal and prejudicial interest as the employee of a company that undertakes a small amount of irregular contract work for the Council.

3. Use of Contractors – An Introduction

The Senior Scrutiny Officer outlined the proposed work plan for the working party.

It was **AGREED** that heads of department be asked to supply details of the consultants and contractors instructed and approximate costs; these details to be circulated to members of the working party to enable appropriate officers to be invited to the next meeting.

4. Contracts – An Introduction to the Subject

The Procurement and Partnership Manager gave a presentation (copy attached as Appendix 1).

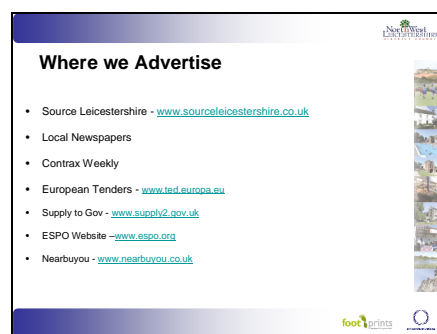
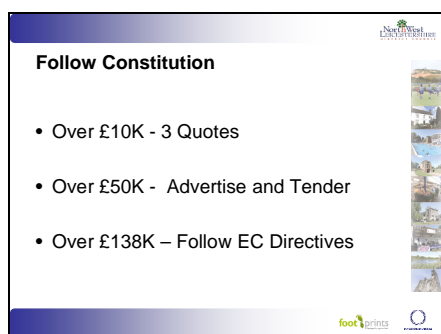
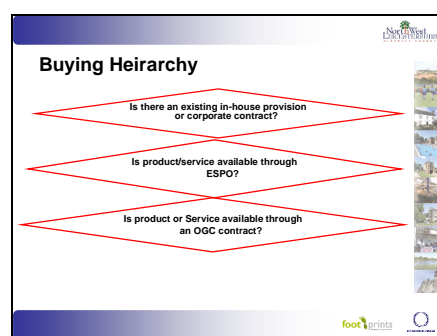
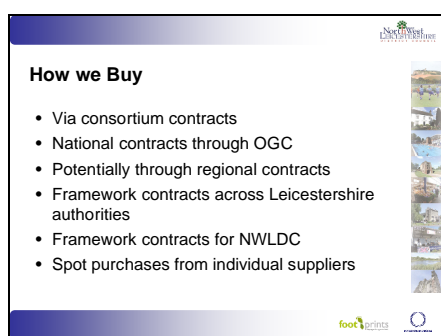
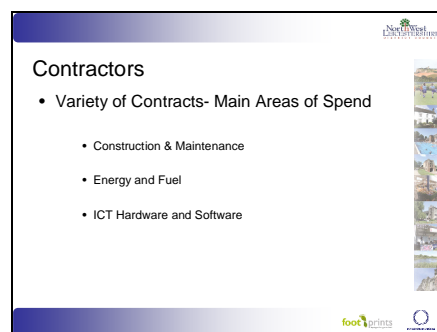
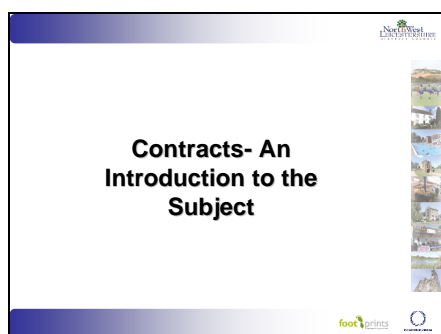
Members noted the procedures followed in letting contracts, the advantages of purchasing in partnership and the imposition of criteria and performance levels.

Members expressed interest in means by which local businesses can be made aware of opportunities for them to tender for council contracts.

The meeting closed at 8.00 p.m.





Contracts – An Introduction to the Subject

A presentation by Viv Bolland, Procurement and Partnership Manager



Tender Process –

- Pre tender meeting
- Advert
- Pre Qualification
- Tender
- Evaluation- MEAT
- Approvals
- Award

How We Ensure Quality & Price

- Evaluation Criteria
- Setting out our priorities
- Identifying Criteria






Construction and Building R & M Contracts





- Property Minor Works Framework collaboratively with Charwood
- Housing Schedule of Rates- in house and contract to provide for peak capacity
- Housing Replacement Windows and Doors, Roofing-use of a Housing Consortia framework saving £800K for additional work










Energy Contracts

- OGC- Flexible Purchasing
- Increased Buying Power and Expertise
- Savings





ICT Hardware, Software

- OGC e Auction- PC hardware
- OGC/ ESPO/ NHS PASA - software





Supplier Development

- Workshop in May to explain the tendering process and offer suppliers help in gearing up to deliver Public Sector Services

Achievements

- Energy 12K
- Energy Perf Certs 24K
- PC's 13K
- HPIP 800K
- Agency 24K
- Paper 2K
- Insurance 70K

Questions?

