

Local Government Transparency Code 2015
Procurement Over the Value of £5,000 for the 2018/19 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, Depot and Golf Complex.	£14,000	Corona Energy	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.	£23,500	Npower	Market testing undertaken via Durham County Council Procurement Department. Contract set up with Durham County Council's electricity supplier; Npower.	01/10/2017	31/03/2019	Early 2019
Sports Complex Water	Water supply and sewerage services to the Oak Leaf Sports Complex, Depot and Golf Complex.	£12,250	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 2019 with a view to possibly switching supplier in the future.	Ongoing	Ongoing	During 2019
IT Support Contract	Support contract for all of the Council's servers and computer equipment including on-site visits.	£15,885	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.
Vehicle Fuel	Fuel card account for the supply of petrol and diesel for the Council's fleet of works vehicles and the civic car.	£18,000	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.	£7,000	Speedy Fuels and Lubricants	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 Speedy Fuels, while Certas Energy have been used in previous years. Works Department officers '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.	£7,300	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	April 2019
Main Insurance	The Council's main insurance policy including public liability, employers liability and buildings and contents cover.	£46,750	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 but following a re-tender exercise the contract will move to Royal Sun Alliance with effect from June 2019. There will be a saving to the Council of around £10,000 per year under the new contract.	25/06/12	24/06/19	March 2019
Pre-School Supplies	The supply of various pre-school equipment and learning materials.	£7,500	Various Suppliers	The Council uses various local suppliers for its pre-school equipment and learning materials requirements including Yorkshire Purchasing Organisation, Cosy, TTS Group and IKEA. There are no formal contracts in place and the Pre-School Manager is free to shop around for the best prices.	Ongoing	Ongoing	N/a
Works Tools and Equipment and Equipment Maintenance	The supply of small machines, works equipment and tools, protective clothing and the maintenance of that machinery and equipment.	£22,000	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, Sterling Safety and Peter Janes. There are no formal contracts 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.	£10,500	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.
Alarm Monitoring and Maintenance	The supply of alarm monitoring and maintenance services including call outs to faults and repairs across all Council sites.	£6,250	ADT	This is a long term support contract which runs year to year. The market has not been tested in recent years as the current arrangement is working well, the provider has in depth knowledge of the Council's alarm set up, and there would be risks involved with moving support to an alternative service provider without that specialist knowledge.	Ongoing	Ongoing	No current plans to review.

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Printing and Photocopying	The provision of photocopiers and the associated charges for printing at all Council sites.	£5,000	Konica Minolta	This is a long standing contract which runs year to year with the Council accessing preferential pricing under a nationally negotiated public sector procurement arrangement.	Ongoing	Ongoing	No current plans to review.
Council Newsletter and Advertising	The printing and distribution of four Council newsletters, and advertising of Council meetings, job vacancies, events and services.	£6,000	Newton Press	The Council makes use of the local printing firm and publishers of the community newspaper; The Newton News to print and then distribute its newsletter with that newspaper. The Newton News is also used, alongside other forms of marketing for advertising council meetings, jobs, events and services.	Ongoing	Ongoing	No current plans to review.
Stationery	The purchase of stationery and printing supplies across all Council service areas.	£6,000	Wrights Office Supplies	The Council purchases most of its stationery requirements from Wrights Office Supplies via its procurement service level agreement with Durham County Council. This gives access to preferential prices under a purchasing agreement negotiated by the County Council.	Ongoing	Ongoing	No current plans to review.
Senior Citizen's Trips Coaches	The provision of coaches for the Council's annual programme of senior citizen's excursions.	£8,250	Lees Coaches	A full tender exercise was last undertaken for the procurement of the coaches for the senior citizens' trips for the 2018 trips with Lees Coaches winning the 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.	Ongoing	Ongoing	Early 2019
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	Mid 2019
Fun in the Parks	The provision of inflatable rides for the Council's programme of Summer Fun in the Parks events.	£7,000	Bounceabout Leisure	This supplier has successfully provided the service for a number of years. They know the layout of the sites and the risks associated with each site and have worked with other contractors at the sites. 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 Bounceabout Leisure for a further year.	Ongoing	Ongoing	Early 2019
Aycliffe Festival	The provision of a brass band for the Party in the Park.	£7,000	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 2018	July 2018	N/a
Bar Supplies	The supply of drinks for the Oak Leaf Sports Complex bar facility.	£90,000	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	2019
Sky Television Package	The provision of a Sky Television package for the Oak Leaf Sports Complex, including Sky Sports and music channels.	£8,000	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.	£35,000	Various Suppliers	The Council uses various local suppliers to supply its catering stocks including George Bolam, Bid Food, 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.	£6,250	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 is reviewing this situation and investigating the possibility of having the cash collection service provided via the Council's bank.	Ongoing	Ongoing	2019
Golf Course and Driving Range Maintenance	The supply of golf course maintenance materials such as fertiliser, grass seed and sand, as well as the maintenance of golf course and driving range machinery and equipment.	£15,000	Various Suppliers	The Council uses various local suppliers for golf course materials and the maintenance of golf course and driving range machinery including East Riding Horticulture, Turf Technical, Lloyds, Rickerby, Carrs Billington, Garfitts, Ripon Farm Services, Peter Janes, Amtech, Badcock and AV Irrigation. There are no formal contracts in place and Works Department management are free to shop around for the best prices.	Ongoing	Ongoing	N/a
Vending Supplies	The purchase of bottled drinks and confectionery for sale to customers at the Council's sports complex and golf complex.	£6,000	M&M Value Limited	The Council currently uses M&M Value Limited to supply its bottled drinks and confectionery stocks. However, there is no formal contract in place and sports and golf complex staff are free to shop around for the best prices, and have in the past used other suppliers including P&H Direct Van Sales,.	Ongoing	Ongoing	N/a

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Golf Shop Stocks	The supply of various golf shop stocks including balls, tees, shoes, clubs and clothing to the Oak Leaf Golf Complex.	£14,000	Various Suppliers	The Council uses various local suppliers for golf shops stocks including Srixon, Proquip, Northern Golf, Lynx, Ping, Lloyds, Maple Marketing, Gordon Cattrell, 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.	£5,000	Various Suppliers	The Council uses various local suppliers for its play equipment spares depending upon who supplied the original play equipment. Suppliers include Kompan, HAGS, 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.	£6,000	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.	£10,000	All Seasons Arborists	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.

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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
Pre School Flooring	The replacement of the safety flooring at St Oswald's Pre School.	£5,524	Dobermans Contract Services	Three quotations were sought for the flooring in accordance with the Council's Standing Orders for Contracts and Procurement. The successful quotation was received from Dobermans. This was reported to the Council's Policy and Resources Committee on 6th June 2018.	N/a	N/a	N/a
Golf Complex Roof	The replacement of the golf shop roof	£13,760	Dufell Roofing	These works were of an emergency nature due to significant water ingress at the facility following some severe weather. As a result, the Town Clerk, in conjunction with the Chairman of Policy and Resources Committee authorised the replacement of the roof under emergency powers. Dufell Roofing were chosen as the preferred contractor as they has previously undertaken similar works at the sports complex. This action was retrospectively reported to the Council's Policy and Resources Committee on 24th October 2018.	N/a	N/a	N/a
Woodchipper Machine	The purchase of a replacement woodchipper machine for the Works Department.	£20,495	Greenlay Grass Machinery Limited	Three quotations were sought for the woodchipper 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 6th June 2018.	N/a	N/a	N/a
Pedestrian Weedripper (Power Harrow) and Leaf Collection Machine	The purchase of a pedestrian weedripper machine and a petrol powered leaf loader with hose.	£6,935	Overton UK Limited	The two machines were each individually valued at below the Council's Standing Orders for Contracts and Procurement threshold of £5,000 for seeking three formal quotes. Works Department management were free to shop around for the best prices and selected Overton UK Limited as their chosen supplier.	N/a	N/a	N/a
Disc Seeding Machine	The purchase of a disc-seeder for over-seeding the Council's football pitches and golf course.	£10,675	Greenlay Grass Machinery Limited	Three quotations were sought for the disc seeder 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 18th April 2018.	N/a	N/a	N/a
Golf Greens Mower	The purchase of a greens mower for Oak Leaf Golf Course and vibrating rollers.	£19,250	Rickerby Limited	Three quotations were sought for the greens mower and associated equipment in accordance with the Council's Standing Orders for Contracts and Procurement. The successful quotation was received from Rickerby Limited. This was reported to the Council's Policy and Resources Committee on 6th March 2019.	N/a	N/a	N/a
Golf Tees Mower	The purchase of a tees mower for Oak Leaf Golf Course, thatchaway chassis and verticut units.	£21,200	Rickerby Limited	Three quotations were sought for the tees mower and associated equipment in accordance with the Council's Standing Orders for Contracts and Procurement. The successful quotation was received from Rickerby Limited. This was reported to the Council's Policy and Resources Committee on 6th March 2019.	N/a	N/a	N/a
Computer Hardware	The purchase and installation of eight computers, two laptops and associated software.	£9,712	Technology Services Group	A quotation was sought from the Council's retained information technology support provider; TSG only, and a Standing Order Exemption was approved, removing the need to seek further quotes, on the basis of the exercise of professional knowledge, as a result of TSG's knowledge of the Council's computer systems and networks.	N/a	N/a	N/a
Golf Buggies	The purchase of three golf buggies for use by customers of the Council's golf course	£10,050	Rickerby Limited	Four quotations were sought for the golf buggies in accordance with the Council's Standing Orders for Contracts and Procurement. Only two quotes were subsequently received. The successful quotation was received from Rickerby Limited. This was reported to the Council's Recreation Committee on 30th May 2018.	N/a	N/a	N/a
Tables and Chairs for Large Events	The purchase of 25 tables, 200 chairs and a chair trolley to facilitate the holding of large events at the sports complex.	£7,431	Strictly Tables and Chairs	Three quotations were sought for the tables and chairs in accordance with the Council's Standing Orders for Contracts and Procurement. The successful quotation was received from Strictly Tables and Chairs. This was reported to the Council's Recreation Committee on 11th July 2018.	N/a	N/a	N/a
Play Area Safety Surfacing	The replacement of the safety surfacing at the Town Park and Moore Lane Park.	£29,968	RTC Safety Surfacing	Three quotations were sought for the safety surfacing repairs in accordance with the Council's Standing Orders for Contracts and Procurement. The successful quotation was received from RTC Safety Surfacing. This was reported to the Council's Policy and Resources Committee on 7th March 2018.	N/a	N/a	N/a

Capital Budget	Description of Works, Goods or Services	Actual Spend £	Supplier / Contractor	Procurement Process Followed	Start Date	End Date	Review Date
Resurfacing Works at Horndale Park Car Park	Replacement of the surfacing at Horndale Park car park and entrance road.	£8,380	AWG Construction	Three quotations were sought for the surfacing works in accordance with the Council's Standing Orders for Contracts and Procurement. The successful quotation was received from AWG Construction. This was reported to the Council's Policy and Resources Committee on 7th March 2018.	N/a	N/a	N/a
Cobblers Hall Park Development	The construction of a new park, play area and multi use games area at Cobblers Hall.	£151,183	Kompan Scotland Limited	The procurement process for this project was managed by Durham County Council's Procurement Department on the Council's behalf and was advertised on the Government Contracts Finder procurement portal and awarded via a proper tender process. Kompan Scotland Limited were the successful contractor. This was reported to the Council's Policy and Resources Committee on 18th October 2017 and 17th January 2018.	N/a	N/a	N/a
Town Park Skate Park	The replacement of the skate board park in the Council's Town Park.	£49,000	Safeplay Playground Services	Four quotations were sought for the skate park in accordance with the Council's Standing Orders for Contracts and Procurement. The successful quotation was received from Safeplay Playground Services. This was reported to the Council's Recreation Committee on 11th July 2018.	N/a	N/a	N/a
Aycliffe Village Junior Play Area	The replacement of Aycliffe Village junior play area.	£40,482	HAGS SMP	Four quotations were sought for the play area in accordance with the Council's Standing Orders for Contracts and Procurement. The successful quotation was received from HAGS SMP. This was reported to the Council's Recreation Committee on 5th September 2018.	N/a	N/a	N/a