



Leicester
City Council

CABINET

14 JULY 2008

CREATION OF THE 2008/2009 PROCUREMENT PLAN

Report of the Corporate Director of Resources

1 PURPOSE OF THE REPORT

- 1.1 This report seeks Cabinet's approval to the procurement plan for 2008/09.
- 1.2 The plan serves 2 purposes:
 - (a) To inform the market of future procurement activity, to enable them to prepare;
 - (b) To provide members with greater overview of procurement activity, something recommended by the District Auditor in his report on housing contracts;
- 1.3 This report, listing all probable procurement exercises above the EU thresholds (currently, £139,893 for supplies and services and £3,497,313 for works) is the first such report.

2 REPORT

- 2.1 In consultation with departments, the Corporate Procurement Team has produced the attached Schedule (at Appendix 1) listing all known potential procurement activity for the 2008/2009 financial year above the EU threshold.
- 2.2 The National Procurement Strategy, published in 2003, recommended the publication of a forward looking procurement plan – to be available for the market to have an early indication of what we may offer to the market. Whilst this has been done for many years, it has never been previously possible to provide a comprehensive overview.
- 2.3 The Auditors recommended that Members should have a more active oversight of the procurement process, approving the annual procurement plan. The attached Appendix lists all these contracts above EU threshold that the Council intends to expose to the market during the year for Members to approve, sub-divided by Department.
- 2.4 During the year, it is very likely that additional procurement activities will need to be tendered. This may be, for example, if third party funding is agreed during the year. It is envisaged that the procurement plan will be a rolling document, approved periodically.

- 2.5 This consolidated report is designed to provide Cabinet with sufficient overview and control and provides the added benefit of enhancing corporate management oversight and control of compliance with EU Public Procurement requirements.

3 RECOMMENDATIONS

Cabinet is recommended:

- 3.1 Approve the forward plan of procurement activities attached as Appendix 1.
- 3.2 Note that the plan will be reviewed from time to time.
- 3.3 Notice that actual procurement activity will be monitored against the plan by the Select Committee.
- 3.4 Note that on 21 April 2008, the Cabinet reserved to itself the decision to let contracts in excess of the EU thresholds.
- 3.5 In accordance with the Scheme of Delegation to individual Cabinet Leads approved at the Cabinet meeting on 23 June 2008, approve the delegation of the letting of individual contracts included in this Procurement Plan (as may be amended from time to time).
- 3.6 In respect of decisions to spend area based grant, delegate approval to the Director of Partnership, Performance & Policy to enter into contracts, in consultation with the Chair of the Leicester Partnership Executive Board, subject to subsequent reporting to Cabinet of contracts let.

4 CONSULTATION

- 4.1 This report has been discussed at Directors' Board.

5 FINANCIAL, LEGAL AND OTHER IMPLICATIONS

5.1 Financial Implications

All the procurement activities in Appendix 1, already feature in either revenue or capital budgets and associated strategies.

*Steve Charlesworth, Head of Financial Strategy & Development
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5.2 Legal Implications

As all the procurement activities are above the EU Public Procurement Thresholds, they will, once exposed to the market, comply with the EU Public Procurement Directives.

*Rebecca Jenkyn, Senior Solicitor/Team Leader
Resources Department Extn 29 6378*

5.3 Other Implications

Other Implications	Yes/ No	Paragraph References within this Report
Equal Opportunities	See comment	None specifically from this Report but the individual tendering exercises will follow the corporate standards.
Policy	See comment	
Sustainable and Environmental	See comment	
Crime and Disorder	See comment	
Human Rights Act	See comment	
Elderly Persons/People on Low Incomes	See comment	

6 REPORT AUTHOR

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29 May 2008

Key Decision	No
Reason	N/A
Appeared in Forward Plan	N/A
Executive or Council Decision	Executive (Cabinet)

PROCUREMENT PLAN - LEICESTER CITY COUNCIL

FINANCIAL YEAR APRIL 2008 TO MARCH 2009

**THIS IS A PLAN OF SERVICES, SUPPLIES AND WORKS THAT WE EXPECT TO TENDER
AROUND THE TIME OF EXPIRY OF THE CURRENT CONTRACT**

ADULTS AND HOUSING

Division: Older People's Services
 Section: Extra Care Housing Scheme – Development and Provision/Intermediate Care Facility Development
 Name of Contract: Develop and manage an Extra Care scheme in the north of Leicester, Also develop an intermediate care facility will be physically and operationally joined to the Extra Care scheme.
 Value: £20,000,000
 Expiry Date: Intermediate Care – on construction completion/Extra Care – nomination rights for 20/25 years.

Division: Strategy, Commissioning, Performance & Business Support
 Section: Service Contracting and Procurement Unit
 Name of Contract: Domiciliary Services (Personal care) – Home Care Person-Centred Services
 Value: £8,700,000
 Expiry Date: 28/09/2008 (3 years + 2 years – currently extended until 31/01/2009)

Division: Strategy, Commissioning, Performance & Business Support
 Section: Service Contracting & Procurement Unit
 Name of Contract: Direct Payments Support Service and Third Party Support Service
 Value: £642,000
 Expiry Date: 31/03/2009 (3 years + 2 years extension option)

Division: Strategy, Commissioning, Performance & Business Support
 Section: Service Contracting & Procurement Unit
 Name of Contract: Occupational Therapy Assessment Service for service users
 Value: £360,000
 Expiry Date: 31/03/2009 (3 years + 2 years extension)

Division: Strategy, Commissioning, Performance & Business Support
 Section: Service Contracting & Procurement Unit
 Name of Contract: Services for Blind and Visually Impaired People
 Value: £352,950 Per Annum
 Expiry Date: 31/03/2009 (3 years)

Division: Strategy, Commissioning, Performance & Business Support
 Section: Service Contracting & Procurement Unit & DAAT
 Name of Contract: Services For Drug And Alcohol Misusers
 Value: £370,000 Per Annum

Expiry Date: 31/03/2000 (2 years and now on rolling contract with on-going review by DAAT & partner agencies)

Division: Strategy, Commissioning, Performance & Business Support
 Section: Service Contracting & Procurement Unit
 Name of Contract: Supported Living for Adults with Aspergers Syndrome
 Value: £771,000
 Expiry Date: 30/08/2008 (1 year + 2 years extension option)

Division: Strategy, Commissioning, Performance & Business Support
 Section: Service Contracting & Procurement Unit
 Name of Contract: Supported Living Services for Adults with Learning Disabilities
 Value: £380,000 per annum
 Expiry Date: 04/09/2008 (open ended contract renewed annually)

Division: Strategy, Commissioning, Performance & Business Support
 Section: Supporting People
 Name of Contract: Provision of Housing Related Support Services in a variety of settings including people's own homes, specialist supported housing, hostels and refuge's
 Value: £17,000,000 (Three year contracts)
 Expiry Date: 31/03/2009

Division: Strategy, Commissioning, Performance & Business Support
 Section: Service Contracting & Procurement Unit
 Name of Contract: Enablement Services for Adults with Autism including Asperger Syndrome
 Value: £1,320,000
 Expiry Date: 01/12/2008 (3 years + 2 years extension option)

Division: Strategy, Commissioning, Performance & Business Support
 Section: Service Contracting & Procurement Unit
 Name of Contract: Semi Independent Living and Domiciliary Care Services (Personal Care) to Adults with Physical Disabilities
 Value: £305,000
 Expiry Date: 31/08/2008 (1 year spot contracts + 2 years extension option)

Division: Strategy, Commissioning, Performance & Business Support
 Section: Service Contracting & Procurement Unit
 Name of Contract: Independent Life Project providing 24 hour on-site support / domiciliary care service
 Value: £790,000
 Expiry Date: 31/03/2009 (2 years + 2 years extension option)

Division: Strategy, Commissioning, Performance & Business Support
 Section: Service Contracting & Procurement Unit
 Name of Contract: Alternative Day Services for Adults with Physical and/or Sensory Disabilities
 Value: £153,060.
 Expiry Date: 31/03/2009 (2 years + 1 year extension option)

Division	Strategy, Commissioning, Performance & Business Support
Section:	Service Contracting & Procurement Unit
Name of Contract:	Community Living Support (for those with Learning Disabilities and Aspergers Syndrome)
Value:	£427,000
Expiry Date:	31/03/2009 (3 years + 2 years extension option)

Division:	Strategy, Commissioning, Performance & Business Support
Section:	Service Contracting & Procurement Unit
Name of Contract:	Services For Young Children (Therapeutic intervention and assessment services for children in need and who may be at risk, and also, Support service for mixed heritage children, parents and carers)
Value:	£180,000
Expiry Date:	31/03/2008 (4 years + waiver currently being sought for 2008/09 pending tender)

Division:	Strategy, Commissioning, Performance & Business Support
Section:	Service Contracting & Procurement Unit
Name of Contract:	Mobile Meals and Meals Service and (African Caribbean Style Non-Vegetarian Meals)
Value:	£56,794 per annum estimated
Expiry Date:	31 st March 2009 – (3 years + 2 year extension option)

Division:	Strategy, Commissioning, Performance & Business Support
Section:	Service Contracting & Procurement Unit
Name of Contract:	Mobile Meals Service (Asian Gujarati Style Vegetarian Meals)
Value:	£224,813 per annum estimated
Expiry Date:	31 st March 2009 (3 years + 2 years extension option)

Division:	Housing Design
Section:	Technical Services
Name of Contract:	Supply of Combination Boiler - City Wide, rolling and replacement programme To meet Decent homes target, SAP rating & HECA.
Value:	£2,500,000 Entire contract
Expiry Date:	01/01/2009 (3 years with an option to extend for another 1 year)

Division:	Housing Design
Section:	Technical Services
Name of Contract:	Supply of Glass Sealed Units - City Wide (replacement windows and glazing) To maintain programme for window replacement & for replacement + repairs.
Value:	£2,000,000 Entire contract
Expiry Date:	01/01/2009(3 years with an option to extend for another 1 year)

Division:	Housing Design
Section:	Technical Services
Name of Contract:	Alarms – Intruder (Installation and Maintenance) Install, Service & maintain new & existing alarms in domestic dwellings citywide. 3yr programme with additional years based on a call off contract.
Value:	£300,000 Entire contract
Expiry Date:	30/07/2008 (3 year with an option to extend for another +1, +1 year)

Division:	Housing Design
Section:	Technical Services Alarms – Door Entry (Installation and Maintenance)
Name of Contract:	Install, service, maintain & refurbish, of electronic door entry systems in domestic dwellings, hostels & other properties. 3yr programme with additional years based on a call off contract.
Value:	£1,800,000 Entire contract
Expiry Date:	30/07/2008 (3 year with an option to extend for another +1, +1 year)

Division:	Housing Design
Section:	Technical Services District heating (Emergency Repairs)
Name of Contract:	Contract to provide emergency service to repair heating & hot water systems to 3500 properties citywide served by district heating systems. 3yr programme with additional years based on a call off contract.
Value:	£900,000 Entire contract
Expiry Date:	New Contract (3 years with an option to extend for +1 +1 year)

Division:	Housing Design
Section:	Technical Services Re-roofing of existing Council properties including maintenance
Name of Contract:	Re-roofing of existing Council properties including maintenance: Re-roof domestic dwellings citywide that have been identified to replace & associated repairs where necessary. 3yr programme with additional years based on a call off contract.
Value:	£300,000 Entire contract
Expiry Date:	New contract (3 years with an option to extend for +1 +1 year)

Division:	Housing Design
Section:	Technical Services External painting
Name of Contract:	External painting to 2400+ domestic dwelling & flats citywide. 3yr programme with additional years based on a call off contract.
Value:	£1,500,000 Entire contract
Expiry Date:	New Contract (3 years with an option to extend for +1 +1 year)

Division:	Housing Design
Section:	Technical Services Electromechanical & Water Plant (maintenance of plant and equipment)
Name of Contract:	Maintain essential boiler house ancillary equipment to community heating systems for 3000 dwellings. 3yr programme with a possible additional years based on a call off contract.
Value:	£1,600,000 Entire contract
Expiry Date:	New Contract (3 years with an option to extend for +1 +1 year)

Division:	Housing Design
Section:	Technical Services Emergency Lighting & fire Alarms (maintenance)
Name of Contract:	Maintain, inspect & possible new install to sheltered accommodations to properties citywide. 3yr programme with possible additional years based on a call off contract.
Value:	£300,000 Entire contract
Expiry Date:	New Contract(3 years with an option to extend for +1 +1 year)

Division:	Housing Design
Section:	Technical Services
Name of Contract:	TV Aerials & Sky

Contract: Contract for the supply + installation of digital TV in communal blocks to replace the existing analogue system before switchover in 2011. Contract to include provision for Sky+ broadband. Contract to be completed prior to switchover in 2011.
 Value: £1,250,000 Entire contract
 Expiry Date: New contract (3 years contract)

Division: Housing Design
 Section: Technical Services
 Replacement of cold water mains - St. Mathews
 Name of Contract: It has been identified by Severn Trent Water that there are numerous underground mains burst/leaks on coldwater mains. Therefore a scheme being developed to programme the repairs in phases. This will be lump sum contract over 12 months.
 Value: £200,000 (1 year contract)
 Expiry Date: New contract

Division: Housing Design
 Section: Technical Services
 Legionella water +aircon+ inspection
 Name of Contract: To maintain & test water cleanliness of existing installations and service on an annual basis on communal water systems & air-conditioning units and possible system upgrades. 3yr contract on schedule of rates with possible additional 2 yrs.
 Value: £500,000 Entire contract
 Expiry Date: New contract (3 years with an option to extend for +1 +1 year)

Division: Housing Design
 Section: Technical Services
 New Rewires 2009 onward
 Name of Contract: Continuity of the current provision to rewire domestic dwellings citywide on a programme basis and void dwellings prior to re-occupation. 3yr contract on schedule of rates with possible additional 2 yrs.
 Value: £15,000,000 Entire contract
 Expiry Date: Replacement contract (3 years with an option to extend for +1 +1 year)

Division: Housing Design
 Section: Technical Services
 Mobile Working- Advance Scheduling:
 Name of Contract: Full programme solution: Provide a complete mobile-enabled technology & real time scheduling to gain efficiency savings and service improvements to the Improvement & Repairs Service divisions. Contract will be a 15 yrs- based on a 3yr rolling option programme.
 Value: £1,500,000 Entire contract
 Expiry Date: New Contract (15 years with an option to extend for +1 +1 year)

CHILDREN AND YOUNG PEOPLE'S SERVICES

Division: Policy & Resources
 Section: Planning & Property
 Name of Contract: Building works relating to the Primary Capital Programme
 Value: £10,000,000 per annum (14 to 15 year rolling programme)
 Expiry Date: 22/12/2008

Division: Children & Young Peoples Services
 Section: Information Management E-Services

Name of Contract: Education Management System - now called "ONE", supplier Capita
 Value: £409,713
 Expiry Date: 30/06/2012

Division: N/A
 Section: N/A
 Name of Contract: Transformation of the Learning Environment to include development of the Strategy for Change for Secondary Schools and the Primary Capital Programme. The contract will procure specialist consultancy support to deliver the above whilst assisting with the management of BSF.
 Value: Up to £900,000
 Expiry Date: August 2009

REGENERATION AND CULTURE

Division: Environmental Services
 Section: Building cleaning and waste management
 Name of Contract: Additional building cleaning
 Value: £140,000 over two years
 Expiry Date: 25/12/2008 Renewal will be for two years, same value
 Short Description: Additional building cleaning across various sites.

Division: Regeneration, Highways & Transportation
 Section: Highways Management (Engineering Design Team, City Highways Group)
 Name of Contract: Annual Footway Slurry Seal Contract 2006-2009
 Value: £150,000/year at current budget levels
 Expiry Date: 31/03/2009
 Short Description: Slurry seal is a thin bitumen/grit protective overlay for blacktop footways that extends their service lives. It is carried out between late Spring and early Autumn, and is the most cost-effective footway maintenance treatment available to the City.
 As a process it lies outside City Highways' scope so our Procurement Policy directs us to tender the work. Renewal of the Contract will depend on the availability of funding for this work in 2009-10 (there is no point in tendering without committed funding for at least the first year of the Contract).
 Period of next Contract will be fixed after consultations with CPT and Legal Services.

Division: Regeneration, Highways & Transportation
 Section: Transport Strategy on behalf of Transport Systems
 Name of Contract: Schedule G Highway Works by Area Traffic Control (including Dayworks Schedule)
 Value: £200,000/year for the City – the remaining costs are funded by Leicestershire and Rutland County Councils.
 Expiry Date: 31/03/2009
 Short Description: To be retitled "Schedule G: Highway Works for Transport Systems Section" (including Dayworks Schedule) and developed to include slot-cutting and the insertion/replacement of detector loops.
 Period of next Contract will be fixed after consultations with CPT and Legal Services.

Division: Regeneration, Highways & Transportation
 Section: Transport Strategy
 Name of Contract: Term Maintenance Contract for Highway Works (2006-2009)
 Value: £200,000/year
 Expiry Date: 31/03/2009

Short Description: This Schedule is used for almost all the City's Road Markings and Road Studs Works: both reactive and planned maintenance and the new markings for highway alterations. Currently awarded to Linkline Maintenance Services after competitive tendering. Period of next Contract will be fixed after consultations with CPT and Legal Services.

Division: Regeneration, Highways & Transportation
 Section: Transport Strategy
 Name of Contract: Term Maintenance Contract for Highway Works (2006-2009)
 Contract: Schedule F Anti-skid and coloured surfacing
 Value: £150,000/year
 Expiry Date: 31/03/2009
 Short Description: This function of this Schedule is self-explanatory. Currently awarded to Highway Maintenance Specialists (HMS) of Lutterworth after competitive tendering. Period of next Contract will be fixed after consultations with CPT and Legal Services.

Division: Regeneration, Highways & Transportation
 Section: Transport Strategy on behalf of Transport Systems
 Name of Contract: Term Maintenance Contract for Highway Works (2006-2009)
 Contract: Schedule H Traffic Signals Maintenance
 Value: £200,000/year for the City – the remaining costs are funded by Leicestershire and Rutland County Councils.
 Expiry Date: New, starting 01/04/2009
 Short Description: Routine servicing and reactive maintenance of signals and related equipment. Period of next Contract will be fixed after consultations with CPT and Legal Services.

Division: Culture
 Section: Arts & Museums
 Name of Contract: De Montfort Hall box office system
 Value: £135,000
 Expiry Date: NEW
 Short Description: To upgrade or replace existing box office management system,.

Division: Environmental Services
 Section: Parks and Green Spaces
 Name of Contract: Supply of trees for "10,000 Tree Project"
 Value: £250,000
 Expiry Date: NEW
 Short Description:

RESOURCES

Division: Technology Services
 Section: Information
 Name of Contract: Quick Ship Contract - for ship and drop services – contract from Sungard, [this forms one of three services, the other two are BCP Business continuity planning & work place recovery]
 Value: £140,000 – relates to quick ship only
 Expiry Date: 30/04/2008 (3 years)

Division: Property
 Section: Property Development
 Name of Contract: Workplace Project - CLAB's Review
 Value: £165,000

Expiry Date: 31/05/2008 (6 months' contract)

Division: RMS
 Section: Financial Services
 Name of Contract: Insurance cover and claims handling
 Value: £1,400,000 p.a.
 Expiry Date: 30/09/2008 (3 years with an option to extend for a further +1 +1 years)

Division: ICT&CA
 Section: ICT Services
 Name of Contract: Supply and maintenance of the Council's Data Communications Equipment
 Value: £187,200
 Expiry Date: 31/03/2009 This is over 4 years and is a 2+1+1

Division: ICT&CA
 Section: ICT Technology
 Name of Contract: Wide area network upgrade
 Value: £1,191,740
 Expiry Date: 31/03/2009 This is at the end of year 2 of a 3 year agreement sourced via EU tender with option to extend for 1 more year, the extension will be taken. No decision on route to market after this period – may take OGC or go to market.

Division: Central H & S Unit
 Section: Business Improvement
 Name of Contract: Employee Assistance Programme (confidential counselling for employees eg stress related)
 Value: £350,000
 Expiry Date: 31/01/2009 (3 years with an option to extend for a further +1 year)

Division: Property Services
 Section: Engineering Services
 Name of Contract: Electricity at Works Inspections
 Value: £400,000
 Expiry Date: 30/11/2013

Division: Property Services
 Section: Engineering Services
 Name of Contract: Intruder Alarms
 Value: £750,000
 Expiry Date: 31/03/2011

Division: Property Services
 Section: Building Maintenance
 Name of Contract: Consultancy Framework for Building Surveying
 Value: Up to £100k per annum

Expiry Date	3 years, 31/07/2011
Division	Property Services
Section	Building Maintenance
Name of Contract	Consultancy Framework for Building Services
Value	Up to £100k per annum
Expiry Date	3 years, 31/07/2011
Division	Property Services
Section	Engineering Services
Name of Contract	Electricity at Work Inspections
Value	£400,000
Expiry Date	01/2009
Division	Property Services
Section	Engineering Services
Name of Contract	Intruder Alarms
Value	£750,000
Expiry Date	31/03/2008
Division	Property Services
Section	Structures
Name of Contract	Framework for Site Investigations
Value	Up to £60,000 per annum
Expiry Date	NEW
Division	Property Services
Section	Structures
Name of Contract	Framework for Demolitions
Value	Up to £400,000 per annum
Expiry Date	NEW
Division	Property Services
Section	Building Maintenance
Name of Contract	Consultancy Framework for Building Surveying
Value	Up to £100,000 per annum
Expiry Date	August 2008
Division	Property Services
Section	Building Maintenance
Name of Contract	Consultancy Framework for Building Services
Value	Up to £100,000 per annum
Expiry Date	August 2008

Division	Property Services
Section	Building Maintenance
Name of Contract	Framework to be let or use SCAPE – Football Foundation
Value	£13,500,000
Expiry Date	3 years

Division	Property Services on behalf of Children's & Young People's Services
Section	Building Maintenance
Name of Contract	SCAPE Framework – Taylor Primary School
Value	Approx £7,500,000
Expiry Date	Single contract

**CHIEF
EXECS**

Division:	N/A
Section:	N/A
Name of Contract:	Working Neighbourhoods Fund (part of Area Based Grant)
Value:	£7,500,000
Expiry Date:	31/03/2009 (element could be carried forward as part of three year programme)

Division:	N/A
Section:	N/A
Name of Contract:	Working Neighbourhoods Fund (part of Area Based Grant). A number of contracts as part of an overall programme in the context of government guidance and the delivery of 'One Leicester'
Value:	£25,643,416
Expiry Date:	31/03/2011 (Three year programme)
