



# Box Parish Council Procurement Policy

Policy agreed on: 28<sup>th</sup> April 2022

To be reviewed: Annually

## 1. Introduction

Every Contract by the Council or person acting on its behalf shall comply with this Procurement Policy.

A Contract is an agreement between the Council and an individual or organization for the individual or organization to provide works, goods or services for which the Council will provide consideration.

Persons involved in awarding a Contract on behalf of the Council must ensure that the best value for money is obtained. It is essential that the authorised person leading the procurement has identified the need and fully assessed the options for meeting those needs. The Council will endeavour to use local suppliers, but not exclusively, and will check the credentials of all suppliers.

The contract should be climate and environmentally resilient for its expected lifetime, rather than for the procured contract period. The life will vary from asset to asset. An appropriate time line over which to consider for procurement may be 5 years or more for equipment, less for consumables and longer for some infrastructure or service delivery procurements. The Box PC Climate Strategy statement outlines the targets that the Parish wishes to achieve against a rolling window of opportunity.

## 2. Specifications

Enquiries and invitations to quote shall be based on a written specification. The specification shall describe in detail sufficient to enable effective procurement in accordance with these rules. These specifications will be drawn up by the individual committees requiring the work or items to be purchased.

## 3. Procurement of tasks or items up to the value of £250.00

The Clerk/RFO is authorised to order as necessary from any supplier any item required for the administration of the council to the provisions made in the Councils budget. All other items of expenditure must be referred to Full Council in accordance with Financial Regulations.

4. **Contracts above £250 and below £1000**

Committees of the Council to consider any items of expenditure between £250 and £1000 and make a recommendation to the Full Council. Whilst there is no requirement to obtain three quotations the Council should endeavour to obtain value for money and follow the objectives of the Climate Strategy Action Plan, using the matrix shown below.

4. **Contracts above £1000 and below £3000**

The Clerk/RFO shall endeavour to obtain three quotations and the matrix shown below should be completed.

5. **Contracts above £3000 and below £25000**

Written quotations must be sought by not less than three individuals or organisations that could undertake the contract.

6. **Contracts above £25000**

Invitation to quote/tender shall be sent to at least four individuals or organisations that could undertake the contract (or if fewer than four respond, to those that are suitable).

7. Contract Procedure rules 4 & 5 shall not apply to the following but, wherever possible alternative quotations should be obtained:

- Contract comprising spare or replacement parts of existing machinery or plant or repairs to that plant and machinery.
- Urgent situations as agreed with the Chairman of the Council where the Council is put at significant risk, or where significant costs could be incurred, by not taking urgent remedial action.

8. Every written contract shall specify:

- The work, materials, the matter or thing furnished, had or done.
- The price to be paid, with a statement of discounts or other deductions (if any).
- Time or times within which the contract shall be completed.

9. **Acceptance of Quotations/Tenders**

The quotation/tender which offers the best value to the Council shall be accepted. Each quotation/tender shall be evaluated for price and quality to ascertain the most economically advantageous quotation/tender. Local companies shall be encouraged to apply.

10. **Termination of Contracts**

The Council reserves the right to terminate any contract for any of the following reasons:

- Termination for cause – where a supplier commits a material breach of the agreement to deliver services or, fails to deliver agreed services, in the agreed timeframe without a plan to address the failings.

11. **Status**

This policy was adopted by Full Council on 28<sup>th</sup> April 2022 and will be reviewed annually

## **Appendix**

Attached Matrix

Assessment criteria in accordance with Box PC Procurement Strategy. Each criteria is scored on an ascending scale of 1 - 10 with 1 being the lowest score and 10 being the highest						
Supplier	Description of supply	Price	Vat	Total Cost	Estimated Lifetime Cost	Assessment