

Our Procurement Procedures

Contract Procedure Rules

Procedures relating to the purchasing of works goods and services are established in the Council's Contract Procedure rules, which forms part of the Council's Constitution. The following paragraphs summarise the thresholds and procedures for procurement.

European Requirements

Relevant contracts where the value exceeds the threshold laid down by the European Union for goods, works and services and works must be advertised in the Official Journal of the European Union. The thresholds can be found on the Office of Government Commerce website at <http://www.ogc.gov.uk/index.asp?docid=397>

Contracts costing £25,000 or more

One of the following procedures is used:

- Approved contractors are drawn from the Constructionline database (for construction related contracts)
- Where works are outside the categories provided by Constructionline an ad hoc approved list can be compiled from contractors responding to a public notice. Contractors are then selected to submit tenders for the work.
- Where works are outside the categories provided by Constructionline ad hoc tenders can be invited. At least ten days public notice will be given. The notice will state the nature and purpose of the contract, invite tenders for its execution and state the last date tenders will be received.
- A contract may be entered into with an existing contractor where the proposed contract forms part of a programme, and the rates and prices are those in the initial contract which was awarded competitively under Contract Procedure Rules.
- Where the Council has considered a report and resolved that it is in the best interests a tender may be invited for the works, goods or services from a contractor already engaged by the Council.
- Where works goods or services are of a specialist nature and lists of selected contractors are not available, invitations to contractors may be approved by the appropriate manager and reported to Cabinet.

Contracts between £5,000 and £25,000

At least three competitive quotes are required with the works being carried out by the contractor submitting the lowest quote.

Contracts less than £5,000

Managers can identify suppliers and negotiate prices. Quotes can be obtained if the manager considers it would be advantageous to do so.

Constructionline

The Council no longer operates a Select List of Approved Contractors. In February 2003 the Council agreed to use Constructionline as its selection method for construction related contracts. Constructionline is a national register of contractors jointly administered by the Department of Trade and Capita. If you need further information about the register visit:

<http://www.constructionline.co.uk/static/>