



## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Marianne Hesketh, Service Director Performance and Innovation	Councillor Alan Vincent, Resources Portfolio Holder	14 February 2019

<b>Contract for the Supply of Personal Protective Equipment (PPE), Cleaning Materials and other Consumables</b>
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### 1. Purpose of report

- 1.1 To seek Portfolio Holder agreement for an exemption to the Council's contract procedures in order to place an extension of the contract with Key Engineering for the supply of goods to Wyre Council.

### 2. Outcomes

- 2.1 To set up an extension of the contract with the current provider Key Engineering for the continued supply of PPE, cleaning materials and other consumables to Wyre Council.

### 3. Recommendations

- 3.1 Key Engineering will be granted an extension of the contract for three years with an option to extend for one year to supply PPE, cleaning materials and consumables to Wyre Council.
- 3.2 That approval is given to proceed under the exemption to Contract Procedures contained within the Financial Regulations and Financial Procedure Rules on the grounds that exceptions may apply where "the goods, works or services constitute an extension or variation of an existing contract."

### 4. Background

- 4.1 The council's current clothing, cleaning materials and consumables suppliers are Key Engineering with a contract in place to March 2019. Research has been carried out exploring the market for price comparisons with new suppliers. In this particular sector there is a great

deal of reluctance to make any long-term commitments on price. Key Engineering prices were found to be cheaper or the same price as those offered on the YPO Framework for PPE, cleaning materials and other goods.

- 4.2** Meetings with Key Engineering confirmed that they could freeze their prices until 31 March 2020, which is considered to offer the council best value for money.

## **5. Key issues and proposals**

- 5.1** To place an extension of the contract with Key Engineering for the supply of PPE, cleaning materials and other consumables to Wyre Council would secure fixed prices on products until 31 March 2020. The council's average spend is forecast to be £35,325 per annum and this would help to ensure spend remains within existing budgets.

## **6. Delegated functions**

- 6.1** The matters referred to in this report are considered under the following executive function delegated to the Resources Portfolio Holder (as set out in Part 3 Financial Procedures Rules of the council's constitution): "To consider departures from Rules relating to financial and contractual matters if appropriate."

<b>Financial and legal implications</b>	
Finance	Current PPE, cleaning materials and other consumables cost the council an estimated £35,325 each year. The extended contract would allow for greater certainty over costs in the short-term and help to maintain spend within existing budgets.
Legal	The award of the contract complies with the exemptions contained in the Council's contract procedures contained within the Financial Regulations and Financial Procedure Rules (Appendix F).

### **Other risks/implications: checklist**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	✓

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x
data protection	x

### **Processing Personal Data**

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

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<b>List of background papers:</b>		
name of document	date	where available for inspection
None		

### **List of appendices**

None

dems/ph/re/cr/19/0002dhd2