

Procurement information (December 2021)

Local Councils are required to publish information about the contracts that are in place. Information must be included about the work undertaken, the organisation that is completing the work, the value and term of the contract, details of the procurement exercise that took place and the nature of the organisation.

This information is included below:

Organisation	Summary of Work and term of contract	Annual Contract Value	Procurement undertaken	Type of organisation
RGS Grounds Maintenance	Burial Grounds maintenance (3-year contract, ends March 2022)	£14,200	Advertised locally through local press and website and organisations invited to submit quotations. Also on Contract Finder in line with Procurement Policy	Small/ medium size enterprise
RGS Grounds Maintenance	Lengthsman (annual review)	Up to £8000	Advertised on website and organisations invited to submit quotations.	Small/ medium size enterprise
N&J Trees Services	Burial Ground, annual tree survey (3-year contract in place, ends	£720	Advertised on website and organisations invited to submit quotations.	Small/ medium size enterprise

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	2022)			
Countrywide	Springfield Road grass cutting (ended 2021-tender process ongoing)	2020/21- £614	Advertised on website and organisations invited to submit quotations.	Small/ medium size enterprise
Time Assured	Clocks (3-year contract in place, ended 2021-tender process ongoing)	£1,140	Organisations invited to submit quotations.	Small/ medium size enterprise
Protech	Christmas lights installation and storage (contract in place ends January 2024).	£18,030	Advertised locally through local press and website and organisations invited to submit quotations.	Small/ medium size enterprise
Myers and Co Solicitors	Annual contract; specialist HR advice (annual review)	£1800 (inc. VAT)	Three quotations requested from specialist providers.	Small/ medium size enterprise
Waterlogic	Provision of water dispenser and water refills (annual review)	£90 equipment cost, water refills charged dependent on usage.	Three quotations requested from specialist providers.	Large enterprise
PHS	Sanitary bins- 3 year contract (Aug 2021-2024), three sites	£236.60 per year- Town Hall £72.80 per	Three quotations requested from specialist providers.	Large enterprise

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		year- Visitor Centre £18.20 per year, Bus Hub		
Ash Waste	Waste removal at Town Burial Ground (annual review)	£2,270 per year	Three quotations requested from specialist providers.	Large enterprise
Prism	Managed IT service (three year agreement, ends January 2024)	£8,700 per year	Three quotations requested from specialist providers.	Small/ medium size enterprise
Fifteen	2x mobile phone contracts Wifi for Town Hall (annual review)	£444 per year- phones £600 per year- wifi	Three quotations requested from specialist providers.	Small/ medium size enterprise
Evolve	Website maintenance (annual review)	£350 per year	Three quotations requested from specialist providers.	Small/ medium size enterprise
ADT	Intruder and Fire Alarms- Town Hall, Visitor Centre (annual review)	£2170 per year	Three quotations requested from specialist providers.	Small/ medium size enterprise
Business	Photocopier	Monthly	Three quotations	Small/ medium size

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Products	maintenance (annual review)	metered usage.	requested from specialist providers.	enterprise
D&G Bus	93 bus service (3 year contract, ends March 2022)	£40,000 per year	Procurement completed through Staffordshire County Council, online portal.	Large enterprise
Grenke	Photocopier hire (three year agreement, ends 2022)	£1,760 per year	Three quotations requested from specialist providers.	Small/ medium size enterprise
Moorland Contract Cleaning	Public convenience cleaning at Bus Hub and Visitor Centre (annual review)	£2,500 per month	Three quotations requested from specialist providers.	Small/ medium size enterprise
Tidysite	Town Hall, Woodhouse Burial Ground and Visitor Centre bins	£120 per month (est.)	Three quotations requested from specialist providers.	Small/ medium size enterprise
Zurich	Insurance for all sites/ assets	£2,300 per year	Three quotations requested from specialist providers.	Large enterprise