

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.

Under any of the procedures it is not an absolute requirement that the lowest quote or tender will always be accepted. Quality, performance in the field of environment, health and safety, equal opportunities, financial management and other criteria can be used; the Council is always looking to secure the best value for its customers.

Payment Terms

The Council's payment terms in respect of works, goods and services are 30 days from receipt of invoice. We strive to pay all undisputed invoices within this timescale.

Further Information

If you wish to discuss specific Council contracts please contact the named officer on the list of current contracts at:

<http://www.lewes.gov.uk/business/1335.asp>

For more information on this publication please contact the Council at:

email: procurement@lewes.gov.uk

Post: Lead Officer for Procurement,
Lewes District Council, 4 Fisher Street, Lewes,
East Sussex BN7 2DQ

Tel: 01273-471600

Other formats

This leaflet can be made available in large print, on audio tape or disk or in another language, upon request. Please contact the Public Consultation and Press Officer on 01273 484141 or email liz.lacon@lewes.gov.uk

LEWES DISTRICT COUNCIL

Doing Business with the Council

A GUIDE FOR SUPPLIERS

Business Profile

The District Council currently spends around £14 million on externally procured works, goods and services.

Business Opportunities

We want local businesses and small and medium sized enterprises to tender or quote competitively to supply the Council.

You can find out about current and planned business opportunities at the District Council as follows:

Check for advertisements in

- The local press
- Any trade journal applicable to your industry
- The Official Journal of the European Communities (OJEC)

Visit our website at

www.lewes.gov.uk/business/206.asp

- Under Relevant Documents you will access the List of Current Contracts, their anniversary date and who to contact for further information.

Construction Related Contracts

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: www.constructionline.co.uk

Council's Procurement Strategy

The Council's Procurement Strategy explains how the Council approaches the procurement of its works, goods and services to support the achievement of its key aims and objectives. The Council sees procurement as playing a vital role in delivering continuous improvement in its services to the public.

The strategy can be found at

<http://www.lewes.gov.uk/business/1339.asp>

Our Procurement Procedures

Full details of our procurement procedures are available on our website at

<http://www.lewes.gov.uk/business/1337.asp>

Here are the headlines:

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>

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.