



Penrith Town Council

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APPROVED CONTRACTOR POLICY

1. INTRODUCTION

1.1 Penrith Town Council has agreed to invite applications from local companies to be included on to the Council's Approved Contractors List; from where companies can be asked as the need arises to quote for works as required by the Council.

2. OBJECTIVES

- 2.1 To have an approved list of contractors who have been deemed suitable to undertake works on behalf of the Council.
- 2.2 To allow the Services and Contracts Manager as set out in the Council's Scheme of Delegation to be able procure services up to the value of £5,000 per item from those contractors on the approved list.
- 2.3 To meet the requirements of the Council's Procurement Policy, with a focus on Local Rule (1), which sets out that the Council will purchase locally wherever possible and where best value can be satisfied. The Council will primarily make purchases within the parish of Penrith and district of Eden.

3. BACKGROUND

- 3.1 The Council's approved Procurement Policy sets out how the Council will procure goods and services. This policy also includes the financial thresholds that determine how a contract shall be procured.
- 3.2 In the delivery of this Policy the Council will also adhere to the 'Local Rules' as set out in the Council's Procurement Policy which sets out that the Council will purchase locally and where best value can be satisfied. The Council will primarily use service providers from within the parish of Penrith and the district of Eden.
- 3.3 The likelihood is that through the implementation of this policy the approved contractors will be providing services for small works and general maintenance.
- 3.4 Penrith Town Council is a relatively new Council having been established in May 2015. As such the Council's asset base is limited to:
- Office
 - Fairhill Playing Field, including trees and children's play area
 - Seats and Benches
 - Bus Shelters
 - Cornmarket Bandstand
 - Allotments
 - War Memorial (St Andrews)
 - Recycling Centre (Morrisons)
 - Musgrave Monument

4. EXISTING CONTRACTS

- 4.1 The Council has so far existing contracts in place for the following services:

External Accountancy Services
Information Technology Services
Planning Consultancy Services
Community Caretaker Services
Grounds Maintenance Services (Fairhill)

- 4.2 Contractors currently undertaking works for the Council will automatically be included on to the Approved Contractors List.

5. APPROVED CONTRACTORS LIST

5.1 The Council is inviting contractors who are based within the Parish of Penrith and district of Eden to provide the following services:

- Clock Maintenance
- General Building Services
- Plumbing Services
- Electrical Services
- Joinery Services
- Painting and Decorating Services
- Bus Shelter Repairs
- Fencing and Gates
- Fabrication and repair to metal gates
- Signage and Branding
- Groundworks including paths and drainage
- Natural Stone walling

6. PROCESS

- 6.1 Prospective contractors are being invited to apply to the Council to be included on the Approved Contractors List.
- 6.2 Invitations will be via the Council's website. Contractors will be required to complete an Application Form and provide a minimum of two references and outline two examples of their work. They will also be required to provide an in-date copy of their company's public liability insurance. The Council will require a minimum of £5,000,000 of public liability cover.
- 6.3 The Council will undertake a desk exercise to determine whether the applicant is to be included on the Approved Contractors List. The contractor will be written to at this stage confirming their appointment and will be advised that they will be contacted to provide quotations for work as the opportunity arises.
- 6.4 The deadline for the receipt of applications is 31 May 2019. The Council will not consider late applications. The Council will only consider further applications where a shortage in service provision is identified.
- 6.5 For individual projects the Council will require project specific risk assessments and method statements as required.

7. PERIOD

- 7.1 The Approved Contractors List will cover a period of four years. After four years has passed the Council will undertake this process again, or it may at its own discretion extend the period of appointment. The period will be 01 June 2019 to 31 May 2023.
- 7.2 The Council cannot guarantee any work to the Contractor during the period they are named on the Approved Contractors List.

8. ASSESSMENT

- 8.1 The Council will determine the suitability of each applicant based on the information contained within the application form, the findings from the independent references, the confirmed level of insurance cover in place and that the contractor meets one or more of the identified services as set out in paragraph 5.1 and the requirements as set out in paragraph 6.2.
- 8.2 All applicants will be written to by the Council following the closing date and assessment of applicants has taken place confirming whether the company has been included on the Approved Contractors list or not.

