

APPENDIX FOUR

(Contract Exemptions Permitted: 1 April 2018 – 31 March 2019)

Note: In December 2018, a revised version of the Code of Procurement Practice was adopted by the Council. The code raised the level for exemptions requiring Executive approval to £50,000.

Date	Service Team	Contract Owner	Description	Reason	Total Value (£)	Approved
April 2018	Chief Executive	Tracy Dolphin	Corporate Health membership	To direct award to a supplier for a subscription contract without going out to competition under the Light Touch Regime.	£37,050	YES - EXECUTIVE
12/06/18	Cultural Services	Ann Hill	Edmondscote Track Repairs	Exceptional Circumstance: The contract was awarded prior to completion of a cleaning exercise. Following cleaning of the track, more damage was uncovered, increasing the cost of repairs.	£38,452	YES – Mike Snow
Sept 2018	Neighbourhood Services	Paul Garrison	Second non-contractual extension to pay on foot maintenance contract	To extend maintenance of existing pay on foot parking meters until their removal from St Peters car park and	£7,400	YES - EXECUTIVE

				Covent Garden car park. High risk due to the parking meters being past life expectancy and the reputational impact from device failure due the sensitivities around public opinion and car parking.		
Sept 2018	Housing Services	Ken Bruno	Extension of Cyrenians homelessness initiative project	To vary the contract to allow for an extension for a year beyond the original end date.	£21,583 (total contract value of £43166)	YES - EXECUTIVE
21/12/18	Housing Services	James Baker	Experian Data Quality for Housing PNC	In a single source situation where we are restricted to using a particular supplier. PNC only allows Experian to be used for address checking.	£22,382	YES – Mike Snow
09/01/19	Cultural Services	Stuart Winslow	Maintenance for Newbold Comyn Golf Course	To extend the contract for a further year beyond the current end date. Original contract value was £58,000. Have advised that no further exemptions will be allowed as it will exceed OJEU thresholds.	£61,000 (total contract value of £119,000)	YES - EXECUTIVE

12/02/19	Neighbourhood Services	David Anderson	Management of the Nature Reserves within Warwick district	To direct award to a charity supplier for a service contract without going out to competition under the Light Touch Regime. Only supplier capable of providing contract. It would not be in the best interests of the council to go out to competition.	£549,250	YES – Mike Snow
12/04/18	Housing	Ken Bruno	Housing related medical assessments by Now Medical	In a single source situation where we are restricted to using a particular supplier.	£18,900	YES – Mike Snow
12/04/18	Chief Exec	Andy Jones	Consultation for Chase Meadows community centre business plan	Exceptional circumstances: The company had prior experience and understanding of Chase Meadows from devising the Community business plan. For another supplier to achieve the same level of experience and knowledge would have required a greater investment of time and resources into the contract,	£6,000	YES – Mike Snow

				increasing its cost to the council.		
21/06/18	H&CP	Pete Cutts	Cockooing Bid Consultant	Exceptional circumstances: The contractor has a previous experience of working with the Home Office and generating grant bids, as well as having a good understanding of WDCs crime climate from working with WDC on other contracts. For another supplier to achieve the same level of experience and knowledge would have required a greater investment of time and resources into the contract, increasing its cost to the council.	£9,937.50	YES – Mike Snow
22/06/18	Housing	Ken Bruno	Rough Sleeper Initiative	Exceptional circumstances: Trial contract for management of supported accommodation for homeless residents.	£21,583	YES – Mike Snow
11/07/18	Finance	Rebecca Reading	Procurement	Exceptional	£9,000	YES – Mike

			Apprenticeship	circumstances: One off apprenticeship contract. Suppliers was the only one identifiable through the apprenticeship website that accepted the apprenticeship levy and provided off-site support locally.		Snow
10/08/18	Culture	David Guilding	Ticket.com licence	Exceptional circumstances: Upgrade to the existing ticketing system to enable time for a new system to be investigated and compliantly procured. Due to the timescales required to replace an integrated piece of software, it would not have been in the Council's best interests to follow the tender or quotation process at this time.	£13,020	YES – Mike Snow
20/08/18	Development Services	Gayle Spencer	Leased virgin circuit for data connection to Riverside House	Exceptional circumstances: Extension to existing arrangement to allow time for a decision about Riverside	£12,960	YES – Mike Snow

				House relocation to be made. Due to the staff time and timescales required to replace, it would not have been in the Council's best interests to follow the tender or quotation process at this time.		
20/08/18	Development Services	Gayle Spencer	26HT data connection	Exceptional circumstances: Extension to the existing data connection to enable time for a new contract provider to be investigated and compliantly procured. Due to the timescales required to replace this contract, it would not have been in the Council's best interests to follow the tender or quotation process at this time.	£10,522	YES – Mike Snow
20/08/18	Development Services	Gayle Spencer	Althorpe data connection	Exceptional circumstances: Extension to the existing data connection to enable time for a new	£13,158	YES – Mike Snow

				contract provider to be investigated and compliantly procured. Due to the timescales required to replace this contract, it would not have been in the Council's best interests to follow the tender or quotation process at this time.		
06/11/18	Housing Services	Lisa Barker	Service review consultant	Exceptional circumstances: Due to the sensitive nature of the project, the compatibility of the supplier with the Council was an essential requirement. This would not be easy to identify and evaluated through a quotation process, so it was decided it would not be in the Council's best interests to follow the standard quotation procedure or another Rule for Contract.	£20,000	YES – Mike Snow
08/11/18	Chief Executive	Tass Smith	Application Support Apprenticeship	Emergency requirement: Urgent	£15,000	YES – Mike Snow

				appointment following the failure of the originally appointed supplier.		
27/11/18	Health & Community Protection	Ian Carden	Door entry system for Riverside House	Emergency requirement: Failure of the council's door access system compromised the security of Riverside House. A security guard was temporarily appointed, but it would not have been financially viable to cover this cost for the length of time required to follow the quotation procedure or another Rule for Contract.	£18,871	YES – Mike Snow
10/10/18	Cultural Services	David Guilding	Design and project management of refurbishment of the Royal Pump Rooms	Exceptional circumstances: A bespoke design of bar furniture was identified and unique to the appointed supplier. It would not have been in the Council's best interests to follow the tender or quotation	£18,600	YES – Mike Snow

				procedure or another Rule for Contract		
17/09/18	Cultural Services	Paul Garrison	Consultant for review of Covent Garden displacement plan	Request to vary original contract above the threshold for a single quote award. Original contract value of £4900.	£9,310	YES – Mike Snow
19/10/18	Neighbourhood Services	Zoe Court	Ringo pay by phone parking initiative	Trial contract to establish appetite for service. Expansion of service already offered by WCC for on street parking in Warwick District. Contract value is worth 5.5% of revenue made by contract.	Capped at £25,000	YES – Mike Snow
06/02/18	Chief Executive	Steve Partner	Building Surveyor Apprenticeship	Exceptional circumstances: Only apprenticeship levy supplier willing to provide classroom support within the local area.	£18,000	YES – Mike Snow
06/02/19	Development Services	Suzee Laxton	Exhibition stands for Interactive Futures	Request to vary original contract above the threshold for a single quote award.	£13646	YES – Mike Snow
11/01/19	Housing	Lisa Barker	Damp-proofing of housing	Direct award to	£20,000	YES – Mike

	Services		and voids properties	subcontractor of Housing and VOIDS contract. Exemption to enable identification of contract value to procure separately.		Snow
25/02/19	Neighbourhood Services	Paul Garrison	Pay of Foot Maintenance	Second request to vary original contract to increase extension from 6 months to 18 months to enable decision to be made regarding Covent garden car park.	£15,445	YES – Mike Snow
14/02/19	Housing Services	James Baker	Specialist chairs for raising fallen people in sheltered housing	Sole Supplier: The requirement can only be fulfilled by the supplier due to an exclusivity agreement from the manufacturer.	£19,497	YES – Mike Snow
05/03/19	Housing Services	Lisa Barker	Service review consultant	Emergency circumstances: Original supplier appointed terminated the contract with minimal notice. To maintain the review timeline and ensure that an alternative supplier compatible with the council was	£20,000	YES – Mike Snow

				appointed, it would not be in the Council's best interests to follow the tender or quotation procedure or another Rule for Contract		
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