

Procurement Schedule of Work as at 03 November 2021

Finance and Resources Committee
November 2021
Appendix 5

Priority	Category Subject	Supplier Name	Owner Cat A/B or C	Value over Contract Period (excl VAT)	Spend Notes	Compliance Issue	Target	Proposed Solution	Movement	Comments
1	Waste Management	Enva	B	£ 40,000	Per annum	No compliance issue	Appointment by 20 Sep 2021	n/a	Y	Awarded to Biffa on 04/10/21- Mobilisation meeting commences on 11/10/21 - needs to be extended again due to the delay in the mobilisation period. Once Biffa come back we will need to address this .
1	Estates - Grounds Maintenance	Idverde	C	£ 91,000	Over 4 years	Level of spend and outdated contract merits procurement review.	Award by Nov 2021	Evaluation Process	Y	KM has agreed to move forward with both suppliers- issue with pricing schedule submission, clarification has been requested as it looks like an error.
1	Internal Audit	Azets	B	£ 120,000	Over 4 years	No	n/a	n/a	N	Tender process and evaluation complete - awaiting Board approval
2	Electrical Services	Docherty Electrical	B	£ 149,860	Charge over 4 years	Level of spend merits procurement review.	One month from engagement of M & E consultant	On Forward Plan. Investigate Framework.	N	Mechanical maintenance - awaiting FM input to the draft tender Strategy to request for a M & E Consultant (see below) to prepare the specification and evaluate the tender on behalf of Estates due to lack of resource. FFG paper required
2	M & E Consultant re Electrical Services	N/A	C	£ 5,000	One-off	No	Paper for FFG - 16th Sep	Quick Quote issued one week from approval by FFG.	N	Draft the specification and be involved in the development of the pricing schedule and the evaluation of tenders.
2	M & E Consultant re Boiler Room services	N/A	C	£ 2,000	One-off	No	Quick Quote published on 13 Sep 21	QQ return 20 Sept 21	X	Awarded to Hawthorne Boyle 06/10/21 - initial meeting to be arranged with Estates
2	Plagiarism software	Turnitin	B	£ 4,575	Annual charge	No		Via framework agreement - ITS1025AP - Supply of Similarity Detection System(s) and Associated Services		Published on PCS - Quick Quote System on 21/10/21
2	Site Assessment	Competency Matters	C	£ 100,000	Over 4 years	Level of spend merits procurement review.	Paper for FFG - potentially 16th Sep	Tender process	Y	Evaluation Stage
2	Website upgrade	N/A	C	£ 60,000	Over 4 years	No	Issue of ITT - 22 Sep 21	Financing agreed via FFG; SH putting out to tender	Y	Published PCS -T on 07/10/21 - extended by 2 weeks due to lack of suppliers interest
2	Branding	N/A	C	£ 40,000	One-off	No	Issue of ITT - 22 Sep 21	Financing agreed via FFG; SH putting out to tender	Y	Published PCS -T on 07/10/21 - extended by 2 weeks due to lack of suppliers interest
2	Server Maintenance	HP	B		Annual charge	No	Review Framework for best value	Financing agreed via FFG; SH putting out to tender	Y	Quote received via Framework £526.26 for 12 months
2	Servers	HP	B		Over 4 years	No	Review Framework for best value	Financing agreed via FFG; SH putting out to tender	N	Published on PCS - Quick Quote System on 27/10/21
2	Catering Services	Inspire	C	Theoretically Zero	Over 4 years	N/A	Preparation of Specification and forming of Steering group	Tender to go out in Jan 2022 , Current contract extended to July 2022	Y	market research - Questionnaire currently being developed to be completed by Students and All Staff regarding the Catering Service. Meeting with Catering Consultants to ascertain any changes in legislation
3	Estates - Catering Equipment	React Catering Services	B	£ 128,000	Over 4 years	Level of spend merits procurement review.		On Forward Plan. Investigate Framework.		Note - not on the schedule as yet
3	Taxi services	EK Taxis	C	£ 1,145	See Comments	No		We have the option to extend current contract by 12 months.		Service only being used for cleaning staff at present; use for students may start to increase with students being on site.
3	Cash in Transit	G4S	B	£ 5,000	per annum	Level of spend merits procurement review.		Framework / tender		expired - 12 months extension available
3	Mobile devices & management	Orange		£ 25,000	per annum	Level of spend merits procurement review.		Framework / tender		expired -12 months extension available
3	Faculty of Construction - Painting Materials	Dulux Decorators Paints	B	£ 66,000	Note - spend includes Estates - split to be undertaken	Level of spend merits procurement review.		(a) consider provision of the academy and the link with the Faculty; (b) consider provision of materials for both Estates and the Faculty		Current agreement (there is no formal contract) is with Construction Faculty and includes a training academy. The agreement does not include materials for the Estates Dept, which is dealt with separately.
4	Estates - Cleaning Services	Interface Environment Management	C	£ 121,000	Over 4 years	Level of spend merits procurement review.		On Forward Plan.		Note - not on the schedule as yet
4	Telecoms	SSCL	B	£ 81,000	over 4 years	Level of spend merits procurement review.		On Forward Plan. Investigate Framework.		Switchboard and telephony infrastructure
4	Estates - Pest Control	Environmental Pest Control	B	£ 62,000	Over 4 years	Level of spend merits procurement review.		On Forward Plan. Investigate Framework.		Note - not on the schedule as yet
4	Estates - ID Badges	Digital ID	C	£ 61,000	Over 4 years	Level of spend merits procurement review.		On Forward Plan.		Note - not on the schedule as yet
4	Estates - Door Maintenance	Dorma UK	B	£ 100,000	Over 4 years	Level of spend merits procurement review.		On Forward Plan. Investigate Framework.		Note - not on the schedule as yet
4	Estates - Window Cleaning	Purewash Window Cleaning	C	£ 55,000	Over 4 years	Level of spend merits procurement review.		On Forward Plan.		Note - not on the schedule as yet
5	Estates - Fire Alarms	Connolly Security Systems	B	£ 100,000	Over 4 years	Level of spend merits procurement review.		On Forward Plan. Investigate Framework.		Note - not on the schedule as yet
O/S	Multi-Funcional Devices	Capital Solutions		£ 12,500	p.a. but usage seriously curtailed during lockdown etc	N/A	To tender by Feb 2022	Framework / tender		Current contract extended to July 2022
O/S	Nursery Services	Happitots		Income of £70k per annum		N/A	To tender by Feb 2022	Tender		Current contract extended to July 2022

Key - start of the process

- Priority 1 Target within 2 months
- Priority 2 Target within 4 months
- Priority 3 Target within 9 months
- Priority 4 Target within 6 months
- Priority 5 Target within 12 months



- Active
- Next to be addressed
- To be reviewed and added to schedule
- Awarded