

## **Report to the Cabinet**

Meeting to be held on Thursday, 17 January 2019

### **Report of the Head of Service - Procurement**

#### **Part I**

Electoral Division affected:  
(All Divisions);

### **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 library stock and other library materials
- (ii) Provision of fresh produce, water and additional food groups
- (iii) Insurance programme for Lancashire Renewables Limited

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' sets out the detail of the individual procurement exercises 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 will be contained within the funding arrangements as set out in Appendix 'A' for each individual procurement exercise. If significant variations should result from this position a further report to Cabinet will be required.

#### **Legal**

Failure to take 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