

WELSHPOOL TOWN COUNCIL

PROCUREMENT POLICY

REVIEWED 2017

Introduction

This paper sets out the general guidance for the expending of finance with regard to contractors.

Works of general maintenance

General works of maintenance to the councils buildings shall be carried out with guidance from the budget approved for the year and shall be specified contractors on an agreed list as approved by the council.

Annual contracts of maintenance

The annual contracts for maintenance shall be reviewed every 3 years and such contractors shall be as per the approved list by the council.

Capital works up to a value of £5,000

For works up to a value of £5,000 the council is under no obligation to a quotation or seek quotations for such works unless it is prudent to do so. The contractor should be taken from an approved list.

Capital works for a value from £5,000 to £50,000

Any works to be carried out between these values are to be the subject of at least 3 quotations. The contractor should be taken from an approved list.

Capital works for a value from £50,000 upwards

Any works to be carried out above the sum of £50,000 are to be the subject of at least 4 quotations and are to be sought by a professional. The council to receive a report on the quotations. The contractor should be taken from an approved list.

Professionals

Initial drawings and proposals will be drawn up by the town clerk. When the outline scheme has been approved a professional is to be employed to manage the project from that point.

Quotations

All quotations for projects over £5,000 shall be opened by the town clerk with at least 2 councillors present. All such quotations shall be received in sealed envelopes.

Approved list of suppliers

The Town Clerk is to prepare a list of suppliers for Council approval and who shall be used for the works carried out by the Council. Such list is to be reviewed every 3 years.

R A Robinson Town Clerk