

Local Government Transparency Code 2015
Procurement Over the Value of £5,000 for the 2017/18 Financial Year

Revenue Budget Expenditure

Revenue Budget	Description of Works, Goods or Services	Estimated Annual Spend	Current Supplier(s)	Procurement Process Followed	Start Date	End Date	Review Date
Sports Complex Gas	Gas supply to the Oak Leaf Sports Complex.	£17,000	British Gas	Market testing undertaken via Durham County Council Procurement Department. Contract set up with Durham County Council's gas supplier; Corona Energy.	28/12/2017	01/04/2020	Late 2019
Sports Complex Electricity	Electricity supply to the Oak Leaf Sports Complex.	£22,500	British Gas	Market testing undertaken via an energy broker; Utilitywise. Contract set up with the most competitive supplier following this exercise; British Gas.	01/10/2017	30/09/2018	Summer 2018
Sports Complex Water	Water supply and sewerage services to the Oak Leaf Sports Complex.	£10,000	Northumbrian Water	Water market only recently deregulated. Have been limited to Northumbrian Water up until now. Market testing to be carried out via Durham County Council procurement department during 2018 with a view to possibly switching supplier in the future.	Ongoing	Ongoing	Summer 2018
IT Support Contract	Support contract for all of the Council's servers and computer equipment including on-site visits.	£16,000	Technology Services Group	Long term support arrangement which runs year to year. The market has not been tested to date as the current arrangement is working well, the provider has in depth knowledge of the Council's information technology infrastructure, and there would be risks involved with moving support to an alternative service provider without that specialist knowledge.	01/04/07	Ongoing	No current plans to review.
Elections	Cost of the 2018 Town Council Elections	£17,500	Durham County Council	Durham County Council are the Statutory Elections Authority and are responsible for organising and administering all Elections and By Elections.	Ongoing	Ongoing	Not Applicable
Pre-School Consultancy	Support and advice from the Early Year's Department at the Local Education Authority in relation to the Council's Pre-School.	£7,500	Durham County Council	No procurement process required as the support was required from the Local Education Authority; Durham County Council, in respect of improvements at St Oswald's Pre School.	01/04/17	31/03/18	None
Vehicle Fuel	Fuel card account for the supply of petrol and diesel for the Council's fleet of works vehicles and the civic car.	£15,750	Right Fuel Card	The market was last tested in 2014, when an account was set up with the most competitive provider of fuel cards; Right Fuel Card. A key consideration in setting up this account was the Council's requirement to use petrol stations within Great Aycliffe.	01/01/15	Ongoing	No current plans to review.
Agricultural Diesel	The supply of agricultural diesel for the Council's tractors, mowers and machines.	£6,750	Certas Energy (F Peart and Co)	The Council orders a supply of 3,000 to 4,000 litres of agricultural diesel three to four times a year for storage at its depot site. The total value of the fuel supplied per year amounts to around £6,500. The fuel is currently sourced from Certas Energy although Works Department officers do on occasion 'test the market', to ensure value for money is being achieved.	Ongoing	Ongoing	No current plans to review.
Vehicle Insurance	Insurance for the Council's fleet of works vehicles and the civic car.	£6,750	Equity Redstar	The Council uses the town and parish council insurance broker; WPS Insurance to arrange its insurance contracts, and they test the market every year and source the most cost effective vehicle insurance policy on behalf of the Council. Equity Redstar have held the contract since June 2012. The current Long Term Agreement with WPS Insurance is due to end in June 2019.	25/06/12	24/06/19	January 2019
Main Insurance	The Council's main insurance policy including public liability, employers liability and buildings and contents cover.	£47,000	Aviva	The Council uses the town and parish council insurance broker; WPS Insurance to arrange its insurance contracts, and they test the market every year and source the most cost effective insurance policy on behalf of the Council. Aviva have held the contract since June 2012. The current Long Term Agreement with WPS Insurance is due to end in June 2019.	25/06/12	24/06/19	January 2019
Works and Golf Machinery and Equipment and Maintenance	The supply of small machines, works equipment and tools and the maintenance of existing machinery and equipment.	£30,000	Various Suppliers	The Council uses various local suppliers for its works tools, equipment and machinery requirements including Greenhams, Carrs Billington, Ripon Farm Services, Lloyds, Spaldings, Screwfix, Phil Hedley Tyres and Peter Janes. There is no formal contract in place and Works Department management are free to shop around for the best prices.	Ongoing	Ongoing	N/a
Bedding Plants	The supply of bedding plants for the Council's annual spring, summer and autumn floral displays.	£10,000	Darlington Borough Council	Darlington Borough Council have been used for a number of years now due to the range and quality of plants available, the fact that locally grown plants are better acclimatised to local conditions, and the ability of the responsible officer to visit the nursery to hand pick plants on site.	Ongoing	Ongoing	No current plans to review.

Revenue Budget	Description of Works, Goods or Services	Estimated Annual Spend	Current Supplier(s)	Procurement Process Followed	Start Date	End Date	Review Date
Senior Citizen's Trips Coaches	The provision of coaches for the Council's annual programme of senior citizen's excursions.	£9,000	Lees Coaches	The market has been tested in the past, via a formal invitation to tender. This supplier has been chosen without exception for at least the past ten years, mainly for their customer satisfaction record despite not necessarily being the cheapest tender on each occasion. A full tender exercise is to be undertaken for the procurement of the coaches for the senior citizens' trips for the 2018 trips.	Ongoing	Ongoing	Early 2018
Fireworks Display	The provision supply, set up and provision of the annual fireworks display.	£8,250	Reaction Fireworks	This supplier has successfully provided the service for a number of years. They know the layout of the site and the risks associated with the site and have worked with other contractors at the site. They have always provided a professional, efficient and safe service to the Council in previous years. Quotes have not therefore been sought from any alternative suppliers and the contract for the service has been awarded to Reaction Fireworks for a further year.	Ongoing	Ongoing	Early 2018
Aycliffe Festival	The provision of a brass band for the Party in the Park.	£6,500	Durham County Council	The Council required the specific attendance of the Big Brass Bash Festival performers as part of the Aycliffe Festival. This is an event is organised and run by Durham County Council.	July 2017	July 2017	N/a
Bar Supplies	The supply of drinks for the Oak Leaf Sports Complex bar facility.	£77,500	Matthew Clark	This contract was subject to a full tender process during 2017 in accordance with the Public Contracts Regulations. The tender was won by Matthew Clark and the new contract will run for an initial two years with an option for three further extension periods of one year.	July 2017	July 2019	Early 2019
Sky Television Package	The provision of a Sky Television package for the Oak Leaf Sports Complex, including Sky Sports and music channels.	£7,600	Sky Television	Sky Television are the only providers of the package required by the Council i.e. the broadcasting of live sports, including premier league football.	Ongoing	Ongoing	N/a
Catering Supplies	The supply of various catering supplies to the Oak Leaf Sports Complex including meat, vegetables, frozen foods, ingredients, dry packaged foods etc.	£30,500	Various Suppliers	The Council uses various local suppliers to supply its catering stocks including George Bolams, Bidvest Foodservice, W&W Peeled Potatoes, Tyneside Foodservice, Total Produce Food Services, Olleco, and local supermarkets. There is no formal contract in place and sports complex staff are free to shop around for the best prices.	Ongoing	Ongoing	N/a
Cash Collection Service	The collection of cash from the Council's Oak Leaf Sports Complex and Golf Complex facilities.	£6,000	Loomis	This service has been provided by Loomis for a number of years now and the market has never been tested for alternative suppliers. The Council intends to review this situation in the future.	Ongoing	Ongoing	2019
Golf Shop Stocks	The supply of various golf shop stocks including balls, tees, shoes, clubs and clothing to the Oak Leaf Golf Complex.	£7,500	Various Suppliers	The Council uses various local suppliers for its golf shops stocks including Srixon, Proquip, Masters Golf, Ping, Lloyds, Maple Marketing, Julie Welsh Golf, and Ralph Givens. There is no formal contract in place and the Golf Administrator is free to shop around for the best prices.	Ongoing	Ongoing	N/a
Play Equipment Maintenance	The supply of various play equipment spares and maintenance materials.	£7,500	Various Suppliers	The Council uses various local suppliers for its play equipment spares depending upon who supplied the original play equipment. Suppliers include Kompan, Proludic, Rhino Ramps, and GB Sport and Leisure. There is no formal contract in place and the Works Department management are free to shop around for the best prices.	Ongoing	Ongoing	N/a
Waste Disposal Charges	The disposal of waste produced at the Council's various sites including allotments, cemeteries, parks etc.	£5,250	Stonegrave Aggregates	The Council uses the local waste disposal company.	Ongoing	Ongoing	N/a
Tree Works	The provision of tree works including inspections, pruning and felling of trees on Council owned land.	Up to £5,000	Oliver's Tree Services	This is an ad-hoc service, linked to the programme of works required each year and any damage to trees as a result of storms etc. The level of work therefore varies widely and for this reason tree works have not been subject to a formal tender or contract.	Ongoing	Ongoing	No current plans to review.

Capital Programme Budget Expenditure

Capital Budget	Description of Works, Goods or Services	Actual Spend £	Supplier / Contractor	Procurement Process Followed	Start Date	End Date	Review Date
Works Vehicles and Machinery	Purchase of a ride on mowing machine.	£32,645	Rickerby	Three quotations were sought for the replacement mowing machine in accordance with the Council's Standing Orders for Contracts and Procurement. The successful quotation was received from Rickerby Horticulture. This was reported to the Council's Recreation Committee on 31st May 2017.	N/a	N/a	N/a
Works Vehicles and Machinery	Purchase of a replacement works vehicle. Mitsubishi L200 Single Cab.	£14,548	Croxdale Citroen	Three quotations were sought for the replacement vehicle in accordance with the Council's Standing Orders for Contracts and Procurement. The lowest quotation was received from Croxdale Citroen. This was reported to the Council's Policy and Resources Committee on 7th June 2017.	N/a	N/a	N/a
Works Vehicles and Machinery	Purchase of a replacement works vehicle. Citroen Dispatch panel van.	£13,950	Croxdale Citroen	Three quotations were sought for the replacement vehicle in accordance with the Council's Standing Orders for Contracts and Procurement. The lowest quotation was received from Croxdale Citroen. This was reported to the Council's Policy and Resources Committee on 19th July 2017.	N/a	N/a	N/a
Works Vehicles and Machinery	Purchase of replacement tractor for use on the golf course. Kubota STW34 Mini Tractor.	£17,400	Lloyd Ltd	Three quotations were sought for the replacement tractor in accordance with the Council's Standing Orders for Contracts and Procurement. The lowest quotation was received from Lloyd Limited. This was reported to the Council's Policy and Resources Committee on 13th September 2017.	N/a	N/a	N/a
Works Vehicles and Machinery	Purchase of a replacement works vehicle. Citroen Relay 35 HDI 130 Tipper.	£22,196	Croxdale Citroen	Three quotations were sought for the replacement vehicle in accordance with the Council's Standing Orders for Contracts and Procurement. The lowest quotation was received from Croxdale Citroen. This was reported to the Council's Policy and Resources Committee on 19th July 2017.	N/a	N/a	N/a
Works Vehicles and Machinery	Purchase of a Pegasus Trimax S4 gang mower.	£23,835	Greenlay Ltd	Three quotations were sought for the replacement gang mowing machine in accordance with the Council's Standing Orders for Contracts and Procurement. The successful quotation was received from Greenlay Limited. This was reported to the Council's Policy and Resources Committee on 24th January 2018.	N/a	N/a	N/a
Website Development	Development and enhancement of the Council website.	£5,000	Urban River Creative	The contract for the development of the Council's website was won by Urban River Creative and the subsequent development of the website therefore needed to be undertaken by this company.	N/a	N/a	N/a
Driving Range Lighting	The purchase and installation of new LED outfield lighting units for the driving range.	£7,874	Thorn Zumtobel / ITS Ltd	Three quotations were sought for the replacement of the outfield driving range lights in accordance with the Council's Standing Orders for Contracts and Procurement. The successful quotation was received from Thorn Zumtobel (for the supply of the lighting units) and ITS Ltd (for the installation of the lighting units). This was reported to the Council's Recreation Committee on 6th September 2017.	N/a	N/a	N/a