

**PERTH AND KINROSS COUNCIL****Strategic Policy & Resources Committee – 19 September 2012****CONTRACTS AWARDED BY THE CHIEF EXECUTIVE'S SERVICE  
1 JANUARY 2012 TO 30 JUNE 2012****Report by the Head of Finance****ABSTRACT**

In accordance with the Council's Contract Rules, this report provides information to the Committee on contracts awarded by the Chief Executive's Service from 1 January 2012 to 30 June 2012 under delegated authority.

**1. RECOMMENDATION**

The Committee is asked to note contracts were awarded as detailed in Appendix 1.

**2. BACKGROUND**

The Council approved the Contract Rules on 23 March 2005, report 05/199 refers. Those rules set out the requirement for each Executive Director to submit a report detailing all tenders over £5,000 in value accepted by the Service which have not previously been reported.

The delegated authority to contract for goods and services is contained within the Council's Scheme of Administration which permits the Chief Executive or any Executive Director to enter into contracts on behalf of the Council in accordance with the Council's Contract Rules.

This report covers the period 1 January 2012 to 30 June 2012.

**3. CONSULTATION**

No consultation has been necessary on the content of this report.

**4. RESOURCE IMPLICATIONS**

Budgetary provision has already been made for all contracts detailed in this report and as such there are no direct financial implications arising from this report.

## **5. COUNCIL CORPORATE PLAN OBJECTIVES 2009-2012**

The Council's Corporate Plan 2009-2012 lays out five Objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:-

- (i) A Safe, Secure and Welcoming Environment
- (ii) Healthy, Caring Communities
- (iii) A Prosperous, Sustainable and Inclusive Economy
- (iv) Educated, Responsible and Informed Citizens
- (v) Confident, Active and Inclusive Communities

The Chief Executive's Service supports the work of the whole Council by assisting them in the delivery of the Council's Corporate Objectives. As a consequence, this report does not specifically relate to one of the objectives, but assists with the delivery of all five.

## **6. EQUALITIES ASSESSMENT**

Contract awards do not generally give rise to equalities issues. There is no evidence to suggest that the contracts contained within the appendix discriminate in respect of equalities legislation.

## **7. STRATEGIC ENVIRONMENTAL ASSESSMENT**

Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies (PPS).

However, no action is required as the Act does not apply to the matters presented in this report. This is because the Committee are requested to note the contents of the report only and the Committee are not being requested to approve, adopt or agree to an action or to set the framework for future decisions.

## **8. CONCLUSION**

This report is provided for information as required by the Council's Contract Rules.

John Symon  
Head of Finance

**Note:** The following background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing the above report.

**APPENDIX 1                      Contracts awarded by the Chief Executive 01 January 2012 to 30 June 2012**

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**Date:** 22 August 2012

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Council Text Phone Number 01738 442573



## Appendix 1

### Contracts awarded by the Chief Executive's Service between 01 January 2012 and 30 June 2012 Report to SP&R – 19 September 2012

Contract Name	Description of Supply	Type of Tender*	Annual Value	Date of Contract	Awarded/ Renewed	Supplier Name
Paygate	Electronic Payment / Direct Debit Software	4	£4,350 Plus one off software upgrade costs £1,500	6/01/12	Renewal from 1/4/12 to 31/3/15	Barron McCann Payments (BEMAC)
Integra	Corporate Financial Information System Annual Software Licences	4	£40,009	1/4/12	Annual renewal	Capita IB Solutions
Engineering Inspection and Insurance Contract	Insurance and Inspection of Plant & Machinery Ensuring lifts, ventilation systems, machinery, etc are operating to an appropriate standard	3	£27,185	15/2/12	1/10/09 to 30/9/12 extended to 30/9/14	Allianz Engineering
Employee Assistance Programme	Advice, information and counselling service to all PKC employees and their immediate family	1	£17,000	1/5/08	25/4/12 contract extended for 12 months to 30/4/13	Care First
Scanning Project	Scanning of Employee personnel files (Framework Agreement)	2	£63,000	January 2012	January 2012	Remploy Ltd

Contract Name	Description of Supply	Type of Tender*	Annual Value	Date of Contract	Awarded/ Renewed	Supplier Name
Printing TES	300 Local Development Plan documents (Tayside Procurement Consortium Print Framework)	1	£6,785.29 One Off	11/01/12	-	Farquhar & Son Ltd
Marketing Materials ECS	Child Protection marketing materials – various	1	£6,520.38 One Off	31/01/12	-	4Imprint.Co.uk
Printing TES	41,420 Waste Calendars April 2012 (Tayside Procurement Consortium Print Framework)	1	£14,547.76 One Off	13/03/12	-	Farquhar & Son Ltd
Graphics ECS	Secondary School Dining Graphics – updating of menu display materials and signage	1	£12,834.81 One Off	22/03/12	-	Service Graphics
Printing TES	20,000 Taste of Perthshire Booklets (Tayside Procurement Consortium Print Framework)	1	£5,205.00 One Off	05/05/12	-	Panda Print
Graphics ECS	AK Bell ground floor Interior graphic refurbishment	1	£22,944.25 One Off	11/05/12	-	Service Graphics
Corporate Publications	Perth & Kinross News	4	£38,798	18/4/12	Contract extended to June 2013	Connect Communications

\*Type of Tender:

1	Between £5,000 to £50,000	3 formal quotes / Quick Quote
2	Over £50,000 & below EU thresholds	Formal PKC Tender procedure
3	Supplies & Services over £156,442	EU compliant tender procedure
4	Annual Renewal	

