

How to do business



with

**High Peak Borough Council and Staffordshire
Moorlands District Council**

Take a look at available opportunities on our website at
www.staffsmoorlands.gov.uk and / or www.highpeak.gov.uk
and select *Business / Tenders and Contracts*

Background

High Peak Borough Council and Staffordshire Moorlands District Council formed and entered into a Strategic Alliance in February 2008. The Strategic Alliance's vision and aim is;

'The Alliance will operate under the management of a single Chief Executive, to establish joint working arrangements and a shared approach to the delivery of key services that will improve the quality of people's lives in the two authorities and deliver greater value for money.'

The procurement of goods, services and works for both Authorities is a combined function and for the majority of contracts procured under a joint approach.

Staffordshire Moorlands District Council

The Staffordshire Moorlands District Council covers the whole northern part of the Staffordshire County. It has a population of around 94,500 and covers 220 sq miles. Much of the northern part of the district is within the Peak District National Park and is in an area of great natural beauty.

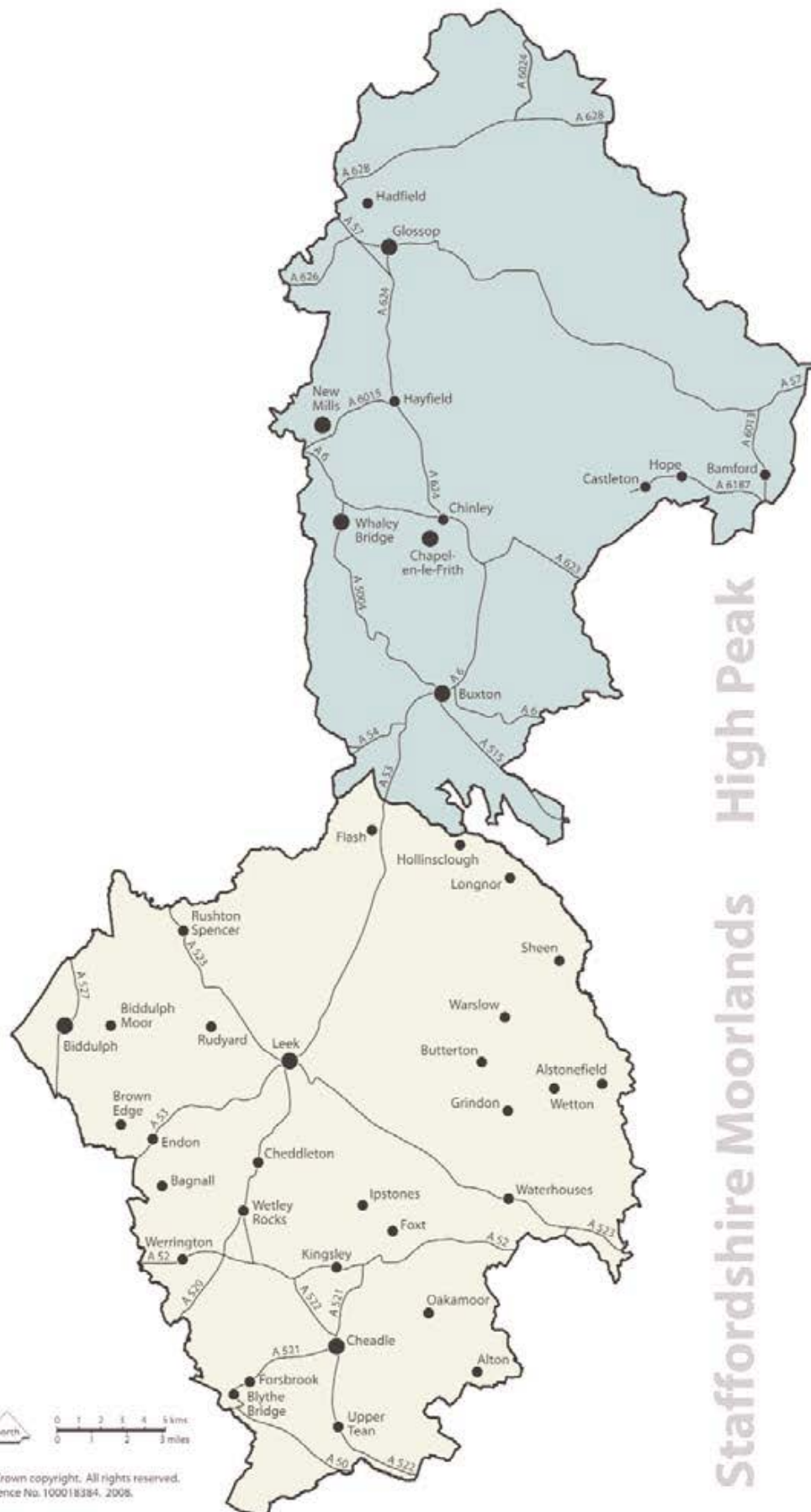
The District Council was judged as 'Excellent' in the 2007 Comprehensive Performance Assessment review and we have held Beacon status in both Procurement and Partnership Working and were awarded Beacon status for Digital Inclusion. In 2008, the Audit Commission judged the Council as equal best in England for Use of Resources. The Council employs approximately 300 staff mainly in Leek. The District has three major towns, Biddulph, Cheadle, and Leek. Leek, a market town of 20,000 inhabitants is the administrative centre of the District. Cheadle the most southerly town has a population of about 10,000 and Biddulph, in the North West and close to the Cheshire border, has approximately 20,000 inhabitants.

High Peak Borough Council

The High Peak is situated within the Peak District at the north-western tip of Derbyshire and the East Midlands Region. Two-thirds of the Borough lies in the Peak District National Park and is an area of outstanding natural beauty. 93% of its population lives outside the Park, with the major population centres being around Glossop to the north and Buxton to the south.

The borough has a population of around 90,600 and covers 54,000 hectares. The Council was recognised as 'Excellent' in the 2007 Comprehensive Assessment Review and has held Beacon status in EMAS and Sustainable Energy. In 2007 the council won the Local Government Chronicle's principal award, 'Council of the Year'.

The council employs approximately 300 staff based in and around three main office locations; Buxton, New Mills and Glossop.



Staffordshire Moorlands High Peak

Introduction

This guide has been produced to assist suppliers and contractors who wish to supply Staffordshire Moorlands District Council and High Peak Borough Council (the Alliance) with goods, services or works. It helps in the following ways:

- It outlines the rules that the Alliance must follow
- It alerts companies to the opportunities to supply the Alliance
- It explains how to bid for Council work

The Alliance has a dedicated procurement section that encourages competition and welcomes quotations from both new and established suppliers and we are always keen to explore new and innovative solutions to improve costs and efficiencies.

Achieving Best Value

The aim of the Alliance is to provide the highest level of quality in all of the services it provides. All expenditure has to be shown to be obtaining value for money in order to achieve the aim of providing responsive, efficient and effective services to the public. The way in which the Alliance achieves this is by applying a rigorous procedure in the selection and management of its suppliers.

Purchasing Policy

The Purchasing Policy of the Alliance is to provide a formal framework to be used by all Council Services engaged in procurement. Its purpose is to ensure that all goods and services purchased are of optimum quality and obtained at the most competitive price to meet the needs for which they are required. The policy ensures that the Alliance is seen to trade efficiently and fairly based on the principles of equal treatment, transparency and competitive procurement. The Council's Joint Procurement Procedure Rules and Procurement Strategy can be viewed on the Council's websites under Tenders and Contracts.

Corporate Social Responsibility

The Alliance expects our supplier base to be reliable and provide a dependable service, promoting open communication within a commercial relationship. Suppliers should be proactive in suggesting innovative solutions to reduce cost or wastage, whilst maintaining or improving overall quality of the product / service. In addition, conduct of any business is expected to be performed ethically, honestly and professionally, whilst conforming to any regulations, such as health and safety, equality and environmental considerations.

General Procurement

In 2016-17 the Alliance spent around £35m on goods and services. It also has a Capital Budget, which varies each year according to the resources available.

The three levels of purchasing at the Alliance are.

- a) Under £2,000 – No requirement for written quotations, best value should be obtained, quotations may be requested.
- b) £2,000 to £5,000 - a minimum of three written quotations are sourced without or without advertising

- c) £5,000 - £25,000 – Request for Quotations sourced via advertising through E Tendering System
- d) Over £25,000 – Tendering advertised through E Tendering system
- e) Over £181,302 Supplies and Services. £4,551,413 Works are advertised in accordance with EU Procurement Practice in the Official Journal of the European Union (OJEU))

Some of the goods and services the Alliance procures are:

Services

- Advertising
- Building Cleaning & Facilities Management
- Commercial Vehicle Hire
- Confidential Waste Disposal
- Consultancy
- External Printing
- Grounds Maintenance Equipment
- Payment Collection and Internal Mail Services
- External Mail Services
- Insurance
- Mechanical and Electrical Maintenance
- IT & Telecommunications
- Temporary Agency Staff
- Recycling Disposal
- Security Services

Utilities

- Electricity
- Gas
- Water

Goods

- Bar Stock (Beverages & Food Supplies)
- Books & Publications
- Catering Supplies
- Cleaning Materials
- Computer Equipment & Consumables
- Plants & Bulbs
- Hygiene Dispensers
- Office Furniture
- Office Stationery & Equipment
- Protective Clothing & Footwear
- Signage
- Street Furniture
- Telephones
- Vehicles
- Vending Machines
- Water Dispensers

Works

- Maintenance and Refurbishment of Council Premises

- Miscellaneous Construction Contracts

Please note that High Peak Borough Council have a housing stock which is managed in-house. Staffordshire Moorlands District Council does not have a housing stock.

Neither Council are responsible for Educational or Social Services functions, these are the responsibility of County Councils for both areas.

How We Buy Goods and Services in the Alliance

The Alliance's purchasing arrangements are mainly organised in service areas, Corporate buying is co-ordinated through the Procurement Unit within the Finance Section.

All contracts must comply with UK and EU legislation and Council Standing Orders which govern the contracting activities, procedures for obtaining quotations/tenders and awarding contracts.

We:-

- 1. Follow procedures that are ethical, environmentally friendly, accountable and compliant with procedural, legal and international obligations.*
- 2. Achieve continuing improvement in value for money, based on the whole life costs and quality of goods and services.*
- 3. Help to improve the competitiveness of suppliers and support the local economy.*

Our "value for money" criteria recognise that lowest price is not necessarily the best solution. Therefore, some purchasing decisions take into account other factors such as economic, environmental and social impacts of goods and services both in the short and long term.

The Alliance is committed to supporting and encouraging smaller and locally based organisations to compete for business and to improve their ability to meet the Alliance requirements whilst complying with the requirements of EU Regulations, Procurement Procedure Rules and best practice guidance.

The Councils publish a Contracts Register on their websites under Tenders and Contracts, this is record of activity and contracts awarded, and this is updated at the end of each quarter. The start and end dates of each contract are clearly displayed.

Prompt Payment

The Alliance recognises the importance of cash flow to all businesses, The Alliance policy for the payment of invoices is to pay all invoices promptly in accordance with the government guidelines. Where there is no contractual provision, the aim is to pay compliant supplier Invoices within 30 days of receipt of the invoice.

The Alliance will not accept liability for the payment of any invoice for goods and/or services where an official order, properly authorised, has not been issued. Any request for goods or services MUST be accompanied by a purchase order number, which should be clearly shown, on the invoice. Non-compliance will result in the invoice being rejected and returned to the supplier.

We also have a responsibility for CIS deductions and reporting to HMRC for Sub Contracting, if your business operates in the construction Industry or is registered for CIS deductions may be paid to HMRC on your behalf.

We want to achieve common goals by sharing our aspirations with potential suppliers.

How to apply for Staffordshire Moorlands DC and High Peak BC Contracts

E-tendering System

High Peak BC and Staffordshire Moorlands DC complete all tendering and requests for quotes using an electronic tendering system, from April 2015 we no longer accept paper submissions for contracts over £5,000

- E-tendering: Register as a Supplier on ProActis : <https://procontract.due-north.com/Login>

E-tendering: E Vendor Management

By Registering and creating your own profile on the E-tendering system Pro Actis, you can manage and maintain your pre-qualification data and simply upload each time you participate in a contract opportunity. The site offers a helpline and you can email procurement@staffsmoorlands.gov.uk for further guidance if required. The site will also enable you to register for alerts under the specific areas of your business operations.

Alert Notifications:

- Login to our facebook pages
- High Peak Borough Council
- Staffordshire Moorlands District Council

- Follow us on Twitter
- @HighPeakBC
- @tweetSMDC

Things to remember:

- In completing the Invitation to tender (ITT), make sure that you provide all the information requested and answer all questions accurately. The questions will be used to evaluate your suitability for the contract, this will be based on a scoring mechanism
- Submit the tender by the closing date and time specified. Late tenders will not be considered.
- Respond to any requests for further information by the specified date.

The tender documents the Councils make available to suppliers contain details of our requirements. You should read these documents and make sure that you fully understand the requirements. If you do not understand any part of the specification, contract or

requirement you should contact the procurement team via the E tendering messaging portal by the stated date and request further information.

Where We Advertise

This list is not exhaustive but generally the Councils use the following publications for quotes over £5,000 and tenders over £25,000:

- Pro Contract : <https://procontract.due-north.com/Login>
- HPBC / SMDC Council websites under Business / Tenders and Contracts Current Tender Opportunities www.highpeak.gov.uk and www.staffsmoorlands.gov.uk
- Source Derbyshire www.sourcederbyshire.co.uk
- Official Journal of the European Union (where above threshold)
- North Staffordshire Chamber of Commerce website www.nsccl.co.uk
- Contracts Finder www.gov.uk/contracts-finder
- Specialist journals
- Local newspapers
- Councils own E-Business News updates – register on High Peak and Staffordshire Moorlands Websites, under Council Services / Business and Licensing / Business Support and advice

Information Required From You to Assist the Evaluation Process

Qualification:

This section is not scored on a points or percentage basis, if your tender submission is successful an evaluation on suitability will be undertaken.

Organisation Details:

You are asked basic information about your company. The answers to this section indicate the type of company you are and the history behind your organisation (e.g. details of your employees, quality standards, capabilities, and professional associations).

Compliance / Litigation:

You are asked to provide declarations to any offence including, fraud, corruption, bribery, outstanding claims, or historic claims involving your company. Please ensure you read the questions carefully and answer honestly, if your company is considered for the contract these declarations will then be verified.

Financial:

You are asked to submit audited accounts and annual reports for the last two years. Group or Holding Company accounts are not acceptable. If your company's bid is successful this data along with credit referencing may be used to complete an assessment of financial suitability, appropriate to the contract value.

Insurance:

The council normally requires a minimum level of insurance of £5 million Employers liability, £10m public and product liability. Depending on the nature of the contract Professional indemnity insurance may also be required at a minimum level of £2m.

Experience:

Three references are required to demonstrate your experience in the area of work, references may be requested if your company is successful in the tender bid.

Equal Opportunities:

The Council is committed to providing equal opportunities for all members of the community. It is important therefore that companies tendering for Council work can demonstrate a similar commitment to providing equality of opportunity and that they do not discriminate against anyone on grounds of age, religion or religious beliefs, race, sex, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, and sexual orientation, and any other characteristic where less favourable treatment is prohibited by applicable law

Health and Safety:

You are asked questions relating to your Health and Safety arrangements, including safeguarding and requested to submit your policy for review. The requirements for the contract will determined the level of detail requested.

Prime and Sub Contractors:

If you intend to use sub contractors to complete the contract requirements details on the sub contractors suitability may be required and assessed if successful.

Environmental Matters:

If your company has an environmental policy or an environmental management system, you are asked to submit it with your application. If you do not have such a policy, it will not prevent you from being accepted onto the approved list. However, you may be asked for further environmental information when you are invited to tender for specific contracts.

Technical:

The technical section is a scored section, the number of points or percentage available will be clear in the project documentation. The technical assessment will be project and contract specific. A range of questions may be asked in relation to experience, project planning, quality, delivery,

Commercial:

The Commercial section is a scored section, the number of points or percentage available will be clear in the project documentation. The commercial section relates to the financial element of you bid and may require a fixed price or schedule of rates, or a combination depending on the contract requirement.

Evaluation of Tenders and Issue of Contract

Evaluation

Evaluation will focus on examining how the tender proposals will deliver the service (quality) and the cost of the service (price). This is basically an assessment of the total acquisition cost, which examines combinations of sustainability, quality, ability and not just the lowest price. The Council will award contracts to the most economically advantageous tender i.e. the tender that offers the best value to the Council. Evaluation Criteria and information on scoring will be included within the Tender documents.

Presentations

At any time during the tender evaluation process you may be invited to give a presentation or attend meetings as part of your submission if this is applicable to the selection process.

Samples and Documentation

You may be asked to supply samples or other documentation for any item for which a tender has been submitted. The samples should be supplied free of charge to the stated delivery address, by the due time and date. Failure to supply samples or documents by the date requested could result in your tender not being accepted.

Contract Award

Notification of evaluation outcome and debriefs will be issued to participants upon conclusion of the evaluation procedure. If your submission is successful you will be notified and receive a purchase order. If the value is over £10,000 then a formal contract will also need to be signed by both parties.

Performance bonds / parent company guarantees

The Council may require a deed of guarantee / bond when the contract is entered into. Where this is required this will be specified in the tender documentation.

A deed of guarantee can take the form of:

- a performance guarantee, under which a third party, the guarantor, (often the parent company) undertakes to fulfil the terms of the contract
- a financial guarantee which ensures that the authority receives financial compensation if the contract is not fulfilled (currently at 10% of the total contract value)

A bank or insurance company can also provide a deed of guarantee.

Variations to the contract

These may be needed from time to time throughout the contract. We will always request variations in writing, except in an emergency where instructions may be made orally but will be confirmed in writing.

Post Contract Evaluation

General performance of a contract is monitored and recorded for future reference. These records, known as contractor performance reports, are completed by the supervising officer for the contract and are kept by the

Procurement Unit.

What will be expected of you when working or supplying us?

There are procedures in place for monitoring the performance of all companies carrying out contracts for Staffordshire Moorlands District Council and /or High Peak Borough Council. You will be monitored to assess your compliance with pre-defined performance criteria.

Your company must be capable of delivering the requirements of the contract.

You should be aware that these are strictly applied, especially with regard to health and safety, quality and general performance.

The Councils are continuously striving to improve its own performance and it expects companies working for it to do the same. The Council will look seriously at the position of any company that fails to perform to the levels required.

You will be asked to comment on any adverse performance that is reported but you should be aware that serious instances of poor performance could lead to your suspension or contract termination. The Council is not responsible for the consequences this may have on a company's business.

Examples of adverse performance would include areas such as:-

- Poor quality of work
- Poor adherence to work programme
- Poor health and safety practices
- Poor employee relations
- Poor environmental performance
- Discrimination
- Poor site supervision
- Poor control of sub-contractors
- Missed deadlines / failures

Business Support and Advice

The Council's have a webpage dedicated to advising and supporting businesses within the regions, it helps identify if there are any grant opportunities, provides practical advice on starting up your own business and available training.

For further information visit the High Peak BC and Staffordshire Moorlands DC websites and search under Business and Licensing

<https://www.highpeak.gov.uk/article/230/Business-support-and-advice>

<https://www.staffsmoorlands.gov.uk/article/426/Business-support-and-advice>

The main business support agencies and organisations in the Staffordshire Moorlands and High Peak areas are:

Business Link West Midlands:
0845 1131234
www.businesslinkwm.co.uk

Your main starting point for all non-tourism businesses. Business Link West Midlands will direct you to the most appropriate agency for assistance.

Regional Centre for Tourism Business Support:

0845 241 8269

www.qualityatheart.co.uk

Main contact for all Tourism Related Businesses. A specialist tourism advisor will arrange a free visit.

Business Initiative:

01782 202222

www.business.org.uk

For start-ups.

Chamber of Commerce:

www.nsccl.co.uk

For further information, please contact:-

Procurement Unit
PO Box 136 Buxton Derbyshire SK17 1AQ

www.staffsmoorlands.gov.uk

or email: procurement@staffsmoorlands.gov.uk

Tel 01538 395400

Fax 01538 395474

www.highpeak.gov.uk

or email: procurement@highpeak.gov.uk

Tel 0345 129 7777

Fax 01298 27639



This booklet has been produced by the Councils' Procurement Unit. Its role is to develop and implement a procurement strategy and policy across the Alliance.

We welcome your feedback on this document and on the website links



STAFFORDSHIRE
moorlands
DISTRICT COUNCIL
ACHIEVING · EXCELLENCE



High Peak Borough Council
working for our community