

**Report to the Deputy Leader of the County Council and the Cabinet Member
for Highways and Transport**
Report submitted by: Head of Service - Procurement
Date: 6 April and 10 April 2017

Part I

Electoral Divisions affected:
All

**Procurement Report – Request for Approval to Commence Procurement
Exercises**

(Appendix 'A' refers)

Contact for further information:

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Executive Summary

This report sets out recommendations to approve the commencement of two procurement exercises for:

- (i) The provision of insurance services in respect of the Farington and Thornton Waste Recovery Parks and;
- (ii) The supply and delivery of street lighting materials.

The procurement exercises will be undertaken in line with European Union (EU) Regulations, the County Council's Procurement Rules, and as outlined in Appendix 'A' to this report.

These are deemed to be Key Decisions and the provisions of Standing order No. 25 have been complied with.

Recommendation

The Deputy Leader of the County Council is asked to approve the commencement of the procurement exercise as set out in Appendix 'A' for the provision of insurance services for the Farington and Thornton Waste Recovery Parks.

The Cabinet Member for Highways and Transport is asked to approve the commencement of the procurement exercise as set out in Appendix 'A' for the supply and delivery of street lighting materials.

Background and Advice

In July 2016, Full Council approved an amendment to the approval process for procurement exercises which are deemed to be Key Decisions in order to enhance the transparency and efficiency of decision making.

In line with the approved procurement rules, approval is required from the appropriate Cabinet Member to commence two procurement exercises detailed in Appendix 'A' of this report, which are deemed to be Key Decisions.

Appendix 'A' of this report sets out the details of the individual procurement exercises, and the basis upon which it is proposed to carry out the processes including:

- the description of the service being procured;
- the estimated annual contract value and the funding position;
- the contract duration and;
- the proposed basis for the evaluation of the tender submissions received.

Where approval has been received from the Cabinet Member to undertake a tender process which is deemed to be a Key Decision, the subsequent award of the Contract on the satisfactory completion of the tender exercise shall not be deemed a Key Decision and can be approved by the relevant Head of Service or Director.

On the conclusion of the procurement exercises, the award of the contracts will be made under the County Council's Scheme of Delegation to Heads of Service, and in accordance with the Council's procurement rules. The details of the contract awards will be reported to Cabinet on a monthly basis.

Consultations

Relevant Heads of Service and key operational staff have been consulted in drawing up the proposals to undertake the procurement exercises included within this report.

Implications:

This item has the following implications, as indicated:

Risk management

Legal/Procurement

Failure to take steps to lawfully procure new contracts and, where relevant, continuing with the current arrangements would contravene the council's procurement rules and the Public Contracts Regulations 2015. Furthermore, failure to award the contracts may result in the county council facing difficulty in delivering these services.

List of Background Papers

Paper	Date	Contact/Tel
Procurement Rules	July 2016	Rachel Tanner (01772 534904)

Reason for inclusion in Part II, if appropriate

N/A