

# BIRMINGHAM CITY COUNCIL

## PUBLIC REPORT

**Report to:** CABINET  
**Report of:** DIRECTOR OF COMMISSIONING & PROCUREMENT  
**Date of Decision:** 24<sup>TH</sup> JANUARY 2018  
**SUBJECT:** PLANNED PROCUREMENT ACTIVITIES (MARCH 2018 – MAY 2018 AND QUARTERLY CONTRACT AWARD SCHEDULE (OCTOBER 2017 – DECEMBER 2017))  
**Key Decision:** No  
**If not in the Forward Plan:** Relevant Forward Plan Ref: n/a  
(please "tick" box) Chief Executive approved ☐  
O&S Chair approved ☐  
**Relevant Cabinet Member(s) or** Cllr Majid Mahmood – Commercialism, Commissioning  
**Relevant Executive Member:** and Contract Management  
**Relevant O&S Chair:** 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 March 2018 – May 2018 and all contract award decisions made under Chief Officer's delegation during the previous quarter. 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 March 2018 – May 2018 as detailed in Appendix 1.
- 2.2 Notes the contract award decisions made under Chief Officers delegation during the period October 2017 – December 2017 as detailed in Appendix 2.

**Lead Contact Officer (s):** Nigel Kletz - Director of Commissioning and Procurement  
Corporate Procurement Services  
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### **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**

4.1.1 Details of how the contracts listed in Appendix 1 and Appendix 2 support relevant Council policies, plans or strategies, will be set out in the individual reports.

#### **4.1.2 Birmingham Business Charter for Social Responsibility (BBC4SR)**

Compliance with the BBC4SR is a mandatory requirement that will form part of the conditions of the contracts. Tenderers will submit an action plan with their tender that will be evaluated in accordance with the agreed evaluation criteria and the action plan of the successful tenderers will be implemented and monitored during the contract period. Payment of the Living Wage, as set by the Living Wage Foundation, is a mandatory requirement of the BBC4SR and will apply for all contracts in accordance with the Council's policy for suppliers to implement the rate.

#### **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 contract 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. It also informs members of the contracts awarded under Chief Officers delegation (the EU threshold of £164,176 and over) between the period October 2017 – December 2017.
- 5.3 This report sets out the planned procurement activity over the next few months where the contract value is between the EU threshold (£181,302) 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 £10m delegation threshold.
- 5.4 It should be noted that the EU threshold has changed from £164,176 to £181,302 and will apply from 1<sup>st</sup> January 2018 for a period of 2 years.
- 5.5 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.
- 5.6 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.
- 5.7 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 The 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.
- 7.2 To inform Cabinet of contract award decisions made under Chief Officers delegation during the period October 2017 – December 2017 detailed in Appendix 2.

### **Signatures:**

### **Date:**

Name of Officer: .....  
Nigel Kletz – Director of Commissioning & Procurement

.....  
Councillor Majid Mahmood, Commercialism, Commissioning and Contract Management

### **List of Background Documents used to compile this Report:**

#### **List of Appendices accompanying this Report (if any):**

1. Appendix 1 - Planned Procurement Activity March 2018 – May 2018
2. Appendix 2 – Quarterly Award Schedule October 2017 – December 2017

**Report Version**    1                    **Dated**    09/01/2018

## APPENDIX 1 – PLANNED PROCUREMENT ACTIVITIES (MARCH 2018 – MAY 2018)

Type of Report	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio Commercialism, Commissioning and Contract Management Plus	Finance Officer	Contact Name	Planned CO Decision Date
Strategy / Award	Technical Consultancy for the Highways PFI Contract	TBC	The provision of a third party monitoring service for the Highways PFI contract in accordance with the terms of both the PFI contract and any Settlement Agreements.	2 years	Economy	Transport and Roads	Simon Ansell	Clive Betts / Charlie Short	13/02/2018
Approval To Tender (SCN)	Enteral Feeding spend combined into the Clinical Commissioning Group's contract with Birmingham Community Health NHS Foundation Trust	TBC	Trained health workforce (Complex Care Assistants) deliver safe and correct administration of enteral feeding support to key special schools during school opening hours and on school premises to ensure children and young people with enteral feeding requirements receive support in accordance with their individual needs and nutritional requirement in a safe and coordinated manner.	1 year	Children and Young People	Children, Families and Schools	Anil Nayyar	Saadhia Kamran / Gina Dimarco	13/02/2018
Approval To Tender (SCN)	Provision of Cleaning Service for the Library of Birmingham (LoB)	S47	Provision of the following services for the Library of Birmingham (including the Brasshouse) 7 days a week: Scheduled cleaning (all public areas and office / meeting accommodation); Maintaining washrooms; Specialist cleaning of archive storage areas; Cleaning of external terraces; Pest control; Window cleaning; Ad-hoc Laundry Service; Sanitary consumables; Periodic cleaning of all internal and external areas (for example during events); Any of the above on a reactive or emergency basis.	1 year, 6 months	Place	Housing and Homes	Parmjeet Jassal	Marie Hadley	13/02/2018
Approval To Tender Strategy	Personal Budgeting Support	TBC	The Council can deliver or commission the support to people in receipt of Universal Credit. The objective of the Universal Credit Personal Budgeting Support is: to support tenants transitioning into UC with budget management to enable them to manage their money and pay their bills on time, prioritising rent payments.	1 year plus 1 year option to extend	Strategic Services	Deputy Leader	Thomas Myers	Tim Savill / Charlie Short	13/02/2018
Strategy / Award	Employer's Agent Service for the Development of Housing for the Commonwealth Games Village (CWGV)	P0426	The additional resource requirements of work for an Employers Agent service for the CWGV, including the de-conversion of the village for the sale of housing for sale and rent after the end of the Commonwealth Games.	7 years	Economy	Deputy Leader	Guy Olivant	Debbie Husler	31/01/2018

## APPENDIX 2 – QUARTERLY AWARD SCHEDULE (OCTOBER 2017 – DECEMBER 2017)

Type of Report	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio Value for Money and Efficiency Plus	Finance Officer	Contact Name	Comments - including any request from Cabinet Members for more details	Contractor(s) Awarded to	Chief Officer	Actual Go Live date
Delegated Contract Award	Supply and Installation of Furniture, Furnishing and White Goods	F0138R	Supply and Installation of Furniture, Furnishing and White Goods.	1 year	Strategic Services	Deputy Leader	Parmjeet Jassal	Andy Perry / Ian Baker / Richard Tibbatts	Cabinet approved the Approval to Tender Strategy <b>04/03/2013</b> and delegated the award to Joint CM/CO. Contract Award Report signed <b>26/08/2014</b> by jointly the Cabinet Member for Commissioning, Contracting and Improvement and the Deputy Chief Executive. Delegated Extension Award Report signed <b>08/09/2016</b> . 2nd Delegated Extension Award Report signed <b>24/10/2017</b> .	The Furnishing Service	Nigel Kletz	01/12/2017
Delegated Contract Award	Technical Advice for the Commonwealth Games Bid Submission	TBC	To provide technical advice, financial feasibility and economic impact assessment.	4 months	Place	Deputy Leader	Paul Quinney	Steve Hollingworth	Cabinet approved the Single Contractor Negotiation <b>14/06/2017</b> . Delegated Contract Award Report signed <b>29/09/2017</b> .	Origin Sports Group Limited	Nigel Kletz / Jacqui Kennedy	01/06/2017
Strategy / Award	Self-Drive Hire Vehicles	P0394	Landlord Services require a fleet of various types of light commercial vehicles to carry out its services, and are essential for Street Scene, Elderly Services and Night Security. The vehicles include vans and tippers and are owned by the Council. On average the fleet is 10 years old, making the current vehicles inefficient and incapable of meeting the Council's emissions targets.	4 years	Economy	Transport and Roads	Guy Olivant	David Waddington	Presented to Cabinet for info 27/06/2017. Strategy / Award Report signed <b>21/11/2017</b> .	Northgate Limited	Nigel Kletz / Jacqui Kennedy	01/12/2017
Delegated Contract Award	Development of Housing at Montgomery Street, Sparkbrook	P0399	Construction and delivery of 10 new Council homes for rent at Montgomery Street, Sparkbrook.	1 year	Economy	Housing and Homes	Guy Olivant	Russell Knight / Charlie Short	Cabinet approved to the Tender Strategy as part of the report titled Driving Housing Growth and Supporting Young People into Employment through the Birmingham Municipal Housing Trust (BMHT) Development Programme on the <b>15/11/2016</b> . Delegated Contract Award Report signed <b>15/11/2017</b> .	Jessup Brothers Ltd	Nigel Kletz / Waheed Nazir	20/11/2017
Delegated Contract Award	Cleaning Services for Temporary Accommodation and Communal Areas of Sheltered and Low Rise Accommodation	F0136 / F0242	Cleaning services (including general, routine, deep clean and out of hours where required) for sites across the city for approximately: • 106 sheltered housing blocks (general areas), • 644 low rise blocks (communal areas) • 700 homeless disbursed temporary accommodation (properties).	4 months	Place	Housing and Homes	Guy Olivant	Jane Piovesana / Michelle Holmes / Wendy O'Malley / Marcia Bell	Presented to Cabinet for info 13/09/2017. SCN signed <b>17/10/2017</b> . Delegated Award Report signed <b>16/11/2017</b> .	<b>East, South and North Quadrants</b> 1) Hi-Spec Facilities Services Plc <b>West and Central Quadrant</b> 1) Superclean Services Wothorpe Limited	Nigel Kletz / Jacqui Kennedy	01/12/2017
Delegated Contract Award	Energy Broker Service	P0365	An energy broker service is required by the Council to provide specialist support for managing water, gas, electricity, oils and associated ancillary services contracts including bill checking, tendering and budget management.	2 years, plus 1 year option to extend and a further possible 1 year option to extend	Economy	Clean Streets, Recycling and Environment	John Barr	Brigitte Kershaw / Adele Rawlins	Presented to Cabinet for info 13/12/2016. Approval to Tender Strategy Report signed <b>05/06/2017</b> and delegated the award to CO. Delegated Contract Award Report signed <b>05/12/2017</b> .	STC Energy Management Ltd	Nigel Kletz	01/01/2018
Delegated Contract Award	Expansion of Home Discharge Support Service	TBC	Provision of the Home Discharge Support Service (HDSS).	2 years	Adult Social Care and Health	Health and Social Care	Shabir Ladak	Maria Gavin / Kalvinder Kohli	Cabinet Members for Health and Social Care and for Commercialism, Commissioning and Contract Management jointly with the Interim Corporate Director of Adult Social & Health approved the Single Contractor Negotiation Report <b>21/11/2017</b> and delegated the award to CO. Delegated Contract Award Report signed <b>14/12/2017</b> .	Home from Hospital Care after Treatment.	Nigel Kletz / Graeme Betts	01/12/2017
Delegated Contract Award	Legal Entitlement Advice Services: Welfare Benefit, Debt management and Employment	C0224	Legal entitlement advice service for welfare benefits, debt management and employment. This is to tackle the huge issue of inequality and promote social cohesion.	1 year	Place	Community Safety and Equality	Parmjeet Jassal	Chris Jordan / Andrea Webster	Presented to Cabinet for info 22/09/2015. Approval to Tender Strategy (C0224) Report signed <b>22/10/2015</b> and delegated the award to CO. Delegated Contract Award Report signed <b>23/02/2016</b> . Delegated Extension Award Report signed <b>15/12/2017</b> .	Birmingham Citizen Advice Bureau Services Ltd	Nigel Kletz / Jacqui Kennedy	01/04/2018

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Type of Report	Title of Procurement	Ref	Brief Description	Estimated Annual Value (£)	Contract Duration	Estimated Contract Value (£)	Directorate	Portfolio Value for Money and Efficiency Plus	Finance Officer	Contact Name	Comments - including any request from Cabinet Members for more details	Contractor(s) Awarded to	Value of Contracts	Chief Officer	Actual Go Live date
Delegated Contract Award	City Advertising Contract - NOW CALLED Lamp Post Banner Advertising	P0421	The Business and Commercial Development Team manage a range of contracts generating revenue to the City Council from advertising on City owned land and property. This contract is for the provision of Lamp Post Banner Advertising.	£50,000 (income)	5 years plus option to extend for 3 years	£400,000 (income)	Strategic Services	Deputy Leader	Alison Jarrett	Helen Burnett / Charlie Short	Presented to Cabinet for info 18/04/2017. Approval to Tender Strategy Report signed 04/08/2017 and delegated the award to CO. Delegated Contract Award Report signed 20/12/2017.	Bay Media Ltd	£520,000 (income minimum)	Nigel Kletz / Angela Probert	02/01/2018
Delegated Contract Award	Sutton Coldfield Library – Concession Opportunity	P0398	The service will consist of the operation of a facility at Sutton Coldfield Library. The Council will sub-let 33% of the First floor at the premises and enter into a concession contract with the provider. The concession will be for a facility that is complementary to the library; e.g. a coffee shop, play/activity/learning area.	£44,000	3 years with option to extend for 4 years	£308,000	Place	Deputy Leader	Parmjeet Jassal	Darren Langley / Sarah Chinnock / Chris Jordan	Presented to Cabinet for info 25/07/2017. SCN approved 04/08/2017. Delegated Contract Award Report signed 22/12/2017. The contract will only be for 3 years with an option to extend for 2 years, so a maximum of 5 years rather than 7 as anticipated.	Little Green Bookworm CIC	£220,000	Nigel Kletz / Jacqui Kennedy	01/04/2018