

APPENDIX TWO

Procurement activity From April 2018 – Sept 2018

Part One: Re-let Contracts awarded

Description	Service Areas	Supplier	From	To	Budgeted Contract Value	Awarded Contract Value	Contract Value Variance	Comment
Event booking and scheduling software for the Royal Spa Centre	Culture	Artifax	01/08/18	31/07/20	£8000	£13,381	+£5,381	<p>An initial one off upgrade fee of £3,712 was applicable for the first year. The charge for support over the initial 2 year period is £9,668 (£4,834/annum), a £1,668 (£834/annum) increase on the previous software support cost.</p> <p>The software upgrade had to be done in order for the system to meet current and future requirements.</p> <p>Best value was ensured by awarding through a CCS framework to take advantage of the T&Cs and rates agreed between the framework and the supplier.</p>
Europa way and community stadium advice	Development Services	DTZ Debenham Tie Leung T/A Cushman & Wakefield	01/08/18	30/09/22	£20,000	£20,000	£0	<p>This is an adhoc contract whereby the supplier will be used as and when required throughout the life of the project. A budget has been set according to anticipated need, but may vary, dependent on future requirements that arise out of the main Europa Way project.</p> <p>Best value was ensured by awarding through a CCS framework to take</p>

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								advantage of the T&Cs and rates agreed between the framework and the supplier.
Audit of grant claims	Finance	Grant Thornton	01/04/18	31/03/20	£33,100	£33,100	£0	Tri-party contract with the DWP. Contract awarded by the DWP. Best value was ensured by awarding under a framework, in co-ordination with other local councils.
Lease hire Contract for supply of Electric vehicles	Housing/ Development Services	Alphabet x 1 vehicle; Arnold Clark x 4 vehicles	01/12/18	30/11/22	£79,200	£65,919	-£13,280	In the original contract 4 Nissan Leafs were ordered, along with a single Peugeot van. For the replacement vehicles the contracts have been disseminated to departments to manage the vehicles and as a result, departments have selected the vehicles they require. The new contracts are for 2 x BMWs (to obtain hybrid capability), 1 x Volkswagon E-UP, 1 x Nissan Leaf, 1 x Peugeot van. Despite the change in vehicle types we were still able to obtain a saving by awarding via the CCS fleet framework. This also enabled us to take advantage of the framework T&Cs.
Software for processing ticket purchases for the Spa Centre	Culture	Ticket.com Ltd	05/07/17	04/07/20	£9,633	£13,020	+£3,386	An initial one off upgrade fee of £1,500 was applicable for the first year. The charge for support over the 3 year period is £11,520 (£3,840/annum), a £1,887 (£629/annum) increase on the previous software support cost. The software upgrade had to be done in order for the system to meet current and future requirements.

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Independent body for appeal, used to assist with homeless medical assessments	Housing	Now Medical	01/01/19	31/12/22	£19,500	£19,500	£0	<p>The service is used on an adhoc basis, therefore spend will be according to need.</p> <p>The contract was re-let in order to obtain a compliant contract. As the supplier is the only available organisation that can provide this contract, it was awarded under a sole supplier exemption. The chargeable rate under the new contract remains unchanged.</p>
Voluntary and Community Services to the community: Employment support	Health & Community Protection	BHLC	01/07/18	31/03/21	£84,000	£84,000	£0	<p>For this contract the supplier spends up to the contract amount awarded for each year of the contract.</p> <p>Best value was ensured by awarding the contract to a supplier who could demonstrate support for the highest number of community recipients.</p>
Voluntary and Community Services to the community: Financial Inclusion	Health & Community Protection	SWCA	01/07/18	31/03/21	£245,000	£245,000	£0	<p>For this contract the supplier spends up to the contract amount awarded for each year of the contract.</p> <p>Best value was ensured by awarding the contract to a supplier who could demonstrate support for the highest number of community recipients.</p>
Voluntary and Community Services to the community: Infrastructure Support	Health & Community Protection	WCAVA	01/07/18	31/03/21	£110,000	£110,000	£0	<p>For this contract the supplier spends up to the contract amount awarded for each year of the contract.</p> <p>Best value was ensured by awarding the contract to a supplier who could demonstrate support for the highest number of community recipients.</p>

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Voluntary and Community Services to the community: Overcoming Rural Isolation	Health & Community Protection	WCAVA	01/07/18	30/06/2019	£12,500	£12,500	£0	<p>For this contract the supplier spends up to the contract amount awarded for each year of the contract.</p> <p>This is a trial contract that will run for 12months. Depending on the outcome of the trial, the contract has the option to be extended in 12month increments up to 5 years.</p> <p>Best value was ensured by awarding the contract to a supplier who could demonstrate support for the highest number of community recipients.</p>
Voluntary and Community Services to the community: Social Inclusion	Health & Community Protection	Lot 1: BHLC Lot 2: The Crown Lot 3: SYDNI Lot 4: Not awarded	01/07/18	31/03/21	£120,500 +£76,500 +£83,000 = £280,000	£120,500 +£76,500 +£83,000 = £280,000	£0	<p>For this contract the supplier spends up to the contract amount awarded for each year of the contract.</p> <p>Best value was ensured by awarding the contract to a supplier who could demonstrate support for the highest number of community recipients.</p>
Cyclical External Painting & Decorating	Chief Executive	Novus Ltd	01/07/18	30/06/19	£150,000	£163,364	+£13,364	<p>A one year contract was procured through the Fusion 21 framework in order to undertaken imminent work required.</p> <p>Although the final contract value was greater than the amount budgeted, this was to be anticipated due to the short nature of the contract. The cost would have been even greater had it not been awarded through a Fusion 21 framework using the competitive process to take advantage of the T&Cs and rates agreed between the framework and the supplier.</p>

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								A long term contract is currently being procured to replace this contract and make greater savings.
Occupational Health services	Chief Executive	WHOH	01/07/18	30/06/21	£10,000	£10,000	£0	<p>The only contractual commitment is £1,800/annum for support. All other services will be purchased on an ad hoc basis as requirement dictates.</p> <p>Best value was achieved through the 3 quote process.</p>
Assorted teas, coffees and associated supplies for the Royal Spa Centre	Culture	Liquidline	18/08/18	17/08/22	£16,800	£20,000	+£3,200	<p>The current machines are not adequate to do the job we require them to do and the service being received is not fast enough. This causes loss of income to the Council and affects our quality of service to the public.</p> <p>It is difficult to obtain quotes from companies who provide free on loan equipment as our sales are not very high due to only opening for shows. We are fortunate that the new chosen supplier is a market leader and has an excellent reputation in the business. The small increase in the cost of the coffee can be absorbed by increasing the price of the coffees on sale by 10p per cup. This in turn will enable us to sell more high value coffees increasing net profit. The coffee beans and the filter coffee are more expensive than the current supplier; however the teas are mostly cheaper or comparable in price.</p> <p>Liquidline presents the best value and</p>

Description	Service Areas	Supplier	From	To	Budgeted Contract Value	Awarded Contract Value	Contract Value Variance	Comment
								best quality option at this time.
Budget Variance:							+£12,051	Due to inflation and the weakening of the £, the overall cost to the WDC budget has increased. However, this increase could have been greater if frameworks had not been utilised, as these frameworks provided access to bulk buying power providing advantageous pricing and T&Cs.

Part Two:**New Project Contracts awarded**

(New projects may not have an allocated/previously agreed budget prior to initiating the procurement process, therefore savings against budget may not be applicable)

Description	Service Areas	Supplier	From	To	Budgeted Contract Value	Awarded Contract Value	Projected Contract Value Variance	Comment
Procurement Shared Service	Finance	WCC	01/04/18	31/03/20	£90,000	£90,000	£0	A budget of £45000/annum was agreed by Executive. Actual spend will be adhoc based on need. Contract to be reviewed at 6 months by contract manager and reported back to Executive at 1 year.
HRA Fire Precaution Works	Chief Executive	CLC Contractors Ltd	02/07/18	31/03/20	£4,000,000	£4,000,000	£0	Best value was ensured by awarding through a Fusion 21 framework to take advantage of the T&Cs and rates agreed between the framework and the supplier. A budget of circa £4m has been set aside from the Works Revenue and Capital budgets. This budget will cover the option to extend in 12 month increments up to 2025.
Benefit appeals processing services	Finance	CIVICA UK Ltd	01/05/18	01/02/19	£10,000	£10,000	£0	Best value was ensured by awarding through a Kingston framework to take advantage of the T&Cs and rates agreed between the framework and the supplier.
Housing options database pursuant to the	Housing	Locata (Housing Services) Ltd	03/04/18	02/04/20	£16000	£16000	£0	Best value was ensured by awarding through a CCS framework to take advantage

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Homelessness Reduction Act 2017								of the T&Cs and rates agreed between the framework and the supplier.
Car park development for 3 car parks - project management	Neighbourhood Services	Perfect Circle	11/06/2018	11/02/19	£35,200	£35,200	£0	Best value was ensured by awarding through a Scape framework to take advantage of the T&Cs and rates agreed between the framework and the supplier.
Whitnash Community Hub business plan	Chief Executive	ATI Projects Ltd	01/06/18	30/08/18	£6000	£6000	£0	Awarded by exemption
Edmondscote athletics track repairs	Culture	White Line Services Int Ltd	03/09/18	30/09/18	£24,000	£38,452	+£14,452	<p>Original estimates anticipated that repairs would cost £24,000. Following a cleaning of the track, more defects were revealed increasing the quoted costs above the amount budgeted.</p> <p>A full open quotation procedure should have been undertaken for the revised contract value, however, an exemption was granted to allow award through the 3 quote process due to the urgent nature of the work.</p> <p>Best value was ensured through the 3 quote process.</p>
Consultant to produce bid for funding to deliver a fit for purpose Retail Crime	Health & Community Protection	Keith Newell, Community Safety Consultant			£9,937	£9,937	£0	No budget was previously set for this contract; therefore budget was matched to contract value.

Description	Service Areas	Supplier	From	To	Budgeted Contract Value	Awarded Contract Value	Projected Contract Value Variance	Comment
Scheme								Contract awarded by exemption due to the nature of the work requiring a contractor with experience in working with the Home Office.
Accommodation management for homelessness temporary housing to meet Rough Sleeper Initiative	Housing	Coventry Cyrenians	01/09/18	31/03/18	£21,583	£21,583	£0	<p>Funding was awarded from the government's Rough Sleeper Initiative for 2018/19 for 5 projects of which this is one. Therefore, the budget has been set according to the contract value and deducted from this government funding.</p> <p>The success of the contract will be reviewed in 2019 to establish if a request to executive is made to continue the contract for 2019/20.</p>
Procurement Apprenticeship	Finance	Encompass Development group	01/09/18	31/08/20	£9000	£9000	£0	This contract was awarded in accordance of the requirements of the apprenticeship levy. The budget is being provided for by the levy already apportioned to WDC for 2018/19.
Spa Centre speaker system - replacement of Main House Speakers (Including include supply of equipment, full installation, testing	Culture	Stage Electric Partnership Ltd	23/04/18	22/04/21	£78,000	£76,927	-£1,073	Contract awarded through competitive process. Saving made on one year's servicing as due to fee one year warranty and 1 st year servicing.

Description	Service Areas	Supplier	From	To	Budgeted Contract Value	Awarded Contract Value	Projected Contract Value Variance	Comment
and training of the equipment).								
Design and Urban Design Consultancy Advice – Kenilworth Development Brief	Development Services	Land Use Consultants	13/04/18	12/04/21	£104,680	£104,680	£0	The annual budget was anticipated to be between £25,000 and £50,000 per annum. The budget was to be finalised upon award of contract. As such, there is no saving from the bespoke project.
Log monitoring software (LogPoint) to meet PSN, GDPR and external audit requirements	Chief Executive	Chess Cybersecurity	29/06/18	28/06/23	£24,923	£24,923	£0	As the purchase of this software was not anticipated, no budget was set prior to its procurement. As such the contract budget has been set to match the awarded contract value. Best value was ensured through the 3 quote process.
Carpeting of Communal Areas of Chandos Court	Housing	Vestis Contract Flooring Ltd	01/09/18	Until completion	£23,114.81	£23,114.81	£0	As the requirement for carpeting was not anticipated at this time, no budget was set prior to its procurement. As such the contract budget has been set to match the awarded contract value. Best value was ensured through the 3 quote process.

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Conservation works to the Czechoslovak Memorial Fountain, Jephson Gardens	Chief Executive	Cliveden Conservation	09/07/18	Until completion	£13,018	£13,018	£0	An estimate of £13,055 was made for the restoration works, but the allocation was to be made out of an overall works budget of £25,000. As there was no specific budget set aside for the work, there were no budgetary savings made.
Newbold Comyn Arms play area – design and build	Neighbourhood Services	Sutcliffe Ltd	03/07/18	20/07/18	£50,000	£49,225	-£775	A saving of £775 was achieved against the budgeted amount for the project using the competitive process.
3 play areas: Saltisford, Kennedy, Mason – design and build	Neighbourhood Services	Proludic	03/07/18	20/07/18	£105,000	£102,000	£-3,000	<p>The tender was split into 4 lots, with lots A through C being for each individual play area and lot D being for a single supplier to do all 3 play areas.</p> <p>Had the 3 play areas been awarded individually (Lots A-C), the total contract value would have been £103,000, a saving of £2,000 against budget.</p> <p>However, by awarding the contract to a single supplier through a combined contract (Lot D), we were able to save an additional £1,000 against the budget as well as obtaining additional items being included within the design proposals.</p>

Description	Service Areas	Supplier	From	To	Budgeted Contract Value	Awarded Contract Value	Projected Contract Value Variance	Comment
The Daily Maintenance, Servicing and Emergency Call-Out for Two Outdoor Paddling Pools at St Nicholas and Victoria Parks and the 4 Fountains/Water Features (Czech Fountain, Hitchman Fountain and Lake Fountains – Jephson Gardens and The Ball Kenilworth	Chief Executive	Poolcare Leisure Ltd	25/05/18	24/05/19	£82,170	£82,170	£0	<p>The budget for this project was unknown as a previous contract only provided for maintaining and servicing the paddling pools. Therefore, the budget was set to awarded contract value.</p> <p>Contract awarded through competitive process.</p>
Apprenticeship provider for Training for Building Control Level 3	Chief Executive	Solihull college	01/07/18	30/06/22	£9000	£9000	£0	<p>Currently only one apprenticeship is planned under this contract with a budget of £9000 which will come from the apprenticeship levy.</p> <p>Contract awarded through competitive process via the WCC DPS framework.</p>
Training provider for AAT apprenticeships levels 3 and 4	Chief Executive	HTFT	01/07/18	30/06/23	£10,000	£7849	(-£2150)	<p>Currently only one apprenticeship is planned under this contract with a budget of £10,000. Although there was a saving against this budget, it is allocated from the apprenticeship levy, therefore the £2150 saving goes back into the levy and therefore there is no saving</p>

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								against council budgets. Contract awarded through competitive process via the WCC DPS framework.
Leisure Development Programme (Kenilworth) Consultant	Culture	Mace Ltd	01/09/18	31/08/20	unknown	unknown	£0	New project and budget will be a % of the build costs which have yet to be established.
Community engagement work in connection with Student Housing Strategy	Housing	WSA Community Consultants	11/07/18	Until completion	£14,000	£13,900	-£100	The Council has secured Local Government Association funding of £14,000 for this work.
Data Analyst level 4 apprenticeship training provider	Chief Executive	3AAA	01/09/18	31/08/20	£15,000	£15,000	£0	This contract was awarded in accordance of the requirements of the apprenticeship levy. The budget is being provided for by the levy already apportioned to WDC for 2018/19.
LogPoint ProXL (8KEPS) LP-PROXL Server Hardware to meet PSN, GDPR and external audit requirements	Chief Executive	Chess Cybersecurity	01/09/18	31/08/21	£12,532	£12,532	£0	As the purchase of this hardware was not anticipated, no budget was set prior to its procurement. As such the contract budget has been set to match the awarded contract value. Best value was achieved through the 3 quote process.
Budget Variance:							+£9,504	Due to one project having a final value far greater

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								than originally anticipated, all other savings generated from projects with set budgets were negated.

Part Three – Live Projects 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
Maintenance of Cremators	£750,000	OJEU tender	October 2018	Neighbourhood Services
Covent Gardens Demolition	£500,000		21 Dec 2018/03 Jan 2019	Development Services
HQ development	£25,000,000	OJEU tender	21 Dec 2018/03 Jan 2019	Development Services
Car Park machines – Pay & Display		Framework: Direct award	30 Sept 2018	Neighbourhood Services
Electric buses initiative	Circ. £3,500,000	TBC	TBC	Health & Community Protection
Corporate water supply	TBC	Framework	April 2018	Chief Exec
Roof Repairs	TBC	Creating a WDC framework	August 2018	Chief Exec
Country Park Consultant	£350,000	OJEU tender	October 2018	Neighbourhood Services
Software solution for Licensing, Environment, BC, planning, and refuse	TBC	G-cloud	Jan 2019	Health & Community Protection; Development Services, Neighbourhood Services
Finance system solution	TBC	G-cloud	2019	Finance
Business Continuity Services (ICT)	£100,000	Tender	Nov 2018	Chief Exec
Europa way master plan	£20,000	Quotation	September 2018	Development Services
Play area framework	TBC	OJEU tender	Dec 2018	Neighbourhood Services
Taxi MOTs DPS	TBC	tender	Sept 2018	Health & Community Protection
Debt recovery	£20,000	Framework	Sept 2018	Housing
Homebuyer valuations	£20,000	Quotation	Sept 2018	Housing
Clock repairs	£25,000	Quotation	Oct 2018	Chief Exec

Part Four – 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
Car Park – Pay on foot	Framework mini comp	TBD	Neighbourhood Services
Photography	DPS	Dec 2018	Development Services
Handwashing and drying units for car parks	TBC	TBC	Health & Community Protection
Emergency Accommodation DPS	tender	Dec 2018	Housing
Rural footway lighting	TBC	2019	Chief Exec
Digital CCTV	Framework mini comp	2019	Health & Community Protection
Leisure Centre Phase 2 - Kenilworth	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 construction	TBD	2018/19/20	Neighbourhood Services
Painting and Decorating	OJEU Tender	April 2019	Chief Exec
Hybrid Mail	Framework	2019	Chief Exec
Datacenter Support Contract	Framework Mini competition	Jan 2019	Chief Exec
Newbold Comyn gold course project	TBC	2019	Chief Exec
Kenilworth building surveys/designs/valuations	TBC	2019	Chief Exec
Master Plans and Employers Agents for Housing work	TBC	2018/19	Housing