

## Local Government Transparency Code 2015

### Procurement Over the Value of £5,000 for the 2019/20 Financial Year

#### Revenue Budget Expenditure

Revenue Budget	Description of Works, Goods or Services	Approximate 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.	£11,000	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	Early 2020
Sports Complex Electricity	Electricity supply to the Oak Leaf Sports Complex.	£28,500	EDF	Market testing undertaken via Durham County Council Procurement Department. Contract set up with Durham County Council's electricity supplier; EDF.	01/04/2019	31/03/2020	Early 2020
Sports Complex Water	Water supply and sewerage services to the Oak Leaf Sports Complex, Depot and Golf Complex.	£7,000	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 2020 with a view to possibly switching supplier in the future.	Ongoing	Ongoing	During 2020
IT Support Contract	Support contract for all of the Council's servers and computer equipment including on-site visits.	£11,500	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.	£6,000	Speedy Fuels and Lubricants / Certas Energy	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 £6,000. The fuel is currently sourced from either Speedy Fuels or Certas Energy depending upon which is offering the best price at the time of purchase. 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.	£7,500	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 2022.	25/06/19	24/06/20	April 2020
Main Insurance	The Council's main insurance policy including public liability, employers liability and buildings and contents cover.	£37,000	Royal Sun Alliance	The Council uses the town and parish council insurance broker; WPS Insurance to arrange its insurance contracts, and they test the market every three to five years and source the most cost effective insurance policy on behalf of the town and parish council sector. Following the most recent re-tender exercise the contract moved from Aviva to Royal Sun Alliance with effect from June 2019. The Council has taken up the option of a three-year long-term agreement in order to maximise the savings and benefits available. There was a saving to the Council of around £10,000 per year under the new long-term agreement.	25/06/19	24/06/22	April 2022
Pre-School Supplies	The supply of various pre-school equipment and learning materials.	£5,500	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.	£23,500	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
Works Protective Clothing	The purchase of works uniforms and protective clothing and PPE.	£5,750	Various Suppliers	The Council uses various local suppliers for its works protective clothing and equipment requirements including Sterling Safety, Landscape Supply Company, Carrs Billington and Screwfix. There are no formal contracts in place and Works Department management are free to shop around for the best prices.	Ongoing	Ongoing	N/a

Revenue Budget	Description of Works, Goods or Services	Estimated Annual Spend	Current Supplier(s)	Procurement Process Followed	Start Date	End Date	Review Date
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.	£7,500	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.
Council Newsletter and Advertising	The printing and distribution of four Council newsletters, and advertising of Council meetings, job vacancies, events and services.	£7,250	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.
Senior Citizen's Trips Coaches	The provision of coaches for the Council's annual programme of senior citizen's excursions.	£10,000	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 2020
Senior Citizen's Trips Hotels	The booking of hotels for the provision of lunches for the Council's annual programme of senior citizen's excursions.	£20,000	Various Hotels	The Council selects hotels based on the chosen destinations for the Senior Citizens' Trips each year, undertaking visits to each location and selecting the hotels based on a number of factors including location, price, disabled access. quality of meals etc. Hotels used in 2019 included Doxford Hall, Derwent Manor, The Imperial, Guisborough Hall, The Inn on the Lake and The Royal.	Ongoing	Ongoing	Early 2020
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 2020
Fun in the Parks	The provision of inflatable rides for the Council's programme of Summer Fun in the Parks events.	£8,250	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 2020
Large Community Events	The provision of a brass band for the Party in the Park.	£6,000	Durham County Council	The Council required the specific attendance of the Big Brass Bash Festival performers as part of its special events programme. This is an event is organised and run by Durham County Council.	July 2019	July 2019	N/a
Bar Supplies	The supply of drinks for the Oak Leaf Sports Complex bar facility.	£89,500	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. The first of these three further extension periods was taken up in July 2020, following negotiations that resulted in prices on key products being reduced to 2017 rates and a new sponsorship package being agreed.	July 2019	July 2020	2020
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.	£32,000	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
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.	£11,750	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

Revenue Budget	Description of Works, Goods or Services	Estimated Annual Spend	Current Supplier(s)	Procurement Process Followed	Start Date	End Date	Review Date
Vending Supplies	The purchase of bottled drinks and confectionery for sale to customers at the Council's sports complex and golf complex.	£5,500	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
Golf Shop Stocks	The supply of various golf shop stocks including balls, tees, shoes, clubs and clothing to the Oak Leaf Golf Complex.	£21,500	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
Tree Works	The provision of tree works including inspections, pruning and felling of trees on Council owned land and the purchase of replacement trees.	£6,250	Various Suppliers	The Council uses various local suppliers for tree works including Trees Please, All Seasons Arborists and Teesside Heritage Trees. 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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### Procurement Over the Value of £5,000 for the 2019/20 Financial Year

#### 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	The purchase of a replacement tipper vehicle for the Works Department.	£22,250	Thompson Commercial Limited	A total of six quotations were sought, and three quotations received for the tipper vehicle ensuring compliance with the Council's Standing Orders for Contracts and Procurement. The successful quotation, for an Izuzu N35.125 was received from Thompson Commercial Limited. This was reported to and approved by the Council's Policy and Resources Committee on 5th June 2019.	N/a	N/a	N/a
Works Vehicles and Machinery	The purchase of a replacement mini excavator for the Works Department.	£21,950	TS Plant Sales (N.E.) Limited	The mini excavator was purchased under emergency powers following the COVID-19 outbreak. The decision to bring forward the expenditure and waive the Standing Orders for Procurement was taken due to the likelihood of a significant increase in burials at the Council's two cemeteries. All necessary authority was delegated to the Town Clerk at the Council Meeting on 11th March 'to deal with the Covid-19 issue in accordance with Government guidance and in consultation with relevant Councillors'.	N/a	N/a	N/a
Aycliffe Village Play Area	The payment of the outstanding balance on the project.	£5,518	HAGS SMP	The procurement process for this project was covered in the 2018/19 schedule. This was an outstanding balance held back due to issues with the quality of some of the equipment.	N/a	N/a	N/a
Woodham Burn Footpath Works	The realignment of three sections of footpath within Woodham Burn where the watercourse is eroding the bankside.	£14,370	Nedco Contractors (N.E) Limited	Three quotations were sought for the footpath works in accordance with the Council's Standing Orders for Contracts and Procurement. The successful quotation was received from Nedco Contractors. This was reported and approved by the Council's Policy and Resources Committee on 6th March 2019.	N/a	N/a	N/a
Sports Complex Bowls Hall Carpet	New underlay, turning and cleaning of the bowls hall carpet.	£9,150	Dales Sports Surfaces	Three quotations were not sought for the bowls hall carpet works in accordance with the Council's Standing Orders for Contracts and Procurement as the work to be carried out is of a specialist nature with limited companies providing the service. An exemption from the Standing Orders for Contracts and Procurement was applied for and approved at the Council's Recreation Committee on 10th July 2019 and the contract was award to Dales Sports Services who undertake have the service contract for the bowls green.	N/a	N/a	N/a