

**SHREWSBURY TOWN COUNCIL
FINANCE AND GENERAL PURPOSE COMMITTEE
01 FEBRUARY 2021**

Officer: Stuart Farmer – Project Manager

Tender Work

Purpose of Report

To receive an update on current tendering works

Tender Process

Over the last 18 months, Officers have worked hard to develop a tendering process that can be used for whatever type of procurement, be it the tendering of a play area, a piece of kit, website development so that we make sure that the same process is followed.

This year we have added different conditions to our process including greater emphasis on climate emergency and the need to have a carbon friendly approach and the wish on the part of councillors to favour local contractors. 2020 has also seen an introduction of conditions to ensure a COVID-safe way of working.

The development of standardised forms has helped considerable in evaluating tender proposals. All tenders are opened in accordance with our Financial Regulations involving the Projects Officer, Responsible Financial Officer and other members of the Senior Management Team depending on specialisms. The RFO undertakes the necessary financial due diligence ahead of evaluation of specific aspects of the tender. These are PASS/FAIL criteria.

Depending on the financial value, will depend on the decision making. The Town Clerk and Head of Operations have delegated authority to sign off tenders to certain values; otherwise tenders are approved by the Recreation & Leisure Committee on operational specifics and Finance & General Purpose Committee on budget.

When tenders are area specific, for example in the case of development of play areas we do ensure that the local Councillor is involved in the decision making on design.

Current Live Tenders

Design and Installation of BMX Track at Upton Lane, Monkmoor

- Closing Date 05/02/21
- Currently 4 submissions of interest have been received.

Recently Closed tenders

- Supply of Sand Bander for Sports pitches
- Supply of Elliptical Aerator

Both of these are currently being evaluated. The Project Manager will verbally update.

Changes to Tender Process as a result of leaving the EU.

As a result of the UK leaving the EU on 1st January 2021 a change have been made to the tender process. All tenders have previously been posted on the STC website and the Government's Contracts Finder website. From January 1st there is a new requirement for the tenders to be posted on a further Government website 'Find a Tender' as well as the STC and .Gov websites.

This applies to future tenders as the current live tender was posted before the transition date previous tender regulations are still relevant.

Procurement thresholds remain the same.

Attached to this report is the ongoing spreadsheet detailing tenders and final decisions and it is the intention to bring this to this committee on a regular basis

RECOMMENDATIONS:

- (i) That the report be noted.**