

WRAXALL AND FAILAND PARISH COUNCIL

PROCUREMENT POLICY

GENERAL

The Council's overall objective is to secure best value for money and to be able to demonstrate same.

The Council will attempt, where possible, to support local suppliers and organisations that help the disadvantaged in the community.

The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

Past performance may be taken into account in selecting a supplier.

It will be acceptable to join with other Parish Councils or bona fide organisations to place joint orders in order to secure economy of scale.

Requirements shall not be broken down into individual package in order to deliberately avoid a more onerous tendering procedure. Conversely it will not always be cost effective to place a single order for a task made up of a number of aspects if capable and adequate project management arrangements are in place.

RECURRING TASKS

At the beginning of the financial year the Council will seek quotations & tenders and hourly rates as appropriate for all types of work of which there is likely to be a recurring need during the year i.e. for a grass cutting contractor etc (especially if no handyperson is employed or the handy person is unable to do it themselves).

Having established a supplier for the year for any recurring works, and, if sufficient confidence exists that tasks will be done economically based on past performance, it should not generally be necessary to seek a quotation for individual tasks arising with the chosen supplier.

INDIVIDUAL ITEMS OR TASKS

For individual tasks not covered above, the following procedures will apply:

TASKS OR ITEMS WHERE THE ESTIMATED VALUE IS LESS THAN £100

The Clerk is authorised to order as necessary from any supplier approved by the Council any item required for the administration of the Council or parish office subject to the provisions made in the parish council budget up to a maximum amount of £500 per month and £100 per item. Items for officers, if any, (excluding the Clerk) are to be ordered from any supplier approved by the Council provided that the item required is necessary to carry out their day to day duties and for which prior authorisation has been given by the Clerk and/or Chairman up to a maximum of £250 per month & £100 per item.

TASKS OR ITEMS WHERE THE ESTIMATED VALUE EXCEEDS £100 BUT DOES NOT EXCEED £500

At least three verbal or telephone quotations are obtained. A record of the verbal or telephone quotation must be kept. Orders will only be placed following a resolution of the council.

TASKS OR ITEMS WHERE THE ESTIMATED VALUE EXCEEDS £500 BUT DOES NOT EXCEED £1,000

At least two written quotations will be obtained from different suppliers. Orders will only be placed following a resolution of the council.

TASKS OR ITEMS WHERE THE ESTIMATED VALUE EXCEEDS £1,000 BUT DOES NOT EXCEED £25,000

At least three written quotations will be obtained from different suppliers. This requirement may be over-ruled when requiring highly specialised advice and has been agreed by a resolution of the Council.

Orders will only be placed following a resolution of the Council.

ADVERTISING POLICY

FOR ANY TASK WHERE THE ESTIMATED VALUE DOES NOT EXCEED £1000

The Council will decide the best course of action to be taken on an individual basis.

FOR ANY CONSTRUCTION OR SIMILAR TASK WHERE THE ESTIMATED VALUE EXCEEDS £1,000 BUT DOES NOT EXCEED £25,000.

The Council shall advertise in the Parish Magazine, website and on the Parish Notice Boards inviting any person or organisation to provide quotations for the works specified by the deadline provided

FOR ANY TASK WHERE THE ESTIMATED VALUE EXCEEDS £25,000

The Council will place advertisements in the local press in accordance with the Tendering Procedure in place.

FORMAL TENDER PROCEDURE

Where the Parish Council intends to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services, the following procedures apply:-

- 1) The Clerk shall advertise (in accordance with the Council's Advertising Procedures above) for formal tenders to be submitted by a specified date.
- 2) Such an invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. (Tender process required as above)
- 3) The invitation to tender shall state that tenders must be addressed to the Clerk in the ordinary course of post.
- 4) Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 5) All sealed tenders received shall be numbered individually and shall be opened at the same time on the prescribed date by the Clerk in the presence of the Chairman and /or Vice-Chairman or in a closed session of a full parish council meeting following which all tenders, summary of tenders received and any conditions attached shall be signed and dated by all parties as being a true record. All tenders to be retained for future examination if necessary.
- 6) If less than three tenders are received for contracts exceeding £25,000 or if all the tenders are identical the Parish Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- 7) The Parish Council shall not be obliged to accept the lowest or any tender.
- 8) The Clerk will place the order with the preferred supplier following a resolution of the Council.

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