

Report to:	CABINET
Report of:	DIRECTOR OF COMMISSIONING & PROCUREMENT
Date of Decision:	13th SEPTEMBER 2017
SUBJECT:	PLANNED PROCUREMENT ACTIVITIES (OCTOBER 2017 – DECEMBER 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 Chair approved <input type="checkbox"/>
Relevant Cabinet Member(s) or Relevant Executive Member	Cllr Majid Mahmood – Value for Money and Efficiency
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 October 2017 – December 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 October 2017 – December 2017 as detailed in Appendix 1.

Lead Contact Officer (s):	
Telephone No: E-mail address:	Nigel Kletz Corporate Procurement Services Strategic Services Directorate 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

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

4.1.2 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 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 – Director of Commissioning & 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 October 2017 – December 2017

Report Version	1	Dated	03/09/2017
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APPENDIX 1 – PLANNED PROCUREMENT ACTIVITIES (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	Planned CO Decision Date
Approval To Tender (SCN)	Cleaning Services for Temporary Accommodation and Communal Areas of Sheltered and Low Rise Accommodation	TBC	Cleaning services (including general, routine, deep clean and out of hours where required) for sites across the city for approximately: <ul style="list-style-type: none"> • 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	Jas Claire	24/10/2017
Approval To Tender Strategy	Supply and Distribution of Food Court Concepts	TBC	The provision of a pasta and wrap based meal concept . The service will be used by Civic Catering outlets and Cityserve clients.	2 years with option to extend a further 2 years	Strategic Services	Deputy Leader	Thomas Myers	Nikki Fox / Richard Ribbatts	24/10/2017
Strategy / Award	Corporate Vehicle Hire	P0332A	This contract is for vehicle hire for the Council covering; <ul style="list-style-type: none"> • Short & Long Term Hire for; Cars, Vans, Minibuses/Mobility bus, Light Commercial Vehicles up to 3.5tns • Breakdown Assistance • Servicing & Maintenance • Windscreen & Tyre Replacement • Delivery & Collection 	4 years	Strategic Services	Deputy Leader	Paul Quinney	David Waddington	24/10/2017
Approval To Tender Strategy	Provision of long term nursing beds and short term beds for use for citizens with unmet eligible care and support needs awaiting discharge from hospital	TBC	To create a number of block contract arrangements of a minimum of 5 beds each, maximum of 75 beds for the long term placement of citizens with unmet eligible care and support needs and also the short term (interim) assessment of citizens awaiting discharge from hospital.	2 years, 6 months	Adults Social Care & Health	Health and Social Care	Margaret Ashton Gray	Alison Malik	24/10/2017