



Report To: Finance Committee – 26 March 2019

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Title:

- 1. Approved List of Contractors for Minor Works, Services and Supplies.**
- 2. Increase in the Delegated Financial Authority of the Town Clerks to Procure and Award Contracts under the Council's Approved Contract Standing Orders and Financial Regulations.**

Background

1. Approved List of Contractors for Minor Works, Services and Supplies

The Town Council is continuing to provide an increasing number of services across a diverse range of areas, and this is not likely to diminish in the coming years. As a result, it has been necessary for the Council to undertake an increasing number of procurement exercises in accordance with its approved Contract Standing Orders which forms an appendix to the Council's Standing Orders. Although the requirements of the CSO's must still be complied with, for small value procurements which fall within the current delegated authority of the Clerks (Currently £5,000 – refer to Part 2 of this report and the recommendations below), an Approved List of Contractors who have already met various criteria would not only reduce the timescale to appoint a contractor but also save time and money in the procurement process. In addition, for procurements up to a value of £25,000 which relate to any of the categories of work, service or supply on the Approved List, it allows contractors to be selected from the relevant category(ies) to be invited to provide a quote or tender.

The above approved CSO's do allow the Council to develop an Approved List of Contractors to undertake minor works, services and supplies across a range of areas (Clause 2.3.4). For a contractor to be approved to go on this list they must meet the following minimum criteria:

- A proven ability to undertake the works, services or supplies for which they are approved.
- Have the required level of Public Liability Insurance in place

- Have a current written Health and Safety Policy (See Paragraph below)
- Undertake relevant written risk assessments and method statements for the categories for which they wish to be approved (See paragraph below)
- Have accredited industry qualifications in place, where relevant, for the category(ies) of works service or supplies for which they wish to be approved.
- Are members of relevant trade or professional associations, where relevant, for the category(ies) of works service or supplies for which they wish to be approved.

It is to be noted that under current Health and Safety legislation, contractors who employ less than 5 persons or who are sole traders are not required to have written Health and Safety Policies or produce written Risk Assessments. However, all contractors who wish to be included on the Council's Approved List of Contractors within any of the categories detailed below will be required to demonstrate that they do undertake risk assessments and have due regard to health and safety.

The following comprehensive categories of works, services and supplies have initially been developed to form the basis of the Town Councils' Approved List of Contractors:

- Plumbing and Heating
- Legionella Risk Assessments
- Drainage and Rodding
- Electrical
- PAT Testing
- Annual Electrical Testing
- Carpentry
- Locksmiths
- Door/Window repair & replacement, including Glazing
- Minor Building Works
- General Maintenance
- Outlet Gutter and Roof Clearance
- Jet Washing
- Painters and Decorators
- Flooring
- Risk Assessments (Skate park)
- Signage
- Design and Printing
- Office and Cleaning Supplies
- Security
- Fire Alarms and Security Systems
- Minor Landscaping and Grounds Maintenance
- Knotweed Specialists
- Waste Removal and Recycling
- Specialist Cleaning
- Window Cleaning

It may become necessary to add further categories for approval at a later date if it is considered necessary. It is recommended that there is a major review of the list on a three-yearly basis, and that the list is reported on an annual basis to the Finance Committee for noting, but that any significant changes are further reported to, and approved by Full Council. However, regular update reviews will be undertaken to ensure that all contractors continue to meet the above criteria to remain on the list. It is also recommended that the Clerks are given delegated authority to add additional contractors who wish to be placed on the list who can demonstrate that they meet the inclusion criteria. Similarly, those contractors who no longer meet the criteria will be removed from the list.

Contractors who have previously undertaken work for the Town Council across the above categories of work have been invited to be placed on the Approved list, subject to them providing up to date information to ensure that they currently meet the requirements detailed above. In addition, to enable as wide a range of local contractors to be included on the Approved List, subject to meeting the above criteria, the opportunity was advertised locally in the County Press.

As a result of the above process a recommended **Approved List of Contractors** has been prepared and is attached as **Appendix A**. All contractors on this list meet the above criteria. It is to be noted that by virtue of a Contractor being on this list does not guarantee them any work, and that the requirements of the Town Councils' approved Contract Standing Orders must still be complied with.

2. Increase in the Delegated Financial Authority of the Clerks to the Town Council

The current delegated authority of the Town Clerks to both commence a procurement process and subsequently award a contract in accordance with the currently approved Contract Standing Orders and Financial Regulations is **£5,000**, except where it is considered that the service, works, or goods being procured are of a strategically important or politically sensitive nature in which case the authority of the Full Council or delegated Council Committee would be required.

With the Council now providing an increased level and value of services across a range of functions and with an increasing annual budget it is considered it is now an appropriate time for the delegated authority of the Town Clerks be increased to **£10,000** to both commence a procurement process and award contracts and that the approved Contract Standing Orders and Financial Regulations be amended to reflect this. In line with an Approved List of Contractors, this would also have the benefit of reducing procurement costs and reduce the timescale in the procurement process. However, this increase in delegated authority is on the proviso that both prior to commencing a procurement process, and prior to award of any contract which has a whole life value over **£5,000 and up to £10,000**, that the Town Clerks discuss these with both the Chair and Vice Chair of the Finance Committee. Further, the requirement to gain the approval of either the Full Council or Delegated Council Committee would still be required if it is considered that the goods, works or services being procured were of a strategically important or of a politically sensitive nature in accordance with the approved Contract Standing Orders (CSO's). In addition, a contract which has a

total whole life value of over **£5,000** and up to the recommended revised delegated authority limit of **£10,000** will still require a minimum of three quotes to be obtained in accordance with the CSO's

Any contracts subsequently awarded under the delegated authority of the Clerks to the Town Council will be added to the Town Council's Contracts Database and Forward Plan which will be reported to the Town Council's Finance Committee on a quarterly basis, and to Full Council annually in accordance with the requirements of the CSO's.

Recommendations

1. To recommend to Full Council that the Approved List of Contractors as detailed in **Appendix A** be approved.
2. To recommend to Full Council that the Clerks be given delegated authority to add Contractors to the various categories of works, services, and supplies listed who meet the criteria detailed above. Similarly, the delegated authority to remove Contractors who no longer meet the criteria, or whose performance, if appointed to undertake works services or supplies, do not meet satisfactory standards.
3. To recommend to Full Council that there is a major review of the Approved List of Contractors on a three-yearly basis, and that the list is reported on an annual basis to the Finance Committee for noting, but that any significant changes are further reported to, and approved by Full Council
4. To recommend to Full Council that the Delegated Authority of the Town Clerks be raised from **£5,000 to £10,000** to both commence a procurement process and subsequently award contracts in accordance with the requirement of the Contract Standing Orders without formal reference to members, and that the Councils' Contract Standing Orders and Financial Regulations be amended accordingly, subject to recommendation 5.
5. To recommend to Full Council that for contracts that have an estimated whole life value above **£5,000 and up to £10,000**, that the Town Clerks initially discuss these with both the Chair and Vice Chair of the Finance Committee prior to commencing a procurement process, and subsequent further discussion prior to award of contract. However, where the nature of the contract is considered to be either of a strategically Important or of a politically sensitive, then the authority of the Full Council or delegated Council Committee is gained prior to commencement of the procurement process and subsequent approval given by either Full Council or delegated Council Committee to award a contract.

Appendix A – Approved List of Contractors – February 2019

Trade Category:	Company Name:	Company Address:	Services Provided:	Public Liability Insurance Value:	Health & Safety Policy:	General Risk Assessment & Method Statement:	Any Federation Certificates Held:
Plumbing & Heating.	W J Wetherick Plumbing & Heating.	Sandown, Isle of Wight	Plumbing & Heating Engineers. Call out service for public toilets provided.	Limit of Indemnity £5 million.	✓	✓	✓
	Wight Heating Ltd.	Newport, Isle of Wight	Plumbing & Heating Engineers. Call out service for public toilets provided. Gas Work including Domestic & Commercial Natural Gas, LPG, Boilers, Radiant Heaters, Calorifiers, Catering Appliances, Tumble driers, Fusion Welding, Ark Welding etc Fabricate and weld our own pipework which can also be to coded standards. Designer Boiler/Plant Rooms, Underfloor heating Systems, domestic & Commercial Heating Systems.	Limit of Indemnity £10 million.	✓	✓	✓
	Mountjoy.	Carisbrooke, Isle of Wight	All aspects of Construction, refurbishment & building maintenance works - Including plumbing, & Electrical works.	Limit of indemnity £5 million.	✓	✓	✓
Legionella Risk Assessments.	WSM Associates Limited.	Cowes, Isle of Wight	Water Treatment contractor & consultants, Legionella Risk Assessors & water management advice.	Limit of indemnity £5 million.	✓	✓	✓

Drainage & Rodding.	The Rod Father.	Sandown, Isle of Wight	Drain Cleaning Contractor & CCTV drain survey.	Limit of indemnity £5 million.	Sole Trader.	RA when attends site.	✓
	Dial a Rod.	Newport, Isle of Wight	Drainage, Repair/Installation and Septic Waste Removal. Drain surveys and Drain repairs, Installation repair and replacement, Sewer connections, Sewer and pipe relining. Operate an Emergency service 24 hour.	Limit of Indemnity £10 million.	✓	✓	✓
Electrical	B.A. Contractors.	Sandown, Isle of Wight	Inspections and testing (including Yearly Electrical Inspection), PAT testing, domestic installer, single phase commercial installer.	Limit of indemnity £2 million.	✓	✓	✓
	Electrical.	Ryde, Isle of Wight	New electrical installations & electrical refurbishments Reactive & planned electrical, Electrical testing, inspections & condition reports, Domestic, commercial and industrial wiring installations, LED and low energy lighting systems and upgrades, Rewires & electrical upgrades, Lights & sockets, Cable containment systems maintenance. Switch gear, panel boards & sub mains distribution, Boiler controls & Emergency & escape lighting.	✓	✓	✓	✓
	Mountjoy.	Carisbrooke, Isle of Wight	All aspects of Construction, refurbishment & building maintenance works - Including plumbing, & Electrical works.	Limit of indemnity £5 million.	✓	✓	✓
	NDL Event Power Solutions	Arreton, Isle of Wight	Company who installs the public Christmas lighting on behalf of RTC.	Limit of Indemnity £5 Million	Employs less than 5 Persons	✓	No

Yearly Electrical Inspections.	B.A. Contractors.	Sandown, Isle of Wight	Inspections and testing (including Yearly Electrical Inspection), PAT testing, domestic installer, single phase commercial installer.	Limit of indemnity £2 million.	✓	✓	✓
	SSE Electric	Perth, Scotland (Head Office)	Electrical works including the Yearly Electrical inspections.	Limit of indemnity £10 million.	✓	✓	✓
PAT Testing	Test the West.	Ryde, Isle of Wight	PAT Testing.	Limit of indemnity £5 million.	✓	✓	✓
	B.A. Contractors.	Sandown, Isle of Wight	Inspections and testing (including Yearly Electrical Inspection), PAT testing, domestic installer, single phase commercial installer.	Limit of indemnity £2 million.	✓	✓	✓
	Wight Fire.	Sandown, Isle of Wight	Installation, Sales & Servicing of Intruder Alarms, Fire Alarms, Fire Extinguishers, Door Entry Systems & CCTV, Consultancy & Training, Sales of Signs & Nurse Call Systems.	Limit of indemnity £5 million.	✓	✓	✓
Carpentry	Tony O'Doherty.	Ryde, Isle of Wight	Carpentry & joiner, General maintenance. Also qualified as a Plasterer.	Limit of indemnity £5 million.	Sole Trader.	As Required.	✓
	Luke Ken Bowden.	Wootton, Isle of Wight	Carpentry & joiner.	Limit of indemnity £1 million.	Sole Trader.	As Required.	✓
	Nicholas J Mulhern.	Ryde, Isle of Wight	Carpentry & Joiner, General maintenance.	Limit of indemnity £5 million.	Employs less than 5 persons.	As required.	✓

	D.P. Building Services.	Sandown, Ile of Wight	Primary Trade: Building Contractors Other Trades: Bathroom Design & Installation, Building Contractors, Electricians / Electrical Services, Carpentry, Kitchen Installation Contractor, Bathroom Installation & General maintenance works.	Limit of indemnity £2 million.	✓	✓	✓
Locksmiths.	1st Glass & Locks.	Chillerton, Isle of Wight	Locksmith and glazier (window & doors), boarding service. No call out charge & provides Emergency response.	Limit of indemnity - £5 million.	✓	✓	No
Door/Window repair & replacement, including Glazing.	1st Glass & Locks.	Chillerton, Isle of Wight	Locksmith and glazier (window & doors), boarding service. No call out charge & provides Emergency response.	Limit of indemnity - £5 million.	✓	✓	No
Minor Building Works	D.P. Building Services.	Sandown, Isle of Wight	Primary Trade: Building Contractors Other Trades: Bathroom Design & Installation, Building Contractors, Electricians / Electrical Services, Carpentry, Kitchen Installation Contractor, Bathroom Installation & General maintenance works.	Limit of indemnity £2 million.	✓	✓	✓
	MountJoy.	Carisbrooke, Isle of Wight	All aspects of Construction, refurbishment & building maintenance works - Including plumbing, & Electrical works.	Limit of indemnity £5 million.	✓	✓	✓
General Maintenance	Tony O'Doherty.	Ryde, Isle of Wight	Carpentry & joiner, General maintenance. Also qualified as a Plasterer.	Limit of indemnity £5 million.	Sole Trader.	As Required.	✓
	Nicholas J Mulhern.	Ryde, Isle of Wight	Carpentry & Joiner, General maintenance.	Limit of indemnity £5 million.	Employees less than 5 persons.	As Required.	✓

	D.P. Building Services.	Sandown, Isle of Wight	Primary Trade: Building Contractors Other Trades: Bathroom Design & Installation, Building Contractors, Electricians / Electrical Services, Carpentry, Kitchen Installation Contractor, Bathroom Installation & General maintenance works.	Limit of indemnity £2 million.	✓	✓	✓
	Mountjoy.	Carisbrooke, Isle of Wight	All aspects of Construction, refurbishment & building maintenance works - Including plumbing, & Electrical works.	Limit of indemnity £5 million.	✓	✓	✓
Outlet/Gutter & Roof Clearance	Newgents.	Sandown, Isle of Wight	Gutter Cleaning & Clearing Services, Pressure Washing Services, Soft Washing Services & Wheelie Bin Cleaning Services.	Limit of indemnity £5 million.	✓	✓	✓
	Four Corners.	Ryde, Isle of Wight	Window Cleaning, External and Internal Cleaning, Gutter Cleaning/Clearance and Power Washing.	Limit of indemnity £10 million.	✓	✓	✓
Jet Washing	Newgents.	Sandown, Isle of Wight	Gutter Cleaning & Clearing Services, Pressure Washing Services, Soft Washing Services & Wheelie Bin Cleaning Services.	Limit of indemnity £5 million.	✓	✓	✓.
	Four Corners.	Ryde, Isle of Wight	Window Cleaning, External and Internal Cleaning, Gutter Cleaning/Clearance and Power Washing.	Limit of indemnity £10 million.	✓	✓	✓.
Painters & Decorators	Double Diamond Decorators.	Ryde, Isle of Wight	Painter & Decorator.	Limit of Indemnity £1 million.	✓	✓	N/A

	T & G Painting & Decorating.	Newport, Isle of Wight	Painter & Decorator.	Limit of Indemnity £1 million.	Sole contractor.	✓	N/A
Flooring.	NSR Flooring.	Cowes, Isle of Wight	Flooring supplier & installer, repair works undertaken.	Limit of indemnity: £5 million.	✓	✓	✓
Risk Assessors (Skate Park).	RoSPA Playsafety.	Swindon	Risk Assessments for public & commercial play areas & playing fields, wide range of additional play-related services & advise for all aspects of playground safety.	Limit of indemnity £10 million.	✓	✓	✓
Signage	Signpost Express.	Newport, Isle of Wight	Design Supply & install all types of signage including Public notice signs, Safety signs, banners, vinyl for windows, headed paper, business cards, logos, vehicle Livery.	Limit of indemnity: £5 million.	✓	✓	✓
Design & Print.	The Inhouse Creative Company Ltd (Formerly SMP Design)	Leeds	Graphic Designer, Awarded the Town Map Contract. Poster, leaflet design & print company who also run a marketing & creative agency.	Limit of Indemnity £2m.	Employs less than 5 persons	As Required	N/A
Printing	Crossprint.	Newport, Isle of Wight	Print leaflets and brochures. Previously created the scroll for the RTC. Full Comprehensive Design Services as well as the printing of a comprehensive range of products including business cards, leaflets, magazines/ newspapers as well as digital marketing.	Limit of Indemnity £1 million	✓	✓	N/A
Office & Cleaning Supplies	WBS (Wight Business Suppliers).	Newport, Isle of Wight	Office and stationery supplies,	Limit of indemnity: £5 million.	✓	✓	✓

	Beta Pak.	Ventnor, Isle of Wight	Stationery (including Copy Paper), Cleaning Products (including toilet rolls and covering COSHH data supply /training), Coffee (Including machines and catering equipment) to Furniture.	Limit of indemnity: £5 million.	✓	✓	✓
Security.	Vectis Group Security Ltd.	Newport, Isle of Wight	Security – locking & unlock details, alarm call out/response company. Boarding up service provided.	Limit of indemnity £10 million.	✓	✓	✓
Fire Alarms & Systems.	Wight Fire.	Sandown, Isle of Wight	Installation, Sales & Servicing of Intruder Alarms, Fire Alarms, Fire Extinguishers, Door Entry Systems & CCTV, PAT Testing, Consultancy & Training, Sales of Signs & Nurse Call Systems.	Limit of indemnity £5 million.	✓	✓	✓
Landscaping & Ground Maintenance	Brighstone Landscaping Ltd.	Porchfield, Isle of Wight	In addition to Beach cleaning the company also carry out: ground and Landscaping works, minor repair works & also building works including minor electric, plumbing, roof repair works, brick works and Painting and Decorating.	Limit of indemnity £5 million.	✓	✓	✓
	ideverde.	Merstone, Isle of Wight	In addition to the Town Planting & Watering the company also provides the following service: Graffiti Removal, Grounds/Car Park & Street Cleaning, Grounds Maintenance/Soft Landscaping, Major/Hard Landscaping, Paving, Tree Surgery/Works, Waste Collection - General Waste, Civil Engineering, Sports Field Construction & Maintenances, Arboriculture, Stone Masonry, Outside Facilities Management, Biodiversity Management & Waterways Management. and Cemetery Services.	Limit of Indemnity £5 million.	✓	✓	✓

Knot Weed Specialists.	Brian's Garden & Estates Services.	Whitwell, Ventnor, Isle of Wight	Landscaping & maintenance works including knot weed treatment.	Limit of Indemnity £1m.	Sole contractor.	As required	✓
Waste Removal Companies.	Ace Waste.	Ventnor, Isle of Wight	House & Commercial clearance contractors for both domestic & recycling waste.	Limit of indemnity £5 million.	Employees less than 5 persons.	As required	✓
Specialist Cleaning	Island Roads.	Newport, Isle of Wight	Road & surface maintenance including cleaning.	Limit of Indemnity £10m.	✓	✓	✓
	Niviro.	Fleet, Hampshire	Cleaning & hygiene service provider including general site cleaning, steam cleaning, Deep cleaning & carpet cleaning.	Limit of indemnity: £5 million.	✓	✓	✓
	Top Mops.	Sandown, Isle of Wight	Commercial & domestic cleaning, Bio hazard cleaning, Reach & wash window cleaning, Reach & wash all external cleaning Commercial & domestic, Jet Washing, Machine Carpet cleaning, Machine Hard floor cleaning, Strip & seal flooring, Sky vac internal and external high-level cleaning, Event cleaning, Builders cleaning & end of tenancy clean.	Limit of indemnity: £5 million.	✓	✓	✓
Window Cleaning	Four Corners.	Ryde, Isle of Wight	Window Cleaning, External and Internal Cleaning, Gutter Cleaning/Clearance and Power Washing.	Limit of Indemnity £10 Million	✓	✓	✓

	Chris Attrill	Ryde, Isle of Wight	Window Cleaner, Cleaner - Street Cleaning using motorised sweepers & manual sweeping & picking services, Cleaners - commercial, Grass Cutter.	Limit of Indemnity £2 Million	Employees less than 5 persons.	✓	N/A
	Top Mops.	Sandown, Isle of Wight	Commercial & domestic cleaning, Bio hazard cleaning, Reach & wash window cleaning, Reach & wash all external cleaning Commercial & domestic, Jet Washing, Machine Carpet cleaning, Machine Hard floor cleaning, Strip & seal flooring, Sky vac internal and external high-level cleaning, Event cleaning, Builders cleaning & end of tenancy clean.	Limit of indemnity: £5 million.	✓	✓	✓