



**Report to the Chief Officer (Highways and Transportation)**

**Date: 23 October 2018**

**Subject: Yorkshire Highway Alliance Supply of Traffic Sign Poles Contract**

**2019 / 2021**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

- 1 This report seeks the approval of the Chief Officer (Highways and Transportation) to tender and evaluate the Yorkshire Highway Alliance Supply of Traffic Sign Poles 2019 / 2021 contract.
- 2 The Contract period being from January, 2019 to January, 2021, in accordance with Contract Procedure Rule 8 – Intermediate Value Procurement. The tender will be let to all compliant tenderers for a two year period with the provision to extend for a further two years.

**Recommendations**

- 3 The Chief Officer (Highway and Transportation) is requested to approve the tender and evaluation method of the Yorkshire Highway Alliance Supply of Traffic Sign Posts Contract 2019 / 2021.

**1 Purpose of this report**

- 1.1 The purpose of this report is to inform the Chief Officer (Highways and Transportation) of the requirement to tender the Yorkshire Highway Alliance Supply of traffic Sign Posts Contract 2019/ 2021.

## **2. Background information**

- 2.1 The current Leeds City Council Supply of Traffic Sign Posts Contract expires on 22nd January, 2019. There is no provision within the contract to extend it for a further period of time.
- 2.2 As part of the collaborative working across Yorkshire Highway Alliance on procurement it was recognised that a single combined contract for the Yorkshire Highway Alliance Traffic Sign Posts 2018 would provide best value for all the districts.

## **3 Main issues**

- 3.1 The current contract was procured on 23<sup>rd</sup> January 2015 which ran for a four year period with an opportunity for companies to review their rates annually.
- 3.2 Highways Service Delivery use this contract for purchasing traffic sign posts to use for replacing damaged ones and provision at new schemes.
- 3.3 This will be a two year schedule of rates contract, which will be awarded to all compliant tenders on a no guarantee of works basis, with individual works orders placed with the most competitive and available first. The contract can be extended by a one x two year period providing this is regarded as being beneficial to the Council and YHA members.
- 3.4 The anticipated average annual expenditure is expected to be £ 30,000 issued via small value call-off orders.
- 3.5 This is a Yorkshire Highway Alliance collaboration contract with other Local Authorities who are members of the group being able to use the contract to order materials.
- 3.6 No other existing framework contracts for supply of Traffic Sign Poles that served our service needs have been found.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Consultation has taken place with the Yorkshire Highway Alliance Group and it was agreed that this contract would be the best method of procuring this type of work and will be available to all Yorkshire Highway Alliance.
- 4.1.2 Consultation has taken place with the Finance Section who confirmed that the works would be funded from both the capital and revenue budgets as and when the works are required.
- 4.1.3 The Procurement Section has also looked into the appropriateness or otherwise of the proposed two year Contract and concluded that it may provide suppliers with the opportunity to offer more competitive rates than otherwise.

## **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 Due consideration to equality will take place as part of the Corporate Procurement Process and it is currently not applicable for an Equality, Diversity, Cohesion and Integration screening / impact assessment to be undertaken at this time.

## **4.3 Council Policies and City Priorities**

4.3.1 The proposed tender of this contract will provide an efficient method of procuring traffic sign poles.

4.3.2 The recommended approach is consistent with the aims contained within the Council's Spending Money Wisely Policy.

## **4.4 Resources and value for money**

4.4.1 The tender of this Contract is an efficient use of council resources and is judged to be value for money in comparison to preparing tenders for each individual order.

4.4.2 The Contract will be awarded to all suppliers submitting a compliant tender. The suppliers will be offered, subject to satisfactory performance, the opportunity to revise their rates annually.

4.4.3 It is estimated that the total value of the 2 year contract will be around £60,000 and £30K per annum.

## **4.5 Legal Implications, Access to Information and Call In**

4.5.1 There are no specific legal implications arising from this report. All activities relating to the proposed extension have been executed strictly in accordance with the Council's Contract Procedures Rules. The anticipated expenditure will be less than £250,000 and therefore is not subject to Call In.

## **4.6 Risk Management**

4.6.1 This Contract is necessary to maintain continuity on the ability to procure these materials as the current contract expires on the 22<sup>nd</sup> January 2019.

## **5 Conclusions**

5.1 The tender of this Contract is an efficient use of council resources and is judged to be value for money in comparison to tendering individual orders across the Yorkshire Highway Alliance.

## **6 Recommendations**

6.1 The Chief Officer (Highway and Transportation) is requested to approve the tender and evaluation method of the Yorkshire Highway Alliance Supply of Traffic Sign Pole Contract 2019 / 2021.

## **7. Background documents**

7.1 None.