

## **VENUES SUPPLY CONTRACTS**

Presented by Director of Finance & Resources

### **EXECUTIVE SUMMARY**

This report seeks Member approval to waive Financial Regulations in regard to purchasing or ordering contracts and supplies that will end between now and September 2020 directly associated with the Non-Sports Venues and Sports Venues due to the new arrangements of managing the services directly by the Authority.

### **RECOMMENDATION**

Members Approve:                   (1)   to waive Financial Regulations in relation to competitive quotes/tendering arrangements for supplies and service contracts to be provided at the Venues returning to the Authority for a period of up to 12 months.

### **BACKGROUND**

- 1 In preparation for the Sports Venues returning to Authority direct management for a temporary period and the Non-Sports Venues returning to direct management for the longer term, it will be necessary to put in place arrangements with current suppliers and contracts operated by Lee Valley Leisure Trust (the Trust). A list of these suppliers/contractors has been supplied to Authority officers to review.
- 2 There are some suppliers and contracts for both the Sports Venues and Non-Sports Venues that have already ended, but have been temporarily extended or 'held-over' by the Trust to 31 March 2020 or shortly after this date.

There are also contracts that have been entered into that cover services or supplies to both the Sports Venues and Non-Sports Venues which will be costly and time consuming to change and re-let. There is a risk if temporary and urgent arrangements are not implemented that services/supplies may not continue, with an impact on the front line operations and services.

There is insufficient time to fully review all these contracts before 1 April or to seek alternative estimates or complete a full tendering exercise before the start of the Authority's direct management. It is therefore proposed that a general waiver

of Financial Regulations is approved to expedite the continuation of current contractors (where applicable) to ensure continuity of services.

- 3 It is proposed that within the first year of direct management of the Non-Sports Venues, contracts and suppliers are reviewed as appropriate, particularly with attention to services and suppliers that are already existing suppliers of the Authority. This may allow the transferring Non-Sports Venues' services to be added to existing contracts or temporary arrangements to continue until the end of existing contracts (where applicable) and a more orderly review and tender process to take place.
- 4 Due to the temporary nature of the Sports Venues transfer to direct management by the Authority, it is proposed that where possible, contracts are entered into with the same contractors and suppliers for up to twelve months. On transfer to the new contractor there would be negotiation for the contractor to recompense the Authority for the amount of contract left outstanding. In addition, during the interim management arrangement period, the Sports Venues new contractor will be invited to be part of discussions to secure suppliers or different arrangements that provide better value for the Authority.
- 5 There are other suppliers that are used regularly on a 'call-off' basis where there are currently no formal contracts in place. This includes most of the catering suppliers. Managers have reviewed prices and suppliers on this list and it is proposed that for the temporary period these are also continued. There are some suppliers that are included on a preferred supplier list of the Trust and many of these suppliers (particularly in events catering for the Sports Venues) were originally vetted prior to the setting up of the Trust. It is proposed that these arrangements for both the Sports Venues and the Non-Sports Venues continue and are reviewed in accordance with paragraph 4 above.
- 6 Included at Appendix A to this report is the list of known contracts that have either ended and been extended to 31 March 2020 and their estimated twelve month value.

## **FINANCIAL IMPLICATIONS**

- 7 Estimates for Non-Sports Venues suppliers and contractors were included as part of the overall budget approved for 2020/21 in January (Paper A/4276/20). The budgets for the temporary arrangements for the Sports Venues are being prepared and will be reported to this Committee in March. These budgets will include the usual suppliers and contractors estimates based on current arrangements.
- 8 Members are specifically being asked to waive Financial Regulations 570 to 574 (see Appendix B to this report). Financial Regulation 566 does generally allow that where a contract is less than the EU threshold, a Director, in agreement with the Director of Finance & Resources, can determine an exception of the rules to apply within the scope of the Public Contract Regulations 2015. These exceptions are required to be reported at full Authority as part of an annual report. In this case the number and range of contracts is such that Member approval of the officer's decision is sought.

## **HUMAN RESOURCE IMPLICATIONS**

- 9 There are no human resource implications arising directly from the

recommendations in this report.

### **ENVIRONMENTAL IMPLICATIONS**

- 10 There are no environmental implications arising directly from the recommendations in this report.

### **LEGAL IMPLICATIONS.**

- 11 There are no legal implications arising directly from the recommendations in this report.

### **RISK MANAGEMENT IMPLICATIONS**

- 12 Without these financial waivers there would be potential service disruption and health and safety implications.

The limited time period (up to twelve months) to allow existing contracts to roll-over should mitigate any perceived view that the Authority is not seeking value for money or that it is not transparent and open in its procurement practices.

The inclusion of the new contractor in discussions re extensions or rolled over service/supplier contracts should enable a more cost effective and smoother transition when the new Leisure Services Contract is signed.

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### **LIST OF ABBREVIATIONS**

The Trust                    Lee Valley Leisure Trust Ltd (trading as Vibrant Partnerships)

### **APPENDICES ATTACHED**

Appendix A    List of known contracts  
Appendix B    Financial Regulations 570 to 574

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Sub ledger	Account description	Customer/Supplier name	Non-LSC Venues	HONCON Venue	LSC Venues	Total	End date	Notes
Contract	ENERGY COSTS (ELECTRICITY)	KENT COUNTY COUNCIL (KCS)	£125,942.51	£0.00	£75,165.39	£201,107.90	30/09/2020	
Contract	FLOOD AND DRINK PURCHASES	BIDFOOD	£51,536.28	£0.00	£210,111.68	£261,647.96	None	Food supplier list
Contract	WATER	CASTLE WATER LIMITED	£58,272.12	£0.00	£90,606.96	£148,879.08	None	Default water supplier
Non-contract	IT NETWORK & TELECOMS COSTS	PPSINET LIMITED	£0.00	£99,056.95	£3,145.95	£102,202.90	30/09/2020	
Non-contract	EVENTS CLEANING	CASVA GROUP	£0.00	£0.00	£88,956.40	£88,956.40	01/04/2020	annual and events cleaning
Non-contract	BEDDING RIDING	M G DOWLING & SONS	£0.00	£0.00	£66,793.88	£66,793.88	01/04/2020	prices reviewed 2017
Non-contract	FOOD AND DRINK PURCHASES	DAYLA DRINKS	£0.00	£0.00	£81,004.76	£81,004.76	31/10/2019	
Agreement	CATERING PURCHASES (CORPORATE)	SHARRONS EVENT CATERING COMPANY	£161.10	£1,031.63	£73,929.63	£75,021.36	01/04/2020	annual reviewed regularly
Agreement	BUILDING REPAIRS & MAINTENANCE	R & P GIBBS LIMITED	£3,440.84	£6,740.37	£51,089.55	£61,270.77	01/04/2020	building maint supplier list
Agreement	ENERGY COSTS (ELECTRICITY)	LONDON LEGACY DEVELOPMENT CORPORATION	£0.00	£0.00	£54,066.85	£54,066.85	01/06/2020	annual event and gen cleaning
Agreement	EVENT AND OTHER CLEANING	MAYFAIR CLEANING COMPANY LIMITED	£10,284.54	£0.00	£42,089.98	£52,374.52	01/09/2020	
Contract	GENERAL WASTE	VEOLIA ES UK LTD	£42,900.06	£0.00	£9,171.55	£52,071.61	01/04/2020	Food supplier list
Contract	IT MAINTENANCE AGREEMENTS	OMNIGO GROUP UK LIMITED	£384.45	£46,008.88	£3,661.93	£49,855.26	01/04/2020	
Agreement	CLEANING CONTRACT	BRS CLEANING CONTRACTORS LTD	£108.00	£0.00	£49,705.65	£49,813.65	01/04/2020	Food supplier list
Agreement	FOOD AND DRINK PURCHASES	ROMBOLTS COFFEE GB LIMITED	£4,781.95	£0.00	£42,651.49	£47,433.44	01/11/2020	LYRIPA grounds contract
Agreement	EQUIPMENT HIRE	AVANTI GAS LIMITED	£43,512.80	£0.00	£0.00	£43,512.80	01/11/2020	Extended WITH Virpa to be checked
Contract	CONSULTANTS (GENERAL)	R D HEALTH & SAFETY LIMITED	£43,047.00	£0.00	£23,642.11	£40,589.66	01/04/2020	ongoing
Contract	GROUND MAINTENANCE	GLENDALE SERVICES	£16,951.55	£0.00	£160.26	£17,111.81	01/06/2020	building select supplier list
Contract	TRADING AC - EXTERNAL PURCHASE	TRANSPORT TRADING LIMITED	£39,992.58	£0.00	£0.00	£39,992.58	01/04/2020	ongoing HTC
Agreement	BUILDING REPAIRS & MAINTENANCE	ADT FIRE & SECURITY PLC	£922.41	£0.00	£37,671.21	£38,593.62	01/04/2020	Food supplier list
Agreement	FOOD AND DRINK PURCHASES	SIMMONS BAKERS LTD	£5,376.37	£0.00	£33,189.68	£38,566.05	01/06/2020	
Agreement	RECYCLING REFUSE	BYWATERS (LEYTON) LTD	£4,535.85	£0.00	£33,127.65	£37,663.49	01/04/2020	
Agreement	CLEANING CONTRACT	LIMPHAR CLEANING	£36,388.40	£0.00	£0.00	£36,388.40	01/04/2020	
Contract	IT MAINTENANCE AGREEMENTS	IQUAL	£398.28	£30,581.90	£2,850.75	£34,348.93	01/04/2020	
Contract	CUSTOMER SALES	CALOR GAS LIMITED	£30,908.99	£0.00	£160.26	£31,069.25	01/06/2020	ongoing
Contract	BUILDING REPAIRS & MAINTENANCE	INTEGRAL UK LTD	£0.00	£0.00	£29,907.38	£29,907.38	01/06/2020	building select supplier list
Contract	ENERGY COSTS (ELECTRICITY)	(MAIN) LONDON LEGACY DEVELOPMENT CORPORATION	£0.00	£0.00	£29,901.93	£29,901.93	01/06/2020	ongoing
Contract	IT CORE SYSTEMS	ADVANCED BUSINESS SOLUTIONS	£0.00	£26,755.79	£0.00	£26,755.79	01/06/2020	
Contract	SECURITY EVENTS	ONE STOP STAFFING LIMITED	£0.00	£0.00	£0.00	£0.00	01/06/2020	
Contract	MATERIALS (ENG OTHER)	BRADSHAW ELECTRICAL LIMITED	£19,067.73	£0.00	£26,548.20	£26,548.20	01/06/2020	
Contract	FOOD AND DRINK PURCHASES	BRITISH PREMIUM MEATS	£0.00	£0.00	£7,104.29	£7,104.29	01/04/2020	building select supplier list
Contract	BUILDING REPAIRS & MAINTENANCE	NAVITAS ELECTRICAL LIMITED	£0.00	£0.00	£26,008.94	£26,008.94	01/04/2020	Food supplier list
Contract	IT HARDWARE & SOFTWARE COSTS	WI FI SPARK LIMITED	£0.00	£0.00	£25,508.90	£25,508.90	01/04/2020	
Contract	OFFICE EXPENSES	JKL SOLUTIONS LTD	£9,986.35	£0.00	£12,967.26	£22,953.61	31/03/2020	(end date extended from 6/11/19)
Contract	FOOD AND DRINK PURCHASES	ESSEX FLOUR & GRAIN COMPANY LIMITED	£7,528.44	£4,002.76	£10,489.29	£22,020.49	01/04/2020	
Contract	BUILDING SERVICE AGREEMENTS	XYLEM WATER SOLUTIONS UK LIMITED	£1,258.63	£0.00	£20,968.60	£21,097.23	31/03/2020	
Contract	EMPLOYEES (CASUALS)	D.A.T.A. CLEANING SERVICES	£1,425.77	£0.00	£18,244.10	£19,669.87	30/04/2020	
Contract	FOOD AND DRINK PURCHASES	P A SPARKS & SONS LTD	£0.00	£0.00	£18,191.30	£18,191.30	01/04/2020	
Contract	MATERIALS (GROUNDS MAINT)	MR AMENITY LTD	£187.27	£0.00	£17,426.67	£17,613.94	01/04/2020	Food supplier list
Contract	BUILDING REPAIRS & MAINTENANCE	HALLIDAY LIGHTING LTD	£16,951.88	£0.00	£0.00	£16,951.88	30/09/2020	
Contract	CONTRACT CLEANING	UK FM SERVICES LTD	£0.00	£0.00	£16,638.30	£16,638.30	30/09/2020	
Contract	BUILDING MAINTENANCE (ICE)	INGERSOLL-RAND UK LTD (fmr) TRANE (UK) Ltd	£0.00	£0.00	£16,124.99	£16,124.99	24/04/2019	
Contract	ENERGY COSTS (ELECTRICITY)	NPOWER LIMITED	£3,970.40	£0.00	£16,105.05	£16,105.05	01/04/2020	
Contract	SECURITY	AMBERSTONE SECURITY LIMITED	£3,947.06	£0.00	£11,001.18	£15,201.46	01/04/2020	Food supplier list
Contract	FOOD AND DRINK PURCHASES	SIMPLY LUNCH	£0.00	£0.00	£14,949.24	£14,949.24	01/04/2020	Food supplier list
Contract	CUTTINGS SERVICE	CISION GROUP	£0.00	£14,490.00	£0.00	£14,490.00	01/04/2020	annual
Contract	MATERIALS (CHEMICALS)	SAFE CONNECTIONS	£0.00	£0.00	£14,271.39	£14,271.39	01/04/2020	Extended through email
Contract	CLEANING & DOMESTIC SUPPLIES	HYGIENE SYSTEMS LTD	£0.00	£0.00	£14,093.10	£14,093.10	01/04/2020	
Contract	BUILDING SERVICE AGREEMENTS	HONEYWELL CONTROL SYSTEMS LTD	£11.25	£8,655.16	£14,042.49	£14,042.49	01/04/2020	
Contract	EQUIPMENT & MATERIALS	FARM & COUNTRY SUPPLIES LTD	£0.00	£0.00	£13,871.11	£13,871.11	01/04/2020	Food supplier list
Contract	ONLINE ADVERTISING	CONSULT CRM LIMITED	£12,366.14	£0.00	£1,208.34	£13,574.48	01/04/2020	
Contract	FARRIER	L COLLINS	£0.00	£13,545.42	£0.00	£13,545.42	01/04/2020	annual
Contract	MATERIALS RAFTS	FIN DIVERS LTD	£573.75	£0.00	£12,811.50	£13,385.25	01/04/2020	
Contract	washroom services	PHS GROUP PLC	£0.00	£0.00	£13,317.22	£13,317.22	31/03/2020	Extended through email
Contract	ENGINEERING SERVICES CONTRACT	AMP 6 LIMITED	£3,916.67	£0.00	£9,302.71	£13,219.37	01/04/2020	Food supplier list
Contract	ENGINEERING SERVICES	BRAKE BROTHERS LIMITED	£0.00	£0.00	£11,182.50	£11,182.50	01/04/2020	annual
Contract	BUILDING REPAIRS & MAINTENANCE	REACT 2 IT BUILDING & REFURBISHMENT LIMITED	£0.00	£0.00	£12,917.91	£12,917.91	01/04/2020	annual
Contract	CLEANING & DOMESTIC SUPPLIES	BREEZE SOUTHERN LTD	£4,466.70	£0.00	£8,365.95	£12,832.65	01/04/2020	annual
Contract	CONSULTANTS (GENERAL)	VECTOR RESEARCH LIMITED	£409.26	£0.00	£12,068.76	£12,478.02	01/04/2020	
Contract	BUILDING SERVICE AGREEMENTS	BROADWATER TECHNOLOGIES LTD	£0.00	£0.00	£0.00	£12,152.81	01/04/2020	
Contract	TRADING AC - EXTERNAL PURCHASE	BATTERYMAN LTD T/AS FIVE STAR BATTERIES	£0.00	£0.00	£12,147.01	£12,147.01	01/04/2020	
Contract	EXPENDITURE FROM REPAIRS FUND	KENDALL & SONS LIMITED	£12,086.27	£0.00	£0.00	£12,086.27	01/04/2020	
Contract	SPECIAL MARKETING PROJECTS	GLOBAL RADIO SERVICES LTD	£1,484.20	£157.50	£10,065.51	£11,727.21	01/04/2020	
Contract	EVENTS	BREWSTERS WASTE MANAGEMENT LIMITED	£0.00	£7,406.73	£4,072.50	£11,479.23	01/05/2020	
Contract	EQUIPMENT & MATERIALS	CHALLENGE CENTRAL LIMITED	£0.00	£0.00	£10,963.13	£10,963.13	01/05/2020	ongoing
Contract		ZYRO LIMITED	£0.00	£0.00	£10,735.45	£10,735.45	01/05/2020	ongoing
Contract			£0.00	£0.00	£10,613.48	£10,613.48	01/05/2020	ongoing C.A.I. OFF

Contract	Contract Description	Contract Value	Contract Start	Contract End	Contract Status
Call off	CASH COLLECTIONS	£4,101.30	£0.00	£8,344.10	£10,445.40
Call off	APPOINTMENT EXPENSES	£0.00	£10,368.34	£0.00	£10,368.34
Call off	BUILDING REPAIRS & MAINTENANCE	£0.00	£0.00	£10,269.10	£10,269.10
Call off	FEED	£10,227.88	£0.00	£0.00	£10,227.88
Call off	IT HARDWARE & SOFTWARE COSTS	£2,068.28	£2,867.19	£4,055.86	£9,771.19
Call off	TELEPHONES (MOBILE)	£233.55	£8,477.51	£1,014.75	£9,725.81
Call off	OTHER EXPENSES	£0.00	£0.00	£9,608.68	£9,608.68
Call off	EVENTS	£0.00	£0.00	£9,098.78	£9,098.78
Call off	FOOD AND DRINK PURCHASES	£5,127.13	£0.00	£3,730.00	£8,857.13
Call off	BUILDING REPAIRS & MAINTENANCE	£9,304.88	£0.00	£394.12	£9,699.00
Call off	VETERINARY SERVICES	£0.00	£0.00	£8,647.73	£8,647.73
Call off	OFFICE EXPENSES	£3,008.80	£414.45	£5,166.45	£8,590.50
Call off	MATERIALS (ENG OTHER)	£8,467.20	£0.00	£0.00	£8,467.20
Call off	EQUIPMENT & MATERIALS	£771.17	£0.00	£7,401.14	£8,172.31
Call off	MARKETING	£950.05	£4,388.80	£2,776.95	£7,713.80
Call off	IT HARDWARE & SOFTWARE COSTS	£0.00	£0.00	£8,012.25	£8,012.25
Call off	GENERAL WASTE	£0.00	£0.00	£7,957.16	£7,957.16
Call off	EQUIPMENT MAINTENANCE	£59.52	£0.00	£7,703.68	£7,763.20
Call off	EQUIPMENT & MATERIALS	£0.00	£0.00	£7,721.78	£7,721.78
Call off	APPOINTMENT EXPENSES	£429.00	£1,137.60	£8,082.10	£8,652.10
Call off	CRB CHECKS	£1,192.35	£38.70	£6,382.60	£7,613.65
Call off	PHOTOCOPIING	£2,871.38	£0.00	£4,688.44	£7,557.82
Call off	EQUIPMENT MAINTENANCE	£0.00	£0.00	£7,518.48	£7,518.48
Call off	ACTIVITIES	£7,490.97	£0.00	£0.00	£7,490.97
Call off	BUILDING REPAIRS & MAINTENANCE	£0.00	£0.00	£7,395.98	£7,395.98
Call off	IT CORE SYSTEMS	£7,118.53	£0.00	£0.00	£7,118.53
Call off	CONSULTANTS (GENERAL)	£0.00	£7,113.15	£0.00	£7,113.15
Call off	BUILDING SERVICE AGREEMENTS	£0.00	£0.00	£8,920.55	£8,920.55
Call off	SECURITY	£4,902.83	£0.00	£2,526.47	£7,429.30
Call off	TRADING AC - EXTERNAL PURCHASE	£8,781.38	£0.00	£0.00	£8,781.38
Call off	EQUIPMENT & MATERIALS	£4,147.01	£0.00	£2,581.69	£6,728.70
Call off	FEED	£8,144.71	£0.00	£0.00	£8,144.71
Call off	BUILDING SERVICE AGREEMENTS	£0.00	£0.00	£8,582.22	£8,582.22
Call off	CONSULTANTS (GENERAL)	£8,577.66	£0.00	£0.00	£8,577.66
Call off	EQUIPMENT MAINTENANCE	£0.00	£0.00	£8,415.14	£8,415.14
Call off	FOOD AND DRINK PURCHASES	£8,114.17	£0.00	£0.00	£8,114.17
Call off	EQUIPMENT & MATERIALS	£0.00	£0.00	£8,404.11	£8,404.11
Call off	CONSULTANTS (GENERAL)	£6,383.25	£0.00	£0.00	£6,383.25
Call off	EQUIPMENT MAINTENANCE	£6,273.00	£0.00	£0.00	£6,273.00
Call off	CLEANING & DOMESTIC SUPPLIES	£0.00	£0.00	£6,160.89	£6,160.89
Call off	BUILDING SERVICE AGREEMENTS	£6,105.38	£0.00	£0.00	£6,105.38
Call off	CONTRACT CLEANING	£8,075.00	£0.00	£0.00	£8,075.00
Call off	SCHEDULED GROUND MAINTENANCE	£398.82	£0.00	£5,107.33	£5,506.15
Call off	FOOD AND DRINK PURCHASES	£2,483.80	£188.83	£3,367.42	£6,009.85
Call off	EVENTS	£0.00	£0.00	£8,007.73	£8,007.73
Call off	EXPENDITURE FROM RENEWALS FUND	£0.00	£5,940.00	£0.00	£5,940.00
Call off	CONSULTANTS (GENERAL)	£1,683.38	£1,794.09	£2,484.23	£5,901.67
Call off	MARKETING	£2,042.25	£0.00	£5,881.73	£5,881.73
Call off	BUILDING REPAIRS & MAINTENANCE				

- i. have similar characteristics; and
- ii. are for the same type of goods or services

during the last financial year or the period of 12 months, and by adjusting the amount to take account of any expected changes in quantity and cost of goods to be purchased or hired or services to be provided in the period or the relevant time.

#### **Estimated Value up to £1,000**

570. Goods and Services up to £1,000 can be commissioned on the basis of one formal quote, subject to that good/service being of a one-off nature and in the opinion of the officer concerned represents good value for money and delivery capability before the order is placed. Orders should be placed in accordance with the normal procedures outlined in these Financial Regulations including the aggregation rules outlined in FR 566.

#### **Estimated Value between £1,000 and £10,000**

571. Providing the procedures outlined throughout these rules have been followed then at least two competitive quotes must be obtained and documented by the Director giving consideration to value for money and delivery capability before an order is placed. Orders should be placed in accordance with the normal procedures outlined in these Financial Regulations including the aggregation rules outlined in FR 566.

#### **Estimated Value between £10,000 and £25,000**

572. Providing the procedures outlined throughout these rules have been followed then at least three competitive quotes must be obtained and documented by the Director given consideration to value for money and delivery capability before an order is placed. Orders should be placed in accordance with the normal procedures outlined in these Financial Regulations including the aggregation rules outlined in FR 566

#### **Estimated Value between £25,000 and the E.U. Thresholds**

573. These contracts must be let by following the competitive procurement procedures as defined in the Public Contract Regulations 2015. Advertisements must comply with the Public Contract Regulations 2015 and as a minimum be published on the Authority website using the appropriate standard template and the Contract Finder portal as defined in PCR2015.
574. Contract award notices must be placed on the Contract Finder portal as required by Public Contract regulations 2015.

#### **Framework Agreements**

575. Directors may compile a framework agreement list of contractors able to supply goods, services or works which fall within their department's responsibilities or utilise a framework agreement as defined by the Public Contract Regulations 2015 including Central Purchasing Bodies.
576. Where a framework agreement list of contractors exists for the required works, supplies and services, then any such list must be used to invite tenders for the goods, works or services identified in the job specification.
577. A framework agreement list of contractors will contain the names of all companies and individuals who have been appointed from a selection process based on a general specification for the appropriate goods, works or services to the Authority

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