

How to do business with Wychavon District Council

1. Introduction

- 1.1 Wychavon District Council spends approximately £20m each year on a wide range of purchases. Businesses often contact the Council with a view to supplying goods and services or carrying out work. In many cases the Council is unable to respond positively, either because it cannot favour specific suppliers or because there is no current requirement for the purchase.
- 1.2 The aim of this guide is to help potential suppliers understand the Council's approach to purchasing, how this is organised and what our likely buying requirements are.

2. Wychavon's approach to purchasing

In common with other local authorities, the Council will:

- ensure that best value for money is achieved in all purchasing activity
- encourage a diverse and competitive supply market, including small firms, social enterprises, ethnic minority businesses, voluntary and community sector suppliers
- encourage fair and open competition
- comply with all applicable statutory requirements and best practice, including Council policies and procedures
- operate fair, impartial and transparent selection and contract award processes
- ensure that the procurement method used is cost effective and in line with the level of expenditure involved
- require contractors to comply with applicable requirements, policies and procedures
- where appropriate, seek to establish partnership relationships with suppliers.

3. How the Council is organised

- 3.1 Many of the services previously provided directly by Council staff are now provided by partners or contractors. This includes provision of social housing, refuse collection, parks maintenance, and operation of leisure

centres. The major contracts often last for several years and are listed below. The Council is always interested in identifying and engaging with likely contractors, however once a contract is let, the supply of goods and services associated with the day to day operation of the service becomes the responsibility of the successful contractor.

- 3.2 In relation to building and construction, the Council occasionally provides significant new buildings, recent examples being a hospital in Pershore, a supermarket in Droitwich and a leisure centre in Evesham. There is also an ongoing flood alleviation programme and various other smaller projects.
- 3.3 The Council is organised into various departments or service units - see <http://wychavon.whub.org.uk/home/wdc-about-working> for more details. There is no centralised ordering or contracts section, each Service Unit has budget holders authorised to buy from suppliers.

4. What the Council buys

The list below shows the main types of supplies, services and works that the Council is involved in purchasing, along with the principal Service Unit involved:

	Service Unit
Supplies	
Car parking equipment	Resources
Computer equipment /consumables	Resources
Office equipment	All
Office furniture	All
Office stationery	All
Protective clothing / footwear	Resources, Environmental Services, Planning
Signage	Planning, Resources
Telephones / mobile phones	Resources
Services	
Advertising services	Resources, Planning, Strategy and Communications
Agency/temporary staff services	All
Catering services	Legal and Support Services
CCTV	Legal and Support Services
Consultancy services	All

Dog kennelling services
 Grass cutting
 Insurance services
 Office cleaning services

Environmental Services
 Community Services
 Legal and Support Services
 Legal and Support Services,
 Housing and Customer Services

Pest control services
 Printing services
 Public Toilet cleaning
 Refuse collection / street sweeping
 Telecommunication services
 Utilities: electricity/gas/water

Environmental Services
 Various
 Community Services
 Community Services
 Resources
 Resources

Works

Construction (new build)
 Groundworks eg flood alleviation
 Property maintenance, refurbishment
 and minor works – Civic Centre and
 other Council properties

Resources
 Environmental Services

 Resources

5. How the Council buys

5.1 The way in which the Council places orders or lets contracts is laid down in its [Contract Procedure Rules](#). More formal procedures are necessary the higher the value of the purchase. For example, only verbal estimates are necessary for low-value, one-off purchases, whereas long term contractual arrangements will involve formal competitive tendering and detailed appraisals necessary to protect the interests of both the Council and the contractor.

5.2 Current thresholds and Council requirements are:

Estimated value of purchase/ contract	
Up to £10,000	estimates required
Over £10,000	written quotations required
Over £50,000	written tenders required
Over £156,442 (supplies, services) Over £3,927,260million (works)	European Union requirements apply

5.3 The Council is required to be fair, open and honest about how it spends public money and it cannot favour certain suppliers. In general the Council

does not maintain lists of approved suppliers and does not retain unsolicited supplier/contractor information.

- 5.4 When identifying suitable firms to obtain estimates or quotations, the Council will often do an internet search, so it is important that firms have an informative website with adequate contact details.
- 5.5 When inviting written tenders, the Council advertises in local newspapers, relevant trade journals, on its website and, where appropriate, in the Official Journal of the European Union.
- 5.6 The Council prefers to pay suppliers by electronic means. We aim to do this within 10 days of receipt of invoice, well in advance of the 30 day statutory requirement.

6. Wychavon Business Directory

- 6.1 The Council produces a business directory which gives access to thousands of businesses located within the Wychavon District. The directory is also available online (www.burrows.co.uk/wychavon) which is searchable by name, type of business and location.