



Nottingham City Council

# How to do Business with Nottingham City Council

A guide for Suppliers and Contractors



Safer, cleaner, ambitious  
**Nottingham**  
A city we're all proud of



**Nottingham**  
City Council





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# Introduction

Nottingham City Council are issuing this guidance to help businesses interested in supplying the Council for the first time or those wishing to expand existing business with us.

The City Boundary covers an area of approximately 28.8 square miles and has a population of 270,000 people with a variety of cultures and backgrounds.

The City Council spends around £300 million per annum on a varied range of works, services and goods. The City Council needs to provide a professional procurement service in the most economical, efficient and effective manner, contributing to the sustainability of the environment and thereby adding value to the activities of our clients and its community.

It is an aim of the City Council to help strengthen the local economy by encouraging and support small local businesses and assisting local people and the wellbeing of our community to gain employment through the award of our contracts.

The Council cannot discriminate in favour of local suppliers but they will be given every encouragement to compete for Council Contracts.

Once you have browsed the site we would appreciate your comments and any suggestions on how we can improve the site, via our visitors comments page.



# Procurement Rules and Regulations

Local Authorities are legally bound to tender contracts that fall within specific categories listed by the EU for Supplies, Services, Utilities or Works in the EU. The minimum contract value thresholds that require tendering in the EU are currently as follows:-

- Service contracts over £144,371 (Public Services Directive 2004/18/EC). Example Services Consultancy, Insurance and Finance
- Supplies contracts over £144,371 (Public Supplies Directive 2004/18/EC). Example Suppliers Stationery, Food Products, Building Materials
- Works Contracts over £3,611,319 (Public Services Directive 2004/18/EC). Example Construction.

These Directives are included in UK law as a number of Regulations:-

- The Public Supply Contracts Regulations 1995 SI No. 201
- The Public Services Contracts Regulations 1993 SI No. 3228
- The Public Works Contracts Regulations 1991 SI No. 2630

Certain services are not subject to EU tendering rules, these are 'Residual Services', generally these services are deemed to be better delivered by the local economy, ie, Care Worker Services.

Any firm can express an interest in those tenders advertised in the Official Journal of the European Union (OJEU). The Official Journal is available in CD-Rom format only, and you can subscribe to OJEU by either of the following ways:-

## **By telephone**

You can phone The Stationery Office (HMSO) Customer Services for subscription to OJEU. Phone 0870 242 2345.

## **Online access**

You can subscribe to OJEU on-line, through the HMSO's web site.

web site: [www.clicktso.com](http://www.clicktso.com)

- International publications
- Public procurement opportunities scroll down to EU Tenders



# How to Find Out About Our Contracts

How to find out about our contracts contains the following 5 categories:-

## 1. [www.sourcenottinghamshire.co.uk](http://www.sourcenottinghamshire.co.uk)

Nottingham City Council has recently teamed up with Nottinghamshire County Council, Ashfield District Council (DC), Bassetlaw DC, Broxtowe Borough, Gedling Borough, Mansfield DC, Newark & Sherwood DC, and Rushcliffe Borough Councils in creating the contracts portal [www.sourcenottinghamshire.co.uk](http://www.sourcenottinghamshire.co.uk).

The procurement portal will enable any organisation to find information relating to the following:

- Current Contracts - Tenders
- Recurring Contracts
- Contract Awards
- Contacts - Buyer Profiles
- Partners
- Submit a Contract
- Useful Documents
- Register for a Newsletter
- Links
- Events

The aim of the portal is to provide greater visibility of potential contract opportunities to Small and Medium-sized Enterprises (SMEs) and Small Businesses, Social Enterprises, Black and Minority Ethnic owned Enterprises (BMEs) and the Voluntary Sector.

## 2. The Approved Contractors List

This list applies to Approved Contractors for works and construction based requirements. The Approved Contractors are invited to tender for work within the Categories of Construction. Where this List is used, there will be no advertisement and only firms chosen from the approved lists will be allowed to tender. Their inclusion within this list will be subject to satisfying the City Council's minimum criteria relating to financial standing, relevant Insurances, Health & Safety, Tax Certificates, References and the compliance with City Council's Equal Opportunities policy (and any other relevant City Council policy). The only exception to this is where the contract is subject to EU Tendering thresholds and will therefore be advertised through the Official Journal.

## 3. The Tender List for Specific Contracts

The various departments of the Council also have lists for specific contract requirements. These lists are normally kept for category expenditure under the EU Thresholds. We have tried as far as possible to list these areas and contact information under Useful Contacts.

## 4. Tenders Subject to EU Tendering Directives

These will be e-mailed to the EU on an as and when basis.

## 5. Contracts where no approved list category exists

Where there is no suitable approved list category that can be used to invite tenderers, we advertise our contracts in a number of publications, e.g., Nottingham Evening Post.



## **6. E-Procurement**

E-Procurement is the ability to trade with all suppliers using e-mail and web technology. Its aim is to remove paper processes and reduce costs for both buyers and suppliers, making trading simpler and more cost effective.

As a supplier to the Council and other public sector organisations you may be aware that all Local Authorities were set a deadline through the National Procurement Strategy to adopt e-Procurement by December 2005. For further information please see the Delivering E-Procurement Document (Insert Link to Delivering E-Procurement Doc).

## **7. Call Off Contracts**

Many Nottingham City Council Contracts are single supplier Call Off Contracts.

We will tender the Goods or Services in the usual way, in accordance with European and UK Procurement Legislation. The successful firm will be awarded the contract for an agreed period of time and staff will place orders against the agreed contract terms and prices throughout the duration of that period.

## **8. Framework Agreements**

Framework Agreements are similar to call off contracts and are tendered in the same way, in accordance with European and UK Procurement Legislation. However, they are usually awarded to a number of contractors / suppliers for an agreed contract period. Each time staff wish to place an order through the framework they should go to each firm on the framework list for quotations and place the order with the most economically advantageous bid.

## **9. Works Perks**

Nottingham City Council has an employee benefit scheme called Works Perks which offers discounts on high street goods and services. Local firms can present any employee offers for consideration to be included in the scheme. Contact Elena Bueno-Davies, Tel 01908 352044 or e-mail Elena.Bueno-Davies@p-mm.co.uk.



# Approved Lists

\*Approved lists apply to the following areas

	Category	Sub-category
<b>Section 1: Building Services</b>	Building Contractors	
	Building Contractors	Over £500,000
	Building Contractors	£50,000 - £500,000
	Building Contractors	Up to £50,000
	Roofing Contractors	
	Roofing Contractors	Water proofing
	Roofing Contractors	Slate and tiling
	Roofing Contractors	Sheet and claddings
	Roofing Contractors	Lead and hard metal
	Roofing Contractors	Built up felt
	Roofing Contractors	Gutter systems
	Roofing Contractors	Asphalt
	Roofing Contractors	Flue lining
	Roofing Contractors	Pitched
	Plumbing Contractors	
	Heating & Ventilation	Calorifier repairs
	Heating and Ventilation	Testing
	Heating and Ventilation	
	Heating and Ventilation	Controls
	Heating and Ventilation	Air filtration
	Heating and Ventilation	Air conditioning
	Heating and Ventilation	Insulation
	Heating and Ventilation	Ventilation
	Heating and Ventilation	Heating installation
	Joinery	
	Asbestos Removal	
	Electrical Contractors	
	Electrical Contractors	Data cabling
	Security	
	Security	Warden call
	Security Specialists	Fire protection / equipment
	Security	Security Doors
	Security	Void protection
	Security	Door access
	Security	Intruder alarms
	Security	Fire alarms
	Security	CCTV
	Communal Aerials	
	Lift installations	



	Category	Sub-category
	Insulation - Cavity & Loft, Draught Proofing	
<b>Section 2:</b>	Bearing Piles	
<b>Structural &amp; Allied Services</b>	Sheet Steels Piling	
	Structural Steelwork	
	Concrete Repair and Restoration	
	Steelwork Specialists	
	Steeplejacks	
	Scaffolding	
	Sheet Metal Fabrication & Welding	
	Demolition Contractors	
	Timber Roof Trusses	
	P C Floors	
	External Wall Render	
	Underpinning	
<b>Section 3:</b>	Hard Works Only	
<b>Landscape</b>	Soft Works Only	
<b>Construction Works</b>	Hard and Soft Works	
	Sportsgrounds / Play Surfaces / Golf Courses / etc	
	Fencing Contractors	
	Arboriculturists	
	Adventure Play Areas and Fitness Trails	
<b>Section 4:</b>	Agricultural Contractors	
<b>Building Maintenance</b>	Asphalt Specialists	
	Blinds Manufacturers & Repairers	
	Boilers Erectors	
	Builders Merchants	
	Cavity Wall Tie Replacements	
	Cleaners - Commercial & Industrial	
	Damp Proof Specialists	
	Door Specialists	
	Electrical Suppliers	
	Farm Building (No Demand Currently)	
	Flooring Contractors	
	Furniture Repairs and Restoration	

	Category	Sub-category
	Glass Fibre Moulders	
	Glass Merchants	
	Glazing Contractors	
	Industrial Door Manufacturers	
	Locksmiths	
	Masonry & Stone Contractors	
	Painters and Decorators	
	Paint Suppliers	
	Partitioning	
	Plant Hire	
	Plastering Contractors	
	Pool Dosing Equipment	
	Pool Plant	
	Pump & Pressure Sets - Installation and Repairs	
	Rubbish Removers & Debris Cleaners	
	Sealants Suppliers & Contractors	
	Sectional Buildings (No demand currently)	
	Showers & Baths	
	Sign Manufacturers	
	Signwriters	
	Solid Fuel Stokers	
	Street Lighting	
	Suspended Ceiling Contractors	
	Tarmacadam & Surface Marking	
	Timber Merchants	
	Timber Treatment	
	Wall Tile Manufacturers & Suppliers and Fixers	
	Water Treatment	
	Window Contractors & Suppliers	
	Cradle Equipment	
	Portable Building Suppliers	
	Pest Control	
<b>Section 5:</b>		
<b>Civil Engineering</b>	Land Drainage	
	Sewer Location & Manhole Survey Contractors	

	Category	Sub-category
	CCTV Contractors - Sewerage	
	Highway Construction & Environmental Improvement	
	Tar Bitumen Compound Binder (No demand currently)	
	Consultancy Services	
	Operational Sewerage Contractors	
	Environmental Health Repair & Maintenance	
	Road Marking	
	Surface Dressing	
<b>Section 6:</b>	Adaptation & Renewals	
<b>Adaptations Renewals</b>		

\*subject to change



# Approved Lists - How to Apply

The approved list of construction related contractors is reviewed annually. If you register your interest, your details will be held until the next review.

If you would like to apply for a place on the Council's approved list you are required to go through an application process to verify your suitability and competence. You can request an application form from us at the following address:-

Corporate Procurement  
Corporate Services  
The Guildhall  
Nottingham  
NG1 4BT

Phone: 0115 915 4649  
Fax: 0115 915 4868

The following areas are used for evaluation:

## **Company**

You are asked basic information about your firm.

## **Technical**

You are asked to provide technical information to assess you firm's suitability for carrying out the category (ies) you want to apply for. This includes referee details.

## **Financial**

You are asked to submit audited accounts and annual reports for the last two years. Group or holding company accounts are not accepted.

## **Race Relations Matters**

Under the Race Relations Act, Local Authorities are required to ensure that whilst carrying out their functions they take account of the need to eliminate racial discrimination and promote equality (see Nottingham City Council's Equal Opportunities policy, which we expect suppliers to comply with).

## **Health and Safety**

You are asked questions relating to your health and safety arrangements and to submit your policy for approval.

## **Insurance**

You are required to submit copies of valid insurance certificates for; Employers Liability, Public Liability and Professional indemnity (if applicable).

## **Environmental Matters**

If your firm has an environmental policy you are asked to submit it with your application. If you do not have such a policy, it will not prevent you from being accepted onto the approved list. However, you may be asked for further environmental information when you are invited to tender for specific contracts.

The approved list categories are administered by rotation. For example, when you are first included on an approved list category you are placed at the bottom of the list. As firms at the top of the list are invited to tender they are automatically reset and placed back at the bottom. Subsequently the list rotates, giving everyone on the list a fair and equal chance to tender for contracts.

In addition to selecting firms from the approved list by rotation, we also select firms based on their previous tendering history.

When you are selected to tender, someone will contact you by telephone with the contract details and invite you to tender. You will be given information regarding the contract, such as location of site, description of work, estimated value, programme of work and type of contract documentation.

If you do not wish to accept the invitation, for example, due to current workload, type of contract, etc, you may decline. If you decline an Invitation to Tender, your firm will remain at the top of that particular list category, but your reasons will be noted, which may determine future invitations to tender.

In certain instances we may seek 'Expressions of Interest' from contractors as to whether they are interested in bidding for specific contracts. If this tender is advertised in the EU Journal, it will generally be called a "restricted procedure", this means that only a restricted number of contractors may be allowed to tender ie, those contractors who pass the expressions of interest stage.

Expressions of Interest will normally be sought for large or specialised contracts and will be generally assessed on the grounds of financial capability to perform the requirements of the contract and technical ability to deliver the service required.

## **Disposal of Documents - Select List**

Documents such as applicants' application forms, financial information and any other relevant documentation requested by Corporate Procurement Team, will be shredded once vetting process complete.

All information provided will be recorded in a database. This is to ensure all confidential information is properly managed and to reduce cost and space within the City Council.

If you would prefer that the documents are returned to you, please state in your submission and enclose a stamped addressed envelope.



# Advertised Contracts

Where there isn't a suitable approved list category that can be used to invite tenderers, we advertise our contracts in the one or some of the following ways -

- On the website [www](http://www).
- Via the EU [www.simap.eu.int](http://www.simap.eu.int)
- Appropriate Journals - Dependant upon the category

The Council's advertisements will give a brief description of the service and will invite firms for consideration. It is important that you closely follow the application instructions detailed in the tender advertisement.

The Council will decide from the information given by you and your referees, whether you will be invited to submit a tender for the contract advertised. You will then be contacted and formally asked to submit a tender for the contract.

## Open Tendering

Occasionally, the Council uses an open tendering procedure. This means that any interested firm can tender for the contract, without having to go through an application process. References are still usually requested, however. The information from you and your referees will then be considered together with our tender bid at the same time.

## Restricted Tendering

If a Restricted process is used, you will be asked to express an interest in Tendering.

You will be asked to provide certain information, normally through a PreTender Questionnaire and within specific timescales.

Your application is assessed and shortlisted tenderers receive the full Invitation to Tender.

## What will be expected of you when working for the Council

Performance will be monitored throughout the life of the contract particularly quality and timeliness. Poor performance can lead to suspension and deletion from contracts and Approved Lists. Some examples of adverse performance.

Poor delivery of Workmanship

Supply up to date company information

Late delivery / completion

Fraudulent Activity

Poor health and safety practices

## Tendering Tips

- Read the advertisement or tender document carefully to ensure you fully understand the requirements specified.
- Attempt to at least meet the specification; remembering over specifying can make your bid uncompetitive.
- Respond quickly to any requests for further information.
- Tenders and expressions of interest can only be considered, provided they are returned to the correct address by the due date and time.
- Ensure evidence if requested is included in your bid, do not assume prior knowledge.
- The Authority will normally award on the most economically advantageous bid, not just the lowest price.



# List of Corporate Contracts

Corporate Services	
Office Stationery	Approved Caterers
Recycled Copier Paper	Train, Air, Sea and Coach Travel
Computer Consumables	Nottingham Hotel and Conference Arrangements
Office Furniture - desking, bookcases, stationery cupboards, multi-drawer units, seating	Repairs, Maintenance and Disposal Services
Residential Furniture	Mobile Telephones
Personal Computers, Printers, Scanners and IT requirements	Car and Mini Bus Hire
Telephones and Fax Machines	Secretarial and Admin Agency Staff
Dictation Equipment	PC Security
Audio Visual Equipment	Eye Examinations
Rental / Purchase of Digital Photocopiers	Cleaning Consumables
Post Room Equipment	Water Coolers
Books and Publications	Fire Fighting Equipment Maintenance
Argos - Electrical Goods	Design and Print Services
Corporate Workwear	Rubber Stamps
City Council Name Badges	Keys
Employee First Aid Training	Carpets
Supply and Installation of Blinds	Credit and Debit Card Processing
Same Day Courier Services	Diaries and Calendars
Next Day Courier Services	City Advertising
Pedal Express Courier Services	Training and Meeting Venues in Nottingham
Furniture Removals	Industrial Agency Staff
Fairtrade Tea, Coffee and Sugar	Energy
Personal Alarms / Security Products	



# Useful Contacts

Contacts for the above corporate contracts can be obtained on the following telephone numbers:-

Sid Sharma	Corporate Procurement Officer	0115 915 4108
Nicola Halton	Corporate Procurement Officer	0115 915 4651
Paul Ritchie	Senior Corporate Procurement Officer	0115 915 4734
Howard Lane	Corporate Procurement Manager	0115 915 4900
Cheryl Choong Lewis	Supplier Management Officer	0115 9154649

## Departmental Contacts - What They Buy

### Nottingham City Homes Ltd.

Protective Clothing & Footwear  
Plumbing Materials  
Electrical Spares  
Glass / Double Glazing  
Paints  
Timber and Mouldings  
Ironmongery  
Internal Doors  
Screws and Nails

Telephone	0115 915 2535,	0115 91 52534
	0115 915 2533,	0115 91 52507

### Neighbourhood Services

Catering - Equipment / Food  
Garage & Vehicle Services  
Highways Construction  
Street Lighting  
Building Cleaning Services  
Print Services  
Taxis  
Telephone 0115 9152133

### Social Services Dept

Staff Resource Agency (Social Care)  
Tel 0115 9157145

### Education

Education Goods and Services  
Tel 0115 9150695

# Links to other Procurement websites

## **David Parr (Head of Corporate Procurement)**

Address: Corporate Procurement Unit County Offices Thorton Road West Bridgford Nottingham NG2 5FT  
Tel: 0115 9774148 | Email: [david.parr@nottsc.gov.uk](mailto:david.parr@nottsc.gov.uk) |  
Web: [www.nottinghamshire.gov.uk/home/your\\_council/sellingtonottinghamshirecountycouncil.htm](http://www.nottinghamshire.gov.uk/home/your_council/sellingtonottinghamshirecountycouncil.htm)

## **Stephen Cotterill (Procurement and Technical Officer)**

Address: Broxtowe Borough Council Directorate of Finance Council Offices Foster Avenue  
Beeston Nottingham NG9 1AB  
Tel: 0115 9177777 | Email: [steve.cotterill@broxtowe.gov.uk](mailto:steve.cotterill@broxtowe.gov.uk) | Web: [www.broxtowe.gov.uk](http://www.broxtowe.gov.uk)

## **John King (Procurement Manager)**

Address: Newark and Sherwood District Council Kelham Hall Newark Notts NG23 5QX  
Tel: 01636 650000 | Email: [john.king@nsdc.info](mailto:john.king@nsdc.info) | Web: [www.newark-sherwooddc.gov.uk](http://www.newark-sherwooddc.gov.uk)

## **Sandy Williams (Procurement Officer)**

Address: Bassetlaw District Council Queen Buildings Potter Street Worksop S80 2AH  
Tel: 01909 533449 | Email: [sandy.williams@bassetlaw.gov.uk](mailto:sandy.williams@bassetlaw.gov.uk) | Web: [www.bassetlaw.gov.uk](http://www.bassetlaw.gov.uk)

## **Shirley Ann Clarke (Project and Improvement Officer)**

Address: Mansfield District Council Civic Centre Chesterfield Road Mansfield  
Tel: 01623 463246 | Email: [saclarke@mansfield.gov.uk](mailto:saclarke@mansfield.gov.uk) | Web: [www.mansfield.gov.uk](http://www.mansfield.gov.uk)