

| Contract Reference Number | Procurement Procedure | Contract Title | Description | Contract Type | Supplier | Contact | Start date | End date | Review Dates | Annual value | Contract value | 2016-17 Spend against contract | Extension Option | Comments - including price change provisions and review dates. | Signed Contract Agreement is with DMC (Deed Store) YES / NO | Contract Agreement Signed Electronically? - if YES - please state where |
|---------------------------|--------------------------------------|---|---|---------------|--|---------------|------------|------------|--------------|--------------------------|--------------------------|--------------------------------|--|--|---|--|
| DS33DA0615 | Framework: Direct Award | Commercial Advice to WDC | Commercial Advise to WDC for Housing Development Opportunity | Services | DTZ Debenham Tie Leung Ltd (T/A Cushman and Wakefield) | Tim Hepworth | 01/06/2015 | 31/03/2017 | 27/03/2017 | £10,000.00 | £10,000.00 | Nil | Contract to cease when Europa Way feasibility study complete | Advice for potential Housing opportunity / development utilising HCA framework | NO | YES - L:\Works Contracts for Procurement\Electronic contracts\Development Services\2015_16\DS33DA0615_co mmercial advice |
| CE29TQ0416 | Open: Published Invitation to Tender | Community Stadium Assessment Plan | Leamington Community Stadium Assessment plan | Services | Colliers international property Consultants | Tim Hepworth | 28/04/2016 | 31/03/2017 | N/A | £20,000.00 | £20,000.00 | | N/A | The work relating to this contract will be completed by March 2017. Any further work required will be subject to a new contract | YES | |
| DS05TQ1214 | Invitation to Quote (2+ Suppliers) | Local Plan Programme Officer | Local Plan Programme Officer | Services | Ian Kemp | David Barber | 02/02/2015 | 30/09/2017 | 01/04/2017 | £20,000.00 | £20,000.00 | | one off | Company not registered at Companies House. Ian Kemp is a self employed individual who is registered with the Planning Inspectorate as a Programme Officer. £20k is the estimated cost to cover the Local Plan Examination. Quotes accepted via order (order no. 85741) | NO | |
| ED04LV1012 | Open: Published Invitation to Tender | Retail consultant | Retail consultancy: Retail planning advice | Services | Carter Jonas | Dave Barber | 31/10/2012 | 30/10/2016 | 01/03/2017 | £3,000.00 | £30,000.00 | 3,000 | No option to extend | Exemption applied for to extend the contract by 1 year (October 2017) until after the adoption of the Local Plan. Work on procuring a new contract will commence Summer 2017 | YES | |
| ED03LV1112 | Open: Published Invitation to Tender | CIL Viability | Viability Assessments to inform CIL charging | Services | BNP Paribas | Dave Barber | 01/11/2012 | 01/03/2017 | 31/03/2016 | £2,000.00 | £30,000.00 | £5,000.00 | No option to extend | Day rate work is still being requested and will continue until CIL is examined or the contract reaches its end date. Exemption applied for to extend the contract by 1 year (October 2017) until after the adoption of the CIL. Thereafter further work on CIL Viability will be encompassed within contract DS20DS0413 (Jones Laing Lasalle) | YES | |
| ED07TQ1212 | Invitation to Quote (2+ Suppliers) | Cleaning for Althorpe Enterprise Hub | Internal cleaning for the Althorpe Enterprise Hub, offices, toilet facilities, kitchen and communal areas | Services | Goldcrest Cleaning | Gayle Spencer | 01/12/2015 | rolling | 01/09/2018 | £6,276.00 | £6,276.00 | £3,911.00 | Annually Reviewed | Upon expiration of original contract, this agreement is annually reviewed and continued, as required, on a rolling annual arrangement - albeit termination at anytime is permitted with one months notice. This agreement is subject to price increase and deductions in line with occupancy and spend is monitored to ensure it is in line with contract charges. In addition, prices are subject to change on an annual basis as Goldcrest reflect the Governments National Living Wage announcements | YES | |
| DS32LV0615 | Invitation to Quote (2+ Suppliers) | External Funding Consultant | Consultancy to deliver external funding advice to the authority, make applications to funding bodies and to set up monitoring procedures for successful bids. | Services | ATI Projects Ltd | Tracy Darke | 19/06/2015 | 18/06/2017 | 01/05/2017 | £50,000.00 | £50,000.00 | £0.00 | Six months, with an option to extend 3 x six months periods | The aim of the project is to generate external funding for the authority that also covers the costs of preparation of those funding bids. The contract extension is subject to performance & available finance and also allows the appointed consultant to finish off projects that have a longer lead & delivery time. Subject to additional available finance, the actual contract value may be higher than the £50,000 but will always be less than the EU threshold. 26/01/17 - Final 6 month extension taken. Following a report to Exec on outcomes, the decision whether to procure a further contract will be made. | YES | |
| DS40DA0116 | Direct Award | Maintenance support for RDC telephone system | Provides cover for equipment and maintenance of an ageing telephone | Services | RDC Communications | Gayle Spencer | 27/01/2016 | rolling | 02/12/2017 | £850.00 | £850.00 | £0.00 | Review in Dec 2017 | Reviewed and renewed, on a rolling arrangement, on an annual basis. Limited capacity to move suppliers. | NO | YES - L:\Works Contracts for Procurement\Electronic contracts |
| DS01UT0314 | Invitation to Quote (2+ Suppliers) | Broadband and wi-fi provider and maintenance support for Althorpe | Data and comms connectivity and management | Services | Konnex | Gayle Spencer | 24/03/2014 | 23/03/2018 | 01/09/2017 | £2,939.00 | £8,817.00 | £1,986.00 | Annually Reviewed | Originally a 2 year contract upon expiration can be annually reviewed with 3 months notice. It has been confirmed with the provider that by staying on the same service provision the current agreement will continue. By continuing on the same agreement, it may incur additional or a reduction in costs. Spend will continue to be monitored ensuring the service charges to tenants is in line with contract charges. It was agreed that an exemption was not required. This is a restrictive market, with limited capacity to move providers. | YES | |
| DS23MC0413 | Framework: Mini Competition | Local Plan Sustainability Appraisal | Undertaking sustainability appraisal of local plan, and associated DPDs | Services | ENFUSION | Dave Barber | 01/04/2013 | 31/03/2017 | N/A | £7,000.00 | £25,000.00 | £6,057.00 | No option to extend | Contract arranged between supplier and PAS who are responsible for the management of the Framework and the management of the contract on our behalf. Contract work will be complete by 31/3/17. Thereafter, no replacement contract will be needed with the current Local Plan cycle. | NO | |
| DS14DA0403 | Direct Award | Provision of planning software and updates | The provision of software and updates to manage and administer planning submissions | Services | IDOX Group | Gary Fisher | 01/04/2003 | 01/04/2017 | Annually | £50,924.00 | £662,012.00 | £50,924.00 | | This relates to the provision of software; updates etc to support the electronic operating system through which all planning submissions; appeals; enforcement investigations and land charges are administered. The provision of this service can only be undertaken by the company who designed and provided the relevant software. The software and updates are provided on an ongoing basis and the contract is currently being reviewed with the Procurement Team and the provider potentially through the use of a new framework arrangement to ensure best value. | This contract is currently being renegotiated and will be deposited once completed. | |
| DS15XXXXXX | Direct Award | Building control software | Software for building control to manage BC process. | Goods | IDOX Group | Philip Rook | 01/04/2003 | 01/04/2017 | annually | £16,000.00 | £208,000.00 | £16,000.00 | | This relates to BC WDC only. Does not include software costs for Rugby and Daventry. This relates to the provision of software; updates etc to support the electronic operating system through which all BC applications are administered. The provision of this service can only be undertaken by the company who designed and provided the relevant software. The software and updates are provided on an ongoing basis and the contract is currently being reviewed with the Procurement Team and the provider potentially through the use of a new framework arrangement to ensure best value. | NO | Inherited contract, need to obtain contract from supplier, currently under review/procurement, will ensure contract is lodged at end of procurement process. |
| DS18DA0513 | Direct Award | Provision of Counsels advice and advocacy | Advice and professional services in relation to planning matters particularly Planning Inquiries. | Services | 4-5 Grays Inn Square (Tim Leader) | Gary Fisher | 01/05/2013 | 31/03/2018 | 01/01/2018 | Varies from year to year | Varies from year to year | £31,000.00 | | This relates to the ad hoc purchasing of specialist legal advice for example in relation to the more complex planning appeals which is often required at short notice. For that reason, this service does not involve a contract but is included in the contract register for information. That advice is currently provided by a barrister who has a proven track record in this field on an ad hoc basis who is experienced in working within this District and familiar with WDC procedures and officers. The value of this work varies significantly from year to year, that variance arising from the nature and scale of the appeals that are received over any given period. The approach that officers take is to seek advice from the procurement team in relation to purchases over £500. To date, since April 2016, there has been no expenditure arising from this contract. | Please see preceding column (U) for further information | |

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| DS20DS0413 | Direct Award | Professional advice in relation to the viability of development proposals | Advice and professional services to determine the viability of development projects in accordance with planning legislation. | Services | Jones Laing Lasalle | Gary Fisher | 01/04/2013 | 31/03/2018 | 01/01/2018 | N/A | N/A | £13,532.00 | | This relates to the provision of specialist advice as to the viability of development proposals. The need for such advice varies considerably over time and arises from the nature and complexity of planning applications that are received. For that reason, this service does not involve a contract but is included in the contract register for information. For that reason, it is not possible to provide a total contract value. The range of providers of this service is limited which is currently provided by a company with a proven track record in this field. The approach that officers take is to seek advice from the procurement team in relation to purchases over £500. | Please preceding column (U) for further information | |
| DS21DS0414 | Direct Award | Professional advice in relation to agricultural aspects of planning applications | Advice and professional services to assist in the consideration of planning applications and appeals where there is an agricultural or similar element | Services | Rhodes Rural Planning and Land Management | Gary Fisher | 01/04/2014 | 31/03/2018 | 01/01/2018 | N/A | N/A | £4,525.00 | | This relates to the provision of specialist advice as to agricultural aspects/considerations of development proposals. The need for such advice is limited and arises from the nature of planning applications that are received. For that reason, it is not possible to provide a total contract value. For that reason, this service does not involve a contract but is included in the contract register for information. The range of providers of this service is limited which is currently provided by a small company with a proven track record in this field. The approach that officers take is to seek advice from the procurement team in relation to purchases over £500. | Please see preceding column (U) for further information | |
| DS34TQ0615 | Invitation to Quote (2+ Suppliers) | Cleaning for 26 Hamilton Terrace (26HT) | Internal cleaning for the 26HT offices, toilet facilities, kitchen and communal areas | Services | Goldcrest Cleaning | Gayle Spencer | 06/05/2015 | rolling | 05/04/2018 | £2,998.56 | £2,998.56 | £2,457.00 | Annually reviewed | Termination at anytime with one months notice. Annually reviewed and renewed. | YES | |
| DS03TQ0914 | Invitation to Quote (2+ Suppliers) | Data & Phone Communication 26HT | Data & Phone Communication 26HT | Services | Konnex | Gayle Spencer | 17/09/2014 | 16/09/2017 | 16/04/2017 | Year 1 £12,569.40 Year 2 £7,919.40, Year 3 £7,919.40 | £28,408.20 | £4,287.00 | Fixed price for three year period | Three quote route followed however due to restrictions from the market on minimum period of contract took the total value of the contract over the threshold of £20k. Mike Snow agreed that the process was followed and happy to countersign the three quote form. Originally a 3 year contract upon expiration can be annually reviewed with 3 months notice.It has been confirmed with the provider that by staying on the same service provision the current agreement will continue. By continuing on the same agreement, it may incur additional or a reduction in costs. Spend will continue to be monitored ensuring the service charges to tenants is in line with contract charges. It was agreed that an exemption was not required. This is a restrictive market, with limited capacity to move providers. | YES | |
| DS04LV0914 | Open: Published Invitation to Tender | Kenilworth Christmas Lights | Contract for erection, dismantling and storage of christmas illuminations in Kenilworth | Works | Hi Lite Electrical | Stuart Poole | 01/11/2014 | 31/10/2017 | 01/03/2017 | £16,765.00 | £88,122.00 | £14,069.00 | Option to extend for a further 2 years | Following review, and consultation with contractor, contract extended for further 2 years | YES | |
| IT16NK0105 | Direct Award | Colortrac Smart LF scanner | Colortrac Smart LF scanner | Goods | Ricoh UK Ltd | Tracy Darke/Gary Fisher | 01/11/2005 | 01/11/2017 | 01/11/2017 | £3,085 | £37,020 | | | Gary Fisher has spoken to Media about incorporating in a replacement large format printer/scanner as part of the WDC copier replacement plan 2017. | NO | |
| DS27LV0615 | Open: Published Invitation to Tender | Specialist Markets Contract | Provision of Autumn and Yuletide Markets | Services | EG Skett Co | David Butler | 01/06/2015 | 01/01/2018 | annual review, break at 3 years | £12000 (income) | £60,000 (income) | Nil | Option to extend at the end of the contract period for a further 2 years | New contract 2015-18/20. | YES | |
| DS07LV0115 | Open: Published Invitation to Tender | General Markets contract | provision of general retail market | Services | CJ's Events Warwickshire Limited | David Butler | 01/02/2015 | 31/01/2018 | 01/06/2017 | net income of £34,000 | Variable | | Option to extend for a further 2 years | review date revised to 01/06/17 | YES | |
| CS48LV0615 | Open: Published Invitation to Tender | Bowls Car Park Management | Management of the Car Park facilities at the Bowls England Championships based at Victoria Park | Services | CJ's Events Warwickshire Limited | Stuart Poole | 01/07/2015 | 31/03/2020 | 31/01/2018 | £23,552.60 | £117,763.00 | Nil | Option to extend for a further 4 year period | Option taken to roll on contract for a further year. | YES | |