

## APPENDIX THREE A

### Procurement activity From April 2017 – March 2018

#### Part One - Awarded Contracts in 2017/18

Description	Service Areas	From	To	Estimated Contract Value	Final contract value variance	Comment	Supplier
Consultant to aid in investigating generating advertising and sponsorship income	Chief Executive Office	12/04/2017	until completion	£12,000	£0	Budget matched to quote.	Incadore Ltd trading as Publitas Consulting
Provision of polling station cabins	Chief Executive Office	01/04/2017	31/03/2022	£20,000	-£5,813	First formalised contract for provision of polling cabins. Winning bid was for £14186 over 5 years. Anticipated saving of £5813 against budget over life of contract.	Ashtead
Delivery and collection of polling screens	Chief Executive Office	01/04/2017	31/03/2022	£30,000	-£14,544	First formalised contract for provision of polling cabins. Winning bid was for £ 17489 over 5 years. Anticipated saving of £14544 against budget over life of contract	Hi Lite Electrical Ltd
Elections Management system	Chief Executive Office	01/04/2017	31/03/2022	£180,000	-£100,000	Renegotiated contract following exemption. £15,456 for year one then this figure increase by rpi for each subsequent year. Estimated saving of £100,000 against budget over life of contract.	Xpress
Venue to host election counts	Chief Executive	01/04/2017	31/05/2020	£38,285	£0	Budget matched to quote.	Grandstand Stoneleigh Events Ltd

Description	Service Areas	From	To	Estimated Contract Value	Final contract value variance	Comment	Supplier
administered by Warwick District	Office						
Secure Content Filtering Gateways for Web & Email	Chief Executive Office	30/04/2017	29/04/2020	£34,394	+£2,706	Price increase due to market movement. Budget matched to winning bid of £37,100	Foursys Ltd
Bespoke developer training	Chief Executive Office	27/04/2017	31/07/2017	13,200	£0	Budget matched to quote.	Quanta Training Ltd
The daily maintenance, servicing, and emergency call-out for 2 outdoor paddling pools at St Nicholas and Vicoria Parks for the 2017 Season Services	Chief Executive Office	22/05/2017	21/09/2017	43,694	£0	Budget matched to quote. One off stop gap measure to cover until this is taken over by SLM Lesure management.	Poolcare Leisure Ltd
A range of office supplies required	Chief Executive Office	01/07/2017	30/06/2020	40,000	0	Spend will be adhock according to need.	Office Depot
Mobile phones and devices	Housing Services	07/06/2017	06/06/2020	£135,000	-£47,286	Awarded through framework. Contract is for £31,524/annum over 3 years. Estimated saving of £29238/annum against budget.	Telefonica UK ltd (O2)
Structural Engineer Consultant for WBC Group.	Development Services	01/04/2017	31/03/2022	£25,000	£0	Spend will be adhock according to need.	JNP Group Consulting Engineers Ltd
Contractor to dig and fill in hole.	Development Services	20/04/2017	31/08/2017	4,970	£0	Budget matched to quote.	D J Wilkinson
Amend Gallagher Estate design drawings to a	Development Services	02/05/2017	until completion	2,000	£0	Budget matched to quote.	Jubb Consulting Engineering

Description	Service Areas	From	To	Estimated Contract Value	Final contract value variance	Comment	Supplier
format suited to planning applications.							
Stray dog boarding	Health and Community Protection	01/04/2017	31/03/2020	15,000	£0	Spend will be adhoc according to need.	Dunsmore Kennels
Insurance claim system	Finance	01/07/2017	30/06/2019	6,200	£0	. Budget matched to quote.	J C Applications Development Ltd
CIVICA APP system & licences	Health and Community Protection	13/06/2017	12/06/2020	£93,000	£0	Supplier agreed to hold rate for a further 3 years.	Civica UK Ltd
Air Conditioning Maintenance for Hamilton Terrace	Health and Community Protection	01/01/2017	31/12/2017	£180	£0	No budget savings achieved. Budget matched to quote. However, this contract will be amalgamated into the main Air Conditioning contract (HP670J0213) in 2018, saving administrative costs.	Altiga
Project Manager for the delivery of District Heat Network feasibility	Health and Community Protection	01/05/2017	31/03/2018	£10,000	-£675	Quote completed with a winning contract of £9325, saving of £675 against budget.	Sustainability West Midlands
Specialised contractor to evaluate VCS contracts	Health and Community Protection	01/06/2017	01/04/2018	15,390	£0	Budget matched to quote.	Inspira Consulting
IT system for management of housing stock information	Housing Services	01/04/2017	31/03/2020	£255,000	£0	Budget matched to quote.	Mis Active Management Systems
Annual servicing, repairs and maintenance and upgrades of	Housing Services	01/05/2017	30/04/2020	£24,000	£0	Budget matched to quote.	JLA Ltd

Description	Service Areas	From	To	Estimated Contract Value	Final contract value variance	Comment	Supplier
housing communal laundry facilities at various sheltered schemes and accomodation.							
Recruitment of Temporary Staff Contract	Chief Executive Office	01/03/2017	29/02/2020	£3,600,000	£0	Budget matched to quote.	Comensura through Mstar
Provision of Electronic payment services & multiple network managed services	Neighbourhood Services	01/07/2017	30/06/2019	£116,000	-£56,345	Direct award through Direct Award through PFH Framework at £59,655 for 2 years. Contract Saving of £56,345 against budget.	allpay.net
Website technical support	Chief Executive Office	14/08/2017	14/08/2021	48,000	£0	No savings achieved. Budget matched to quote. However, the new contract combined 2 support contracts, reducing administrative time.	Jadu
Car Park Works to Covent Garden Car Park & St Peters Car Park	Neighbourhood Services	26/06/2017	02/10/2017	£181,488	£0	Budget matched to quote.	SEE Plc
Lift Survey and Maintenance consultancy	Chief Executive Office	01/04/2017	31/03/2018	15,550	£0	Budget matched to quote.	Elevate Consulting Ltd
Consultancy for review of the procurement function	Finance	14/06/2017	31/08/2017	12,338	£0	Budget matched to quote.	V4 Services
Provision to design and build a play area at Fieldgate Lane, Leamington Spa, CV31 2PB	Neighbourhood Services	26/06/2017	31/07/2017	69,756	£0	Budget matched to quote.	Kompan Limited
The provision of software and	Development Services	01/07/2017	30/06/2020	£250,000	-£60,050	£60,050 saved against previously budgeted	IDOX Group

Description	Service Areas	From	To	Estimated Contract Value	Final contract value variance	Comment	Supplier
updates to manage and administer planning submissions and building control to manage BC process.						amount.	
Equitrac print management and follow-me print software	Chief Executive Office	01/07/2017	30/06/2022	22,034	£0	Budget matched to quote.	Ricoh UK Ltd
Copiers and printers for Riverside House and satellite sites	Chief Executive Office	24/07/2017	23/07/2020	310,000	£0	Budget matched to quote.	Ricoh UK Ltd
Enterprise Agreement for WDC Desktop Microsoft Product Set	Chief Executive Office	01/02/2018	31/01/2021	£246,000	+£54,000	Price increase due to market movement. Contract awarded through framework at circa £300,000.	Phoenix Software Ltd
Provision of the Air Quality Annual Status Report	Health & Community Protection	26/05/2017	25/05/2018	5,000	-£1000	3 quote process undertaken to be compliant. Potential saving of £1000 against anticipated budget	Bureau Veritas UK Ltd
Provision to design and build a play area at Hawkes Meadow, Heathcote Lane, Warwick, CV34 6AF	Neighbourhood Services	10/07/2017	31/08/2017	70,000	£0	Budget matched to quote.	Proludic
MYTON FIELDS CAR PARKING AND LANDSCAPING	Chief Executive Office	30/07/2017	29/01/2018	£44,491	£0	Budget matched to quote.	Fira Landscape Limited

Description	Service Areas	From	To	Estimated Contract Value	Final contract value variance	Comment	Supplier
DESIGN CONSULTANT							
Rates and Re-evaluation Consultancy	Chief Executive	01/08/2017	31/07/2022	£10,000	£0	Spend will be adhoc according to need.	Lambert Smith Hampton Ltd
Passive Fire Safety	Chief Executive	05/03/2018	31/05/2018	£48000	£0	Spend will be adhoc according to need.	CLC
ICT Internal Audit	Finance	01/04/2018	31/03/2020	£87,000	+£47800	No budget savings achieved. Budget increased to match to quote. Increase usage of the service and inflation has resulted in an increase to the budget.	TIAA Ltd
Air Quality Data	Health & Community Protection	01/04/2017	31/03/2019	£7,186	£0	Budget matched to quote.	Staffordshire County Council
Vehicle hire of Toyota LCV Hilux for Rangers	Neighbourhood Services	01/06/2017	31/05/2019	£12,000	-£5161	By procuring through the ESPO vehicle framework portal, we were able to save obtain a lease for 2 years for a total cost of £6839, a saving of £5161 against a two year budget of £12000	Lookers Leasing
Impellus learning credits	Chief Executive	14/08/2017	13/08/2019	£17000	£0	Credits purchased in conjunction with RBC and NBBC to obtain discounted rate.	Impellus
Election printing of Ballot papers, postal vote packs and polling cards	Chief Executive	18/09/2017	17/09/2020	£800,434	-£39,566	The contract awarded was £39556 less than the original budget proposed. Actual savings will be dependent on final quantity's required at each election.	ERS

Description	Service Areas	From	To	Estimated Contract Value	Final contract value variance	Comment	Supplier
HR Transcription service for conversations involving 2 or more people.	Chief Executive	02/11/2017	02/11/2020	£6,000	£0	Spend will be adhock according to need. No saving achieved against previous rate	Virtuoso Assistant
Newbold Comyn Walkway Marquee connecting changing block and main building.	Culture	20/09/2017	31/05/2018	£9,775	£0	Budget matched to quote.	Umbravilla Marquees Ltd
Spa Centre main house projector and lens	Culture	01/09/2017	31/10/2018	£6,955	£0	. Budget matched to quote.	Projector Point
Spa Centre new till system plus support	Culture	01/11/2017	31/10/2022	£24,300	£0	Budget matched to quote.	Point One
Regeneration Partner for Creative Quarter, Royal Leamington Spa	Development Services	06/11/2017	05/11/2027	£0	£0	This is a partnership arrangement and is cost neutral.	Complex Development Projects
Change partner to support change for move to new HQ	Chief Executive	21/11/2017	31/12/2020	£80,000	£0	Bid matched budget.	Advanced Workplace Associates
Supply and install play areas in The Holt, Ebourne Rec and Bates Memorial	Neighbourhood Services	09/10/2017	28/02/2018	£15000	-£12,783	By awarding to a single supplier for all 3 tendered Lots, a bulk buy saving of £12783 was achieved against the anticipated £150,000 budgeted.	HAGS SMP UK LTD
Valuation Consultancy	Chief Executive	01/11/2017	31/10/2022	£50,000	£0	Spend will be adhock according to need.	Burton Knowles
Advice to public on energy sustainability	Health & Community Protection	01/04/2017	31/03/2018	5725	£0	. Budget matched to quote.	Act on Energy
Health & Safety	Housing	15/01/2018	14/01/2024	24999	£0	Spend will be adhock	Banner Group Ltd

Description	Service Areas	From	To	Estimated Contract Value	Final contract value variance	Comment	Supplier
PPE, Safety & Workwear, Tools and Cleaning Supplies						according to need. Non-cashable savings made by ordering through the stationery electronic ordering system and having a consolidated invoice with the stationery orders	
Retail consultancy services, incl. single piece of work plus adhoc advice	Development Services	07/11/2017	06/11/2022	80000	£0	Budget matched to quote.	Carter Jonas LLP Consultants
Data Capture for Warwick District	Neighbourhood Services	01/04/2018	31/03/2019	49000	-£6,841	Through using the formal quotation process, the winning quote was £6,841 less than the amount budgeted for this project.	TEP
Stationary supplies, paper, office equipment	Chief Executive	15/01/2018	14/01/2022	10,000	£0	Spend will be adhock according to need. Non-cashable savings made by combining the office paper contract with the stationery contract; ordering office paper through the stationery electronic ordering system; and having a consolidated invoice with the stationery orders.	Banner Group Ltd
Housing Allocation Service (HomeChoice) Software support and development	Housing	TBC	TBC	£127,000	-£24,200	Winning quote was for £102,800 for 2+2 years. Through using the tendering process, £24,200 less than the agreed budget for this project. Contract still in	Jade 2003 Ltd TA Emerald



Description	Service Areas	From	To	Estimated Contract Value	Final contract value variance	Comment	Supplier
						the pre-service contract stage. Still determining whether the service contract can go ahead.	
Provision of Heat Network Feasibility	Health & Community Protection	19/01/2018	31/03/2019	94200	- £19,162.50	The winning quote was for £75,037.50. Through using the tendering process, £19,162.50 less than the budgeted amount of £94,200.	Encraft
General Housing Repairs and VOIDS	Chief Executive	01/04/2018	31/06/2026	£20,000,000	£0	No available comparable in-house as SORs vs NSRs in order to establish if savings were made.	Axis
Fraud Investigation Services	Finance	06/02/2018	05/02/2023	£265,000	£0	This is a collaborative arrangement where we contribute to the salaries of 2 posts.	Oxford City Council
Service Provider for Leisure Services across Leisure Centres	Cultural Services	01/06/2017	31/03/2027	£7,673,471 income	£0	concession contract.	Sports and Leisure Management Ltd
WDC Gas supply	Chief Executive	01/04/2018	31/03/2019	£135000	-£35000	Awarded via ESPO framework. No savings anticipated due to gas prices currently being high. Anticipated spend is approx. £170,000	Total Gas & Power Limited
ICT desktop equipment (PCs, laptops, Tablets)	Chief Executive	01/04/2018	31/03/2020	£50,000	£0	Awarded via LINK 2 framework. Purchases are adhoc and spend will be kept within the budget set.	Dell
Stairlifts and hoists maintenance	Chief Executive	01/04/2018	31/03/2021	£82,500	£0	Awarded through ESPO framework. Option to extend by 1+1+1+1 years. Budget is for	Stannah

Description	Service Areas	From	To	Estimated Contract Value	Final contract value variance	Comment	Supplier
						£10500/annum for servicing and £17000/annum for maintenance	
Calligraphy services for Book of Remembrance	Neighbourhood Services	22/01/18	21/01/22	£48,000	-£18656	Contract awarded at £29344 for period until end March 2022	FG Marshall
WDC lift maintenance (corporate and housing stock)	Chief Executive	01/04/2018 (01/05/2018 – Housing stock)	31/03/2021	£510,000	£0	Contract awarded through EMM framework. Delayed start for Housing stock due to Tenants consultation period.	Stannah
Network Infrastructure & Telephony support and maintenance including the design of new, modified or enhanced services which rely on the network or telephony for their delivery.	Chief Executive	01/04/2018	31/03/2021	£175,000	+£85,000	Contract awarded through CCS framework. Contract awarded at £260,000.	European Electronique
Total Assumed Savings During the Period ( excluding Sports and Leisure Management Ltd) <b>£257,576</b>							

## Part Two - Live Tendering Opportunities

Description	Budgeted Total Contract Value	Procurement Process Route	Projected date for award	Service Area
Washroom supplies contract	£20,000/annum	Framework	September 2017	Cultural Services
VCS contracts x 4	£3,000,000	Light Touch Low value tenders	April 2018	Health & Community Protection
Play areas x 3 - Mason Avenue, Saltisford common and Kennedy Square	£110,000	Low value tender	April 2018	Neighbourhood Services
Spa Centre Speaker system	£70,000	Low value tender	April 2018	Culture
Play area at Newbold comyn arms	£50,000	Low value tender	April 2018	Neighbourhood Services
Occupational Health service	£25000	RFQ	April 2018	Chief Exec
Corporate water supply	TBC	Framework	April 2018	Chief Exec
Roof Repairs	TBC	Creating a WDC framework	August 2018	Chief Exec
Painting and Decorating	TBC	Framework mini comp	April 2018	Chief Exec
Photography	TBC	RFQ	March 2018	Development Services
Biomass supplies	TBC	DPS framework	March 2018	Chief Exec
Pump Rooms Gardens Contractor Ground works	700,000	Low value Tender	March 2018	Neighbourhood Services
Pump Rooms Gardens Bandstand	80,000	Low value Tender	March 2018	Neighbourhood Services

## Part three - Planned Tender Exercises

Description	Procurement Process Route	Projected date for award	Service Area
Pumping Stations Maintenance	Below OJEU tender	Dec 2018	Chief Executive
Energy Broker Services	Framework Mini competition	February 2019	Chief Executive
Bereavement Software	Formal Quotation	TBD	Neighbourhood Services
Maintenance of Cremators	Framework Mini competition	March 2018	Neighbourhood Services
Covent Gardens Demolition		Dec 2018	Developmental Services
HQ development	OJEU tender	Dec 2018	Developmental Services
Emergency Accommodation	DPS	Dec 2018	Housing
Car Park machines	Framework Mini competition	Aug 2018	Neighbourhood Services
Temporary car parking	Utilise existing contracts plus frameworks	May 2018	Neighbourhood Services

<b>Description</b>	<b>Procurement Process Route</b>	<b>Projected date for award</b>	<b>Service Area</b>
Leisure Centre Phase 2	OJEU Tender	2018/2019	Culture
Refuse collections and recycling	TBD	2018/19/20	Neighbourhood Services
Europa way stadium	OJEU Tender	2018/2019	Developmental Services
Country Park project	TBD	2018/19/20	Neighbourhood Services
Painting and Decorating	OJEU Tender	April 2019	Chief Exec
Business Continuity Services (ICT)	Framework	Nov 2018	Chief Exec
Datacenter Support Contract	Framework Mini competition	Jan 2019	Chief Exec