

Report to:	CABINET
Report of:	ASSISTANT DIRECTOR PROCUREMENT
Date of Decision:	15TH NOVEMBER 2016
SUBJECT:	PLANNED PROCUREMENT ACTIVITIES (DECEMBER 2016 – FEBRUARY 2017)
Key Decision: No	Relevant Forward Plan Ref: n/a
If not in the Forward Plan: (please "tick" box)	Chief Executive approved <input type="checkbox"/> O&S Chairman approved <input type="checkbox"/>
Relevant Cabinet Member(s):	Cllr Majid Mahmood – Value for Money and Efficiency
Relevant O&S Chairman:	Cllr Mohammed Aikhlaq, Corporate Resources and Governance
Wards affected:	All

1. Purpose of report:
1.1 This report provides details of the planned procurement activity for the period December 2016 – February 2017. Planned procurement activities reported previously are not repeated in this report.

2. Decision(s) recommended:
That Cabinet
2.1 Notes the planned procurement activities under officer delegations set out in the Constitution for the period December 2016 – February 2017 as detailed in Appendix 1.

Lead Contact Officer (s):	
Telephone No: E-mail address:	Nigel Kletz Corporate Procurement Services Corporate Resources 0121 303 6610 nigel.kletz@birmingham.gov.uk

3. Consultation

3.1 Internal

This report to Cabinet is copied to Cabinet Support Officers and to Corporate Resources and Governance Overview & Scrutiny Committee and is the process for consulting with relevant cabinet and scrutiny members. At the point of submitting this report Cabinet Members/ Corporate Resources and Governance Overview & Scrutiny Committee Chair have not indicated that any of the planned procurement activity needs to be brought back to Cabinet for executive decision.

3.2 External

None

4. Compliance Issues:

4.1 Are the recommended decisions consistent with the Council's policies, plans and strategies

Details of how the contracts listed in Appendix 1 support relevant Council policies, plans or strategies, will be set out in the individual reports.

4.2 Financial Implications

Details of how decisions will be carried out within existing finances and resources will be set out in the individual reports.

4.3 Legal Implications

Details of all relevant implications will be included in individual reports.

4.4 Public Sector Equality Duty

Details of Risk Management, Community Cohesion and Equality Act requirements will be set out in the individual reports.

5. Relevant background/chronology of key events:

- 5.1 At the 1 March 2016 meeting of Council changes to procurement governance were agreed which gives Chief Officers the delegated authority to approve procurement contracts up to the value of £10m over the life of the contract. Where it is likely that the award of a contract will result in staff employed by the Council transferring to the successful contractor under TUPE, the contract award decision has to be made by Cabinet.
- 5.2 In line with the Procurement Governance Arrangements that form part of the Council's Constitution, this report acts as the process to consult with and take soundings from Cabinet Members and the Corporate Resources and Governance Overview & Scrutiny Committee.
- 5.3 This report sets out the planned procurement activity over the next few months where the contract value is between the EU threshold (£164,176) and £10m. This will give members visibility of all procurement activity within these thresholds and the opportunity to identify whether any procurement reports should be brought to Cabinet for approval even though they are below the delegation threshold.
- 5.4 Individual procurements may be referred to Cabinet for an executive decision at the request of Cabinet, a Cabinet Member or the Chair of Corporate Resources and Governance Overview & Scrutiny Committee where there are sensitivities or requirements that necessitate a decision being made by Cabinet.
- 5.5 Procurements below £10m contract value that are not listed on this or subsequent monthly reports can only be delegated to Chief Officers if specific approval is sought from Cabinet. Procurements above £10m contract value will still require an individual report to Cabinet in order for the award decision to be delegated to Chief Officers if appropriate.
- 5.6 A briefing note including financial information is appended to the Private report for each item on the schedule.

6. Evaluation of alternative option(s):

- 6.1 A report approved by Council Business Management Committee on 16 February 2016 set out the case for introducing this process. The alternative option is that individual procurements are referred to Cabinet for decision.

7. Reasons for Decision(s):

- 7.1 To enable Cabinet to identify whether any reports for procurement activities should be brought to this meeting for specific executive decision, otherwise they will be dealt with under Chief Officer delegations up to the value of £10m, unless TUPE applies to current Council staff.

Signatures:**Date:**

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Nigel Kletz – Assistant Director (Procurement)

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Councillor Majid Mahmood - Value for Money and Efficiency

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List of Background Documents used to compile this Report:**List of Appendices accompanying this Report (if any):**

Appendix 1 - Planned Procurement Activity December 2016 – February 2017

Report Version	1	Dated	31/10/2016
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APPENDIX 1 – PLANNED PROCUREMENT ACTIVITIES (DECEMBER 2016 – FEBRUARY 2017)

Type of Report	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio Value for Money and Efficiency Plus	Finance Officer	Contact Name	Planned CO Decision Date	Comments - including any request from Cabinet Members for more details	Living Wage apply Y / N
Approval To Tender Strategy	The Renewals of the following Insurances: Main Fire Policy (Including Terrorism), Industrial & Commercial Fire Policy (Including Terrorism), Public Liability and Museum's Exhibits Policy	P0235	The Renewals of the following Insurances: Main Fire Policy (Including Terrorism), Industrial & Commercial Fire Policy (Including Terrorism), Public Liability and Museum's Exhibits Policy.	3 years	Corporate Resources	Deputy Leader	Sukvinder Kalsi	Lisa Haycock	20/12/2016		Y
Strategy / Award	Cash Collection and Cash in Transit Services	P0268	A cash collection and cash in transit service is required by the Council for the secure collection and delivery of cash and cheques to and from either cash processing sites or the Council's nominated bank. The service is used by schools, leisure centres, libraries, car parks and other areas where cash or cheques are received.	4 years	Corporate Resources	Deputy Leader	Tim Follis	Lisa Haycock	16/02/2017		Y
Various Routes	World Indoor Championship Athletics	P0360	Birmingham has been selected to host the International Association of Athletics Federation (IAAF) World Indoor Athletics Championships on 2nd – 4th March 2018 at the Barclaycard Arena. To support the running of the event, tender exercises need to be undertaken for the various goods and services.	Various	Place	Deputy Leader	Paul Quinney	Lisa Haycock	16/12/2016		Y
Approval To Tender Strategy	The Operational Leasing of Cleaning Equipment - Cityserve	P0316	The operational leasing of cleaning equipment for use by Cityserve to deliver the cleaning services to schools. The types of equipment include vacuum cleaners, carpet cleaners, wet pick up machine, rotary machines and scrubber dryers. The lease will include the repair, maintenance and replacement of the equipment including undertaking Portable Appliance Testing (PAT).	4 years	People	Children, Families and Sschools	Shabir Ladak	Mohammed Yahiah	20/12/2016		Y
Strategy / Award	Tame Valley Viaduct Phase 2 – Professional Services	TBC	Engineering professional services for Phase 2 of the A38(M) Tame Valley viaduct refurbishment project including: completion of the structural design and assessment of the viaduct incorporating necessary refinements; structural monitoring; additional structural investigations and testing; preparation of tender documentation for the works; technical advisor for the tender evaluation and drafting contract documentation.	2 years	Economy	Transport and Roads	Simon Ansell	Charlie Short	16/12/2016		Y
Strategy / Award	Tame Valley Viaduct Phase 3 – Professional Services	TBC	Engineering professional services for Phase 3 of the A38(M) Tame Valley viaduct project including: contract Management; site supervision; technical coordination and management.	4 years	Economy	Transport and Roads	Simon Ansell	Charlie Short	16/03/2017		Y

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Approval To Tender Strategy	Intensive Family Support for Disabled Children and their families	TBC	The Intensive Family Support service is a city wide specialist service for children and young people with disabilities and their families who are referred by Disabled Children's Social Care.	2 years plus 2 years option to extend	People	Children, Families and Schools	Anil Nayyar	John Freeman / Robert Cummins	16/02/2017		Y
Approval To Tender (SCN)	Pavement Advertising Contract	F0253	The provision of pavement advertising across the city on Council Information Panels owned by JC Decaux Ltd and to continue promoting the Council's City Dressing portfolio.	Up to 12 months	Economy	Deputy Leader	Helen Gould	Janine Weetman	16/12/2016		Y