



<b>Subject:</b>	Contracts Update
<b>Date:</b>	22nd May 2020
<b>Reporting Officer:</b>	Ronan Cregan, Deputy Chief Executive and Director of Finance and Resources
<b>Contact Officer:</b>	Noleen Bohill, Head of Commercial and Procurement Services

<b>Restricted Reports</b>	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

<b>Call-in</b>	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	The purpose of this report is to: <ul style="list-style-type: none"><li>• seek approval from members for tenders and STAs over £30,000</li><li>• to notify Members of the proposed extension of an existing contract that the Council has with LPS for the provision of detailed property surveys.</li></ul>
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee is asked to: <ul style="list-style-type: none"><li>• Approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (<b>Table 1</b>).</li><li>• Approve the award of STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (<b>Table 2</b>).</li><li>• Note that the Council has an existing contract with LPS for the provision of detailed property surveys. LPS have requested that this contract is extended for another year. Members are asked to agree this.</li></ul>

<b>3.0</b>	<b>Main report</b>
3.1	<p data-bbox="272 185 667 219"><u>Publically Advertised Tenders</u></p> <p data-bbox="272 237 1465 421">Section 2.5 of the Scheme of Delegation states Chief Officers have delegated authority to authorise a contract for the procurement of goods, services or works over the statutory limit of £30,000 following a tender exercise where the council has approved the invitation to tender</p> <p data-bbox="272 490 1394 622">Standing Order 60(a) states any contract that exceeds the statutory amount (currently £30,000) shall be made under the Corporate Seal. Under Standing Order 51(b) the Corporate Seal can only be affixed when there is a resolution of the Council.</p> <p data-bbox="272 692 1461 775">Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.</p>
3.2	<p data-bbox="272 840 667 873"><u>Single Tender Actions (STAs)</u></p> <p data-bbox="272 891 970 925">The following STAs are being submitted for approval:</p> <ul data-bbox="320 994 1465 2045" style="list-style-type: none"> <li data-bbox="320 994 1267 1028">• Contract with Masternaut for the provision of GPS in council vehicles</li> <li data-bbox="320 1046 1465 1283">• Contract with Dell for 80 laptops and 80 docking stations to facilitate operations of the Customer Hub and home working. Dell are the current laptop provider within the Council with systems and processes configured to Dell's hardware. Dell have not yet registered for new Crown Commercial Services 'CCS' framework. Old CCS framework no longer available;</li> <li data-bbox="320 1301 1430 1384">• Contract with Byrne Lobby for the provision of specialist technical advice to Legal Services and Building Control relating to a dangerous building;</li> <li data-bbox="320 1402 1465 1592">• 10 month extension of multi-council contract with Public Analyst Services Ltd for the provision of public analyst services from 1<sup>st</sup> June 2020 to 31<sup>st</sup> March 2021 due to uncertainty in relation to Brexit and to enable the assessment and impact of new legislation introduced in Dec 2019;</li> <li data-bbox="320 1610 1422 1800">• 9 month extension of T692a contract with Morgans Document Security for the removal, storage, retrieval and destruction of office records from 1<sup>st</sup> April 2020 to 31<sup>st</sup> December 2020. This STA will regularise this expenditure whilst a formal procurement exercise is completed;</li> <li data-bbox="320 1818 1437 2045">• 12 month extension of T220 contract with Healthmatic for the supply, installation, maintenance and cleaning of automatic and semi-automatic public conveniences from 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021. This STA will regularise this expenditure whilst a strategy is finalised for this service and a formal procurement exercise is completed;</li> </ul>

<p>3.3</p>	<ul style="list-style-type: none"> <li>• 12 month extension of T1561 contract with Avenue Recycling for the receipt, stock control and delivery of waste containers from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021. This STA will regularise this expenditure whilst a formal procurement exercise is completed.</li> </ul> <p>The following STAs are for extensions to contracts where the re-tender has been delayed/ impacted by COVID 19 due to the difficulties in tendering these requirements in a compliant manner during this time:</p> <ul style="list-style-type: none"> <li>• Up to a 10 month extension of T1772 contract for hire of vehicles up to and over 7.5 ton &amp; glass collection vehicles from 1<sup>st</sup> June 2020 to 31<sup>st</sup> March 2021;</li> <li>• Up to a 8 month extension of T1430 contract with Avenue Recycling for the removal, transportation and emptying of skips and hook lift containers from 1<sup>st</sup> August 2020 to 31<sup>st</sup> March 2021.</li> </ul>
<p>3.4</p>	<p>These STA extensions may be ended earlier if the re-tendering exercise is completed before 31<sup>st</sup> March 2021.</p>
<p>3.5</p>	<p><u>Extension of existing Council contract</u></p> <p>Members are asked to note that the Council currently provides a service to LPS in respect of carrying out detailed property surveys. The Council carries out these surveys on buildings on behalf of LPS. LPS have requested that this contract is extended for a further year. Members are asked to agree this extension.</p>
<p>3.6</p>	<p><u>Financial &amp; Resource Implications</u></p> <p>The financial resources for these contracts are within approved corporate or departmental budgets</p>
<p>3.7</p>	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>None</p>
<p><b>4.0</b></p>	<p><b>Appendices – Documents Attached</b></p>
	<p>Appendix 1</p> <p>Table 1 Publically Advertised Tenders</p> <p>Table 2 Direct Award Contracts</p>