

## Report to the Cabinet

Meeting to be held on Thursday, 13 September 2018

### Report of the Head of Service - Procurement

#### Part I

Electoral Division affected:  
(All Divisions);

### Procurement Report - Request Approval to Commence Procurement Exercises (Appendix 'A' refers)

Contact for further information:

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#### Executive Summary

In line with the county council's procurement rules, this report sets out a recommendation to approve the commencement of the following procurement exercises:

- (i) Provision of a food distribution network
- (ii) Provision of Extra Care Services at Primrose Gardens
- (iii) Provision of Legionella Risk Assessment Services
- (iv) Provision of Banking Services

This is deemed to be a Key Decision and the provisions of Standing Order C19 have been complied with.

#### Recommendation

Cabinet is asked to approve the commencement of the procurement exercises as set out in Appendix 'A' for the areas identified above.

#### Background and Advice

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

- the description of the supplies/services being procured;
- the procurement route proposed;
- the estimated annual contract value;
- the proposed basis for the evaluation of the tender submissions.

Where approval has been received from the Cabinet 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 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.

### **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**

### **Financial**

The estimated value of the contracts for the provision of the food distribution network, Legionella risk assessment services and banking services will be contained within the current budget for service areas. If significant variations should result then a further report to cabinet will be required.

In respect of the estimated cost of the Primrose Garden Extra Care Scheme, this is based on an estimated level of need of those placed within the setting and therefore in reality may be higher than currently modelled, as result of there being a higher proportion of care eligible service users in the scheme. It should be noted however that any increase to the model due to increased eligible care needs would otherwise be funded from other third party county council budgets and quite probably at a higher cost. Therefore the funding of this care model would be contained within current adult social care spend.

### **Legal**

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

## List of Background Papers

Paper	Date	Contact/Tel
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None

Reason for inclusion in Part II, if appropriate

N/A