



# Sutton Cheney Parish Council

## PROCUREMENT POLICY

### INTRODUCTION

Sutton Cheney Parish Council will always strive to attain best value for all goods, materials and services which it purchases. "Best Value" will be defined as a balance of price, quality of product and supplier services.

The Council will operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders for all procurement.

- The Council will purchase locally wherever possible and where best value can be satisfied.
- In evaluating "best value", the past record of the supplier will be taken into account and this does not always mean that the Parish Council should select the lowest quotation.
- The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard and will have regard to protect and sustain the environment.
- Procurement activities will comply with the Council's Financial Regulations and follow guidance in the NALC Procurement Toolkit
- Tender opportunities will be promoted on the Council's website to encourage tenders from local community and voluntary organisations and the local business sector.

### SPECIFICATIONS

Enquiries and invitations to tender shall be based on a written specification. The specification shall adequately describe the requirement procedure in sufficient detail to enable effective procurement in accordance with these rules.

### SUPPLIER PRE-QUALIFICATION

The Council shall only enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract.

### RECURRING TASKS

At the beginning of the financial year the Council will seek quotations & tenders as appropriate for all types of work of which there is likely to be a recurring need during the year.

Having established a supplier for the year for any recurring works, if sufficient confidence exists that tasks will be done economically based on past performance it would not generally be necessary to seek a quotation for individual tasks with the chosen supplier.

#### **INDIVIDUAL ITEMS OR TASKS**

##### **a) TASKS OR ITEMS WHERE THE ESTIMATED VALUE IS LESS THAN £250**

The Clerk is authorised, in conjunction with the Chairman, to order as necessary from any supplier any item required for the administration of the Council subject to the provisions made in the parish council budget. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk and Chairman.

##### **b) TASKS OR ITEMS WHERE THE ESTIMATED VALUE EXCEEDS £250 BUT DOES NOT EXCEED £500**

At least three verbal or telephone quotations are obtained. A record of the verbal or telephone quotation must be kept. Orders will only be placed following resolution of the council.

##### **c) TASKS OR ITEMS WHERE THE ESTIMATED VALUE EXCEEDS £500 BUT DOES NOT EXCEED £1000**

At least two written quotations will be obtained from different suppliers. Orders will only be placed following resolution of the Council.

##### **d) TASKS OR ITEMS WHERE THE ESTIMATED VALUE EXCEEDS £1000 BUT DOES NOT EXCEED £25,000**

At least three written quotations will be obtained from different suppliers. Orders will only be placed following resolution of the Council.

#### **PUBLIC ADVERTISING**

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##### **a) FOR ANY TASK WHERE THE ESTIMATED VALUE DOES NOT EXCEED £1000.**

The Council will decide the best course of action to be taken on an individual basis.

##### **b) FOR ANY CONSTRUCTION OR SIMILAR TASK WHERE THE ESTIMATED VALUE EXCEEDS £1000 BUT DOES NOT EXCEED £10,000.**

The Council may advertise in the Parish Magazine, website and/or on the Parish Notice Boards inviting any person or organisation to provide quotations for the works specified by the deadline provided.

##### **c) FOR ANY TASK WHERE THE ESTIMATED VALUE EXCEEDS £10,000.**

The Council will place advertisements in the local press in accordance with the Tendering Procedure in place.

## **FORMAL TENDER POLICY**

Where the Parish Council intend to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services, the following procedures apply:-

- 1) The Clerk shall advertise (in accordance with the Council's Advertising Procedures above) for formal tenders to be submitted by a specified date.
- 2) Such an invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 3) The invitation to tender shall state that tenders must be addressed to the Clerk in the ordinary course of post.
- 4) Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 5) All sealed tenders shall be opened during a closed session of a full parish council meeting.
- 6) If less than three tenders are received for contracts exceeding £25,000 or if all the tenders are identical the Parish Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- 7) The Parish Council shall not be obliged to accept the lowest or any tender.
- 8) The Clerk will place the order with the winning supplier following resolution of the Council.

This Procurement Policy was adopted by the Council in November 2017