



How to do Business with the Council

A Guide for Suppliers & Contractors

HOW TO DO BUSINESS WITH THE COUNCIL
A Guide for Suppliers and Contractors

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About this guide

This guide has been produced to assist suppliers and contractors who wish to supply the Council with goods, materials, services or works. It helps in the following ways:

- It outlines the rules that the Council must follow.
- It alerts companies to the opportunities to supply the Council.
- It explains how to bid for Council work.
- It advises of the other contacts within the Council that suppliers may need to make.

It also supplements the Council's standard procedures and ensures we obtain value for money.

Gateshead Council encourages competition and welcomes bids from new and established suppliers.

Contracts are awarded for their value for money and whilst the Council

cannot discriminate in favour of locality, we are committed to supporting and encouraging local firms to compete for contracts.

What are the benefits of working with the Council?

We are:

- Fair
- Non-discriminatory
- Professional
- A long established organisation
- Prompt to pay

If any supplier is interested in pursuing business opportunities with the Council, they should respond as requested to an advertisement or contact the officer responsible for that area of business (see the contacts section at the back). They should also visit www.nepoportal.org where they may register against contracts and find out about council tendering opportunities.

PLEASE NOTE:

Gateshead Council do not require unsolicited mail shots if literature is required this will be formally requested.

Please think environmentally and only submit literature when formally requested.

How much does the Council spend?

Serving 200,000 people across the borough and covering 55 square miles, Gateshead Council is the largest of the five Tyne and Wear authorities.

The Council spends almost £200m per annum excluding direct employee costs. The Council also has a Capital Budget which varies each year according to the resources available.

The Council is a member of the North Eastern Purchasing Organisation (NEPO) and acts as its lead authority. NEPO is a local government purchasing consortium of 28 councils in the north east of England consisting of 12 full members and 16 associate members. Gateshead Council (including Northumbria Police Authority), Durham County Council, Hartlepool Borough Council, Middlesbrough Council, City of Newcastle, City of Sunderland, Darlington Borough Council, North Tyneside Council, Northumberland County Council, Redcar and Cleveland Borough Council, South Tyneside Metropolitan Borough Council, Stockton on Tees Borough Council. The Associate Members are Alwick District Council, Berwick upon Tweed Borough Council, Blyth Valley District Council, Carlisle City Council, Castle Morpeth District Council, Chester-le-

Street District Council, City of Durham, Derwentside District Council, District of Easington, Sedgfield Borough Council, Tynedale District Council, Wansbeck District Council, Wear Valley District Council, South Gloucestershire Council, Swindon Borough Council, Royal Borough of Windsor and Maidenhead.

Gateshead Council arranges and administers all of the consortium's contracts which have an annual value in excess of £180m. Contracts worth more than £10m are also arranged by Gateshead for the Tyne and Wear Fire and Rescue Service.

The Council deals with contracts of varying types from one-off purchases to contracts for supplies, services or works that will last for a specific period of time before coming up for renewal.

The importance of effective procurement

Effective procurement supports the Council's aims and objectives helping the Council to deliver high quality services which meet the current and future needs of local people and are based on value for money.

Opportunities to supply the Council

All of the Council's services are delivered through five groups:

- Central Services.
- Community Based Services.
- Development and Enterprise.
- Learning and Children.
- Local Environmental Services.

Contact details are available for each group in Appendix 2 at the end of the guide.

Opportunities to supply the Council are available through the following Council Services within the above groups:

Group - Central Services

CORPORATE PROCUREMENT

Responsible for:

- Operating the Council's central purchasing policy to ensure co-ordination of buying.
- Administering all regional contracts on behalf of NEPO, specialist contracts and purchases for the Tyne and Wear Fire and Rescue Service.

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Responsible for:

- The procurement and delivery of information and communication technology supplies, services and systems.

Group - Community Based Services

BUSINESS STRATEGY AND SUPPORT

Commissioning

Responsible for:

- Supporting and developing social care services.
- Liaising closely with the respective operational service area within Older People, Disabilities or Children and Family Services, to ensure that services are tailored to meet clients' needs, and that this is reflected in contractual arrangements. This includes the provision of residential, domiciliary and day care services.

Central Support

Responsible for:

- Supporting and facilitating Community Based Services.

Group - Development and Enterprise

DESIGN SERVICES

Responsible for:

- Design and implementation of building and environmental improvements for the Council and Northumbria Police Authority.
- Building and environmental improvement contracts.

PROPERTY SERVICES

Responsible for:

- Providing a property management service for both the Council and the Northumbria Police Authority advising on all aspects of the respective property portfolios particularly regarding acquisitions, disposal, development, energy management and valuation.
- Preparing and maintaining the Council's Corporate Asset Management Plan providing independent building advice to Council Services and other public sector clients.
- Assisting in the preparation of project briefs and budgets, commissioning, managing and monitoring construction projects and programmes and maintaining the Council's approved list of Building Contractors and Consultants for both the Council and the Northumbria Police Authority.

TRANSPORT AND HIGHWAYS

Responsibility for:

- Providing traffic/transport planning and engineering services, arranging:
 - the movement and safety of traffic (vehicular and pedestrian) on public highway.

- the development of transport policies and undertaking research, including managing the Tyne and Wear Traffic and Accident Data Unit.

- Ensuring the borough's highways and street lighting are maintained to a high standard and that highway improvements and other civil engineering works are put in place.
- Associated highways and construction contracts.

Group - Learning and Children

Responsible for:

- Providing all activities which contribute to learning and cultural development, including education, schools, libraries, arts and leisure activities.
- Developing residents through culture and education, placing an emphasis on young people as well as targeting the development of adults.

Group - Local Environmental Services

CONSTRUCTION TECHNICAL SERVICES

Responsible for:

- Providing the technical support behind building works and a range of services relating to the maintenance of council property.
- Procuring works materials, providing plant and equipment and a range of building and civil engineering services.

How to find out about opportunities

A detailed contact list covering the relevant services responsible for the Council's procurement activities is provided within Appendix 2. This list is not exhaustive however. Higher value contracts are included in the Council's Forward Plan which sets out the key decisions to be taken by the Council's Cabinet in the four month period from the date of the plan.

Goods and services contracts over £139,893 and works contracts over £3,497,313 are advertised in the Official Journal of the European Union (OJEU). These contracts can be viewed at <http://ted.publications.eu.int/official/>

Contracts and invitations to suppliers to be considered for inclusion on a select list may also be advertised in the local press or specific trade publications.

Works related contracts below the OJEU financial limits will generally be awarded following an Invitation to Tender from Contractors included on the Council's approved list where such lists exists. Details of how to apply to be considered for inclusion on an approved list are given on page 9.

Companies may also visit the supplier area of the NEPO Portal at www.nepoportal.org where they can find out about Council tendering opportunities, register against contracts and find out more information about trading with the Council and other members of NEPO.

Applying for contracts that are advertised

The contract notice or advertisement will invite suppliers to submit an expression of interest for a contract. The advertisement will detail the procedure and what information is required. It is important that suppliers supply all of the requested information and respond by the due date. Details of the tendering processes for council contracts are included on page 9.

In general, the information requested provides basic details about an organisation, verifies that it can be identified as a legitimate discrete trading organisation (address of office, registration number and company group information), that it has acceptable levels of economic and financial standing and that it promotes good practices in areas of equal opportunities, environmental protection and health and safety.

The areas assessed can be summarised as follows:-

Financial Information

In this section suppliers will be asked for certain financial information relating to each of the last three years. (It may be two years in some contracts) Private limited companies and public limited companies must submit fully audited accounts as registered with Companies House.

Other applicants should forward copies of financial statements, business plans or a certified statement of turnover. This information is used to assess the financial position of the supplier in relation to the size of the contract. Information is also required to check that a supplier is registered (if appropriate) for tax and complies with the Council's insurance requirements.

In high risk contracts where non-performance could result in significant financial loss or where operational performance is crucial, suppliers may be required to submit a Parent Company Guarantee or a Performance Bond

Experience and Technical Ability

Further information requested seeks to assess whether a supplier has the relevant experience and technical ability to carry out the categories of work or to provide the type and quality of service required.

If an application relates to a specific contract, it will be necessary to provide references.

Some further questions may be asked tailored to the needs of the individual contract and the responses and

supporting evidence will be used to assess whether a supplier has the required level of skills and abilities to tender.

Health and Safety

Depending upon the nature of the goods/service/works, suppliers may be required to submit their Health and Safety Policy, which refers to Health and Safety legislation.

Subject to compliance with European Procurement Rules and Regulations other information may also be requested from suppliers as follows:

Equal Opportunities

The Council strongly supports equal opportunity, equal access and positive outcomes for all sections of the community. The Council aims to ensure that suppliers that provide services on behalf of the Council comply with equal opportunities legislation and promote equality of opportunity. It also aims to encourage those organisations and individuals with which it does business to observe and adhere to the principles contained within the Council's Equal Opportunities Policy. Questions may be asked about how racial equality issues are included in a suppliers employment practices. Copies of the Council's and NEPO's Equal Opportunities Policies can be obtained from the Chief Executive, Civic Centre, Gateshead or by e-mail to enquiries@gateshead.gov.uk

Sustainability and Environmental Care

Gateshead Council is committed to protecting our local environment and

ensuring a better quality of life for everyone - now and for future generations. In order to promote this the Council has agreed a sustainability strategy to improve its environmental and social performance (Local Agenda 21). The Council expects its suppliers to meet similar levels of environmental care and commitment. The Council's Local Agenda 21 Strategy can be viewed at www.gateshead.gov.uk This sets out the Council's environmental policies and assists suppliers to understand the criteria for assessing environmental performance.

Quality Assurance

For certain contracts including works contracts, suppliers may be required to demonstrate that they have a suitable quality assurance system in place. This may be demonstrated by certification by an approved assessment company or by our review and acceptance of the organisation's quality manual.

Criminal Records Bureau (CRB) Disclosure

When a supplier is to perform works in a location where there are vulnerable people involved eg. schools, homes for the elderly; they will be required to provide evidence of Criminal Record Bureau disclosures for all personnel who would be employed within these areas.

This forms part of the Council's risk management strategy and without this information a supplier will not be allowed to carry out works where vulnerable people are present.

Applying for inclusion on an approved list of contractors

The Council maintains an Approved List of Building Contractors for the provision of building and civil engineering works that are not undertaken in house. Suppliers wishing to be included on the approved list must first be registered with "Constructionline" and "CHAS" (Construction Health and Safety Scheme) and then complete the Council's Application Form. Application Forms may be obtained from the Head of Property Services on **0191 433 2909** or online at www.gateshead.gov.uk and selecting Online Services. Details of the different trade categories in the approved list and whom to contact to obtain information are included in Appendix 2.

Tendering for contracts

Suppliers will either be invited to tender (where an open tendering procedure is being followed) or be sent a pre-qualification questionnaire. The purpose of a pre-qualification questionnaire is to assess the potential bidder's suitability to supply the Council and ability to satisfy the contract before tenders are issued. It saves time and

effort being unnecessarily spent on completing tenders by a bidder.

Tender evaluation and contract award - returned tenders will be evaluated against the pre-determined criteria as specified in the tender documentation. Evaluation will focus on examining how the tender proposals will deliver the service (quality) and the cost of the service (price).

The balance between quality and price will depend on the particular service area. Normally the Council will award the contract on the basis of the most economically advantageous tender. The successful tenderer will be notified in writing either by letter or official electronic communication.

Debriefing - within the limits of commercial confidentiality, the Council will always endeavour to offer unsuccessful tenderers feedback to find out why their bid has failed. This information can be used to help with any future bids as being unsuccessful in one contract does not mean that a company will be unsuccessful in future.

Contract Performance

Gateshead Council has to monitor its performance as part of its duty under Best Value, and suppliers and contractors to the Council are monitored to assess their compliance with pre-defined performance criteria. Contracts have to be performed in accordance with the requirements set out in the contract documentation. Contract conditions will be strictly applied.

The Council is continuously striving to improve its own performance and it expects its contractors to do the same.

Complaints Procedure

The Council will adopt a variety of contract monitoring arrangements appropriate to the value and nature of each contract. Most complaints will be discussed and resolved through these arrangements. However, if any contractor or prospective supplier has a complaint about unfair treatment or discrimination that cannot be resolved through normal commercial contact with the Council, the complaint can be made in writing through the Council's Corporate Complaints Procedure. This procedure details the Council's policy for dealing with complaints and ensures that the Council acts promptly. Copies of the Corporate Complaints Procedure can be obtained from the Chief Executive, Civic Centre, Gateshead or by e-mail to enquiries@gateshead.gov.uk

Anyone who has supplied a tender to the Council under the European Public Procurement Rules can take action in the High Court if they have been harmed, or are at risk of harm by the Council breaking these regulations.

Anyone who feels they have not been treated fairly can also complain to the European Commission.

Local and Smaller Suppliers

The Council is committed to supporting and encouraging smaller and north east based organisations to compete for business and to improve their ability to meet the Council's requirements whilst complying with the requirements of EU Regulations, Standing Orders and best practice guidance.

It is recognised that suppliers play an important part in government's core business. Although more than 50% of the UK private sector workforce is employed in small organisations (less than 50 employees) they are finding it increasingly difficult to compete for public sector contracts.

In order to assist these organisations the Council's aims are to:

- Publicise opportunities in local newspapers.
- Give guidance as to the processes and making sure they are kept up to date.
- Keep tender documents simple to understand and jargon free.
- Set realistic timetables.
- Encourage suppliers to adopt supply chain management practices.
- Encourage suppliers to adopt e-commerce systems that streamline processes, reduce administration time and enable the council to make payment to suppliers more speedily.

Why trade online?

Electronic Trading

The Council has a commitment to Implementing Electronic Government which aims to increase levels of electronic business which over time will include electronic tendering, ordering and invoicing.

The aim is to improve efficiency and reduce the costs associated with the procurement process, for both the Council and the supplier.

It is recognised that e-commerce can help suppliers by opening up a supplier's products and services to a wider market. The Council will seek to work with suppliers which can help deliver its e-Commerce Strategy.

How you do business today...

An individual wants to buy something from you. They contact you or check your catalogue for a price, type the details on to a purchase order requisition and send it to be authorised.

Authoriser checks budget and authorises order. Buyer types out the order, prints and posts it to you.

You receive order, type details into your accounts system, and send acknowledgement to the buyer.

Buyer receives goods and you create and send a paper invoice.

Buyer authorises invoice and sends to accounts for payment.

Accounts enter the details into their financial system.

You produce a statement and post to buyer; buyer receives statement, sends to accounts.

Accounts write cheque, enter cheque details into accounting system and posts cheque. You receive cheque, enter details into your accounting system and send cheque to bank. Both of you reconcile bank statements and accounting entries.

...and in the future?

An individual wants to buy something from you, They 'log in' over an internet connection, look at your web catalogue, click on the desired products/services and send the order electronically.

You receive the order via email, and the invoice is automatically emailed back to the buyer directly into their financial system.

You enter information into your accounting package or use software to intergrate information, saving time re-keying.

Buyer receives goods/services and authorises invoice for payment by BACS.

Less steps in the process

No papers

No errors

No delays

No chasing for payment

Electronic Trading - getting started

The first step is to ensure that you have email in your organisation and that you have a dedicated address for receiving electronic orders. Many companies use individuals' email addresses, but this can lead to chaos when an employee is sick or on holiday. Someone needs to check these emails regularly.

These emails can be treated as standard paper orders and keyed into accounting systems in exactly the same way as any order received through the post. This ensures that your company can trade electronically with any client.

The next level is to set up a web site which allows you to take orders and payments for goods, and accept purchase orders and create electronic invoices if you sell services. There are inexpensive web tools available which will allow you to do all this without having to become a web expert!

If you wish to accept credit cards for payment you will also need to have an electronic merchant account - your bank will be able to help you with this. This will need to be intergrated with your web site, again this is commonly done and there is lots of help around to get you up and trading.

The final level is to integrate this with your accounting system in order to cut out any duplication of effort and re-keying of information. Many of the most popular accounting packages can be easily intergrated with your web information and your accounting package provider will be able to give you practical guidance.

A supplier's guide to trading electronically with the Council, can be viewed in the supplier's area of the NEPO Portal at www.nepoportal.org

Note: The Council accepts that some organisations may object to the use of e-commerce technology for religious or other moral reasons. Tenderers who do not wish to use electronic systems on these grounds will be provided with an alternative method by the Council to ensure that all organisations are provided with an equal opportunity to bid for Council business.

Freedom of Information

The Freedom of Information Act 2000

The Freedom of Information (FOI) Act 2000 came into force on 1st January 2005. The Act establishes a right of access to all recorded information held by a public authority, subject to some exemptions. Anyone from anywhere can make a request for information under the Act, so what impact will this have on public sector procurement?

Implications for contractors

The Act does not mention contractors, partners, PFI companies and Arms Length Management Organisations (ALMOs).

Just because the Act does not currently apply to outsourced companies and partners does not mean that all information held about you is inaccessible. The right of access applies to information which is 'held' not necessarily 'owned' by the council.

If we hold information about a contractor it will be accessible, subject to certain exemptions.

What can people ask for?

Any individual, including the general public (here and overseas); company; organisation; pressure group and

journalist, now has a right to ask for information from Gateshead Council which may not have been available before.

It does not allow access to personal information; this continues to be covered by the Data Protection Act 1998.

What are the exemptions?

There are 23 exemptions but only about 12 are applicable to local government.

The exemptions are of two types, 'absolute' and 'qualified'. An 'absolute' exemption has no application of the 'public interest test'; a 'qualified' exemption means we must decide whether the public interest in disclosing the information outweighs the public interest in maintaining the exemption.

The two exemptions that are most applicable to contractors' information are sections 41 and 43 of the Act.

What if you have marked the information 'in confidence' or 'confidential'?

The Council is very aware of the commercial sensitivity of information it holds on contracts and section 41 of the Act provides an 'absolute'

exemption where the disclosure of the information will constitute an actionable breach of confidence.

This however is a very tightly defined area of law; just because the council has signed up to a confidentiality clause, or marked documents as confidential, does not make it a breach of confidence to disclose.

What about contractors' commercial interests?

The section 43 exemption is a useful exemption in the procurement context. This allows information to be withheld where it constitutes a trade secret or where disclosure is likely to prejudice the commercial interests of any person (including the Council). It is important to note that this exemption is 'qualified' and therefore subject to a public interest test.

There is no hard and fast rule on what is or is not commercially sensitive information; it depends on the nature of the information, the timing of the request and the circumstances.

Will contractors be consulted if they are the subject of a FOI request?

The Council would always consult with contractors if they were the subject of a FOI request, but as the Council has only 20 working days to respond we would ask that any concerns are aired within 5 days of being approached. This will allow us time to consider any application of the public interest test by our legal team.

Who has the final decision in what will be disclosed?

There is a code of Practice on Discharge of Public authority Functions under Part 1 of the Act. One of the most important points in the Code is that the Council cannot 'contract out' of our obligations under the Act and the final decision on disclosure rests with the council.

Where can I get more information?

The link between Freedom of Information and contractors is complex, you can find a more in-depth explanation of the Freedom of Information Act 2000 by visiting www.gateshead.gov.uk Alternatively you can access a national source of information at www.ico.gov.uk/eventual.aspx

APPENDIX 1

Procurement Rules and Regulations

1. As a local authority, there are regulations at a European, national and local level which the Council has to follow when procuring goods, services and works and when establishing approved tender lists.
2. **EUROPEAN RULES** - all public sector contracts no matter what their value within the European Union are covered by a treaty which incorporates the free movement of goods and services and which prevents discrimination against firms on the grounds of nationality.

The Council is required to comply with the EU Public Procurement Directive and the UK Public Contracts Regulations 2006 which implement the Directive.

The thresholds are reviewed every two years (for the two year period 01.01.2006 - 31.12.2007 the threshold is £144,371 for Supplies and Services and £3,611,319 for Works).

The Council must follow some basic principles:

- A specific Tender Notice must be placed in the supplement to the Official Journal of the European Union (OJEU) to give all suppliers in the EU an equal opportunity to tender.
- Tenders must be invited in accordance with one of the prescribed procedures (open, restricted, competitive dialogue and negotiated). Each procedure imposes minimum time-scales covering the tender activities to ensure that reasonable time to respond to adverts and prepare submissions is given to interested parties.
- A notice of contract award must be placed in OJEU. Unsuccessful contractors must be debriefed if requested.

Further information about the EU Public Procurement Directive can be viewed at www.simap.eu.int

3. **NATIONAL RULES** - Whilst there is no prescription on local authorities to tender out specific services, the Council has a duty under Best Value legislation (introduced in April 2000) as laid down by Part 1 of the Local Government Act 1999 to fundamentally review its services and make arrangements to ensure continuous improvement having regard to economy, efficiency and effectiveness. Performance indicators and targets for improvement are set and published in an annual Best Value Performance Plan. The Council recognises that effective procurement

is at the heart of Best Value and that the Best Value review process will help deliver it's commitment to provide the best possible services for the people of Gateshead.

The Council's Best Value Performance Plan can be viewed at www.gateshead.gov.uk
Further information about Best Value can also be viewed at: www.local-regions.odpm.gov.uk/bestvalue

The Council must also have regard to Part II of the Local Government Act 1988 which prohibits "non commercial considerations" being taken into account when awarding contracts.

4. **LOCAL RULES** - procurement activities must also comply with the Constitution of the Council.

Contracts below £2,500 - whilst it is not necessary to obtain quotations for purchases below £2,500 it is necessary to ensure value for money is obtained by periodically testing the market.

Contracts between £2,500 and £20,000 - will be subject to competitive quotations being obtained from at least three contractors, or if this is not possible from all capable contractors.

Contracts over £20,000 - will be subject to competitive tenders being obtained:

- from a reasonable number of capable contractors, or

- following advertisement in at least one local newspaper. A similar advertisement may also be published in a specialist, trade or professional journal.

Note: Where the contract is over £100,000 a trade or professional journal may be used instead of a local newspaper.

Approved lists - where an approved list of contractors is maintained, tenders may be invited from some of the contractors on the list. Contractors are selected from the relevant list on a rotational basis and the company that was successful for the previous job will also be considered. Further information is given on page 9 of this guide on how to apply to get on one of the Council's select lists.

Tender lists - tenders can be restricted and invited from some (or all) respondents to an advertisement providing they comply with the selection criteria.

5. The Council's procurement policy is based upon fair, transparent and open competition and the procedures ensure that the process is reasonable as far as it is commercially possible and auditable.

APPENDIX 2

Gateshead Council Contacts

Group - Central Services

CORPORATE PROCUREMENT		
Tenders for contracts for goods and services on behalf of Gateshead Council, NEPO, Northumbria Police Authority and Tyne and Wear Fire and Civil Defence Authority. These include:		
<i>Commodity</i>	<i>Contact</i>	<i>Tel no and e-mail address</i>
<ul style="list-style-type: none"> • Collection of loose scrap metal • Computer consumables & software • Consultant for Engineering Services • Customer relationship management system • Discount travel scheme • Elderly & disabled equipment • Franking machines • Horticultural, plant and machinery • IT hardware for schools • Office ink jet and laser printers • Office supplies (computer consumables) • River Tyne debris clearance • Taxi concession - leisure • Telecommunications • Transport strategy consultancy • Vehicle lubricants & antifreeze • Vehicle marketing & disposal • Vehicle parts • Vehicle repairs • Vehicle tyres, tubes and batteries 	<p>Paul Batey Corporate Procurement Officer</p>	<p>0191 433 5980 paulbatey@gateshead.gov.uk</p>

Corporate Procurement continued...

<i>Commodity</i>	<i>Contact</i>	<i>Tel no and e-mail address</i>
<ul style="list-style-type: none"> • Horticultural Supplies • Radio communications for events • Crowd control barriers • Portable toilets • Start & finish gantries 	<p>Marie Cairns Corporate Procurement Officer</p>	<p>0191 433 5977 mariecairns@gateshead.gov.uk</p>
<ul style="list-style-type: none"> • Ales, lagers and ciders • Automatic roller towels • Bread • Cleaning of Kitchen Fittings • Carpets and floorcoverings • Carpet fitting and floorlaying • Catering concessions • Cleaning & janitorial supplies • Coffee systems and ingredients • Light kitchen equipment & catering disposables • Food products • Furniture • Pest control products • Sanitary and nappy disposal units • Snack foods • Soft drinks • Water dispensers • Window blinds • Wines & spirits 	<p>Janine Copeland Corporate Procurement Officer</p>	<p>0191 433 5970 janinecopeland@gateshead.gov.uk</p>
<ul style="list-style-type: none"> • Bailiff services • Car leasing services • Green waste processing • Modern Gateshead Management • Photocopiers • Removal of controlled waste • Wheeled bin recycling frames • Wheeled bins and recycling products 	<p>Laura Currie Corporate Procurement Officer</p>	<p>0191 433 5972 lauracurrie@gateshead.gov.uk</p>

Corporate Procurement continued...

<i>Commodity</i>	<i>Contact</i>	<i>Tel no and e-mail address</i>
<ul style="list-style-type: none"> • Agency staff • Bottled gas • Corporate physiotherapy services • Economic Development training framework • Employee health care scheme • Gateshead Warmzone • Hire of woodchippers • Maintenance of PE equipment • Mediation services • Office supplies (stationery) • Oil for grasscutters • Parent partnership service • Rock salt and prilled urea • Roundabout sponsorship • Rubber stamps • Storage vessels for CO2 • Text books • Window cleaning 	<p>Julie Davison Corporate Procurement Officer</p>	<p>0191 433 5971 juliedavison@gateshead.gov.uk</p>
<ul style="list-style-type: none"> • Bookbinding services • Diaries • Electoral printing • Exercise books • First aid • Hand held mechanical equipment • Laundry, dry cleaning and hire of linenware • Office supplies (papers & boards) • Off-set printing supplies • Sports equipment • Vehicle hire 	<p>Graham Dunn Corporate Procurement Officer</p>	<p>0191 433 5976 grahamdunn@gateshead.gov.uk</p>
<ul style="list-style-type: none"> • Mobile phones • Business Travel which includes • Accomodation • Site Security for The Sage Gateshead • Lift Maint for The Sage Gateshead • Service/Maint of Comm/Domestic Gas Catering Equipment • Telephone Counselling Service • Debris Disposal- Clean Tyne Project • 40 Cubic Yard Hook Lift Containers • Internal Building Cleaning - The Sage Gateshead • Supply & Commissioning of Griptesters • EU Procurement Consultancy 	<p>Tracey Hindmarsh Corporate Procurement Officer</p>	<p>0191 433 5960 traceyhindmarsh@gateshead.gov.uk</p>

Corporate Procurement continued...

<i>Commodity</i>	<i>Contact</i>	<i>Tel no and e-mail address</i>
<ul style="list-style-type: none"> • Gas • Electricity • Half Hourly Meter Operator • Automatic Meter Reading • Water 	Michelle Joyce-Gibbons Corporate Procurement Officer	0191 433 5985 michellejgibbons@gateshead.gov.uk
<ul style="list-style-type: none"> • Advertising agency • Distribution of Council publications • Ice rink for Baltic Square • Family support project • Library Books • Maintenance of audio cassette copiers • Maintenance of camic breath testers • Maintenance of fax machines • Photographic supplies • Plan Drawing • Printing • Protective, uniform clothing & workwear • Security services • Stray dogs • Support strategy for schools • Vehicle activated signs • Vehicle markings • Warm air dryers 	Sue Longstaff Corporate Procurement Officer	0191 433 5987 suelongstaff@gateshead.gov.uk
<ul style="list-style-type: none"> • Commercial vehicle framework over 3.5 tonne • Commercial vehicle framework up to 3.5 tonne • Removal and storage service • Static guarding security services 	Janice Lynn Corporate Procurement Officer	0191 433 5981 janicelynn@gateshead.gov.uk

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Responsible for the procurement and delivery of information and communication technology supplies, services and systems.

<i>Commodity</i>	<i>Contact</i>	<i>Tel no and e-mail address</i>
<ul style="list-style-type: none"> • ICT Hardware, Software, Solutions and Services 	Caroline Harper Business Solutions Manager John Hodgson Procurement Officer	0191 433 3791 carolineharper@gateshead.gov.uk 0191 433 3719 johnhodgson@gateshead.gov.uk

Group - Community Based Services

BUSINESS STRATEGY AND SUPPORT		
Responsible for providing social care services and community support. Tenders for the following goods and services used in social service establishments:		
<i>Commodity</i>	<i>Contact</i>	<i>Tel no and e-mail address</i>
<ul style="list-style-type: none"> • Older People • Disabilities • Children and Families 	Ellie Anderson Commissioning Officer Anita Porter Commissioning Officer Jane Gray Commissioning Officer	0191 433 2343 elspethanderson@gateshead.gov.uk 0191 433 2378 anitaporter@gateshead.gov.uk 0191 433 2463 janegrays@gateshead.gov.uk
<ul style="list-style-type: none"> • Domestic Carpets • TV Aerials • Maintenance of Special Aids and Adaptations • Transport for Day Services 	Clare Wilson Admin Officers	0191 433 2484 clarewilson@gateshead.gov.uk

Group - Development and Enterprise

DESIGN SERVICES		
Design and implementation of building and environmental improvements for the Council and Northumbria Police Authority. Building and environmental improvements contracts Graphic Design - illustrative work for reports, brochures, leaflets also public exhibitions, models, digital imaging, commemorative plaques.		
<i>Commodity</i>	<i>Contact</i>	<i>Tel no and e-mail address</i>
<ul style="list-style-type: none"> • Building and Environmental Improvements 	Liz Dougal Design Assistant	0191 433 2965 enquiresatdesign@gateshead.gov.uk

TRANSPORT AND HIGHWAYS		
Ensures that the borough's highways and street lighting are maintained to a high standard and that highway improvements and other civil engineering works are put in place. Responsible for maintaining the following approved lists of Highways and Construction Contractors.		
<i>Commodity</i>	<i>Contact</i>	<i>Tel no and e-mail address</i>
<ul style="list-style-type: none"> • Surfacing & Cold Planing • Surface Dressing 	Jimmy Young Senior Engineer	0191 433 3073 jamesyoung@gateshead.gov.uk
<ul style="list-style-type: none"> • Road Markings • Anti-skid surfacings 	Steve Richards Construction Services Manager	0191 433 3091 steve-richards@gateshead.gov.uk
<ul style="list-style-type: none"> • Concrete Repairs to highway structures: bridges, retaining walls etc & multi-storey car park 	Nigel Burn Team Leader (Structures)	0191 433 3079 nigelburn@gateshead.gov.uk
<ul style="list-style-type: none"> • Ground investigation 	Trevor Waggett Engineer	0191 433 3073 trevorwaggett@gateshead.gov.uk

Development & Enterprise continued...

PROPERTY SERVICES		
<p>Responsible for maintaining the Council's approved list of Building Contractors. Application forms are available online by accessing the Council's website at www.gateshead.gov.uk, select 'Online Services' (Contractors must be "Constructionline" & "CHAS" registered). The following are the categories under which Approved Contractors are held.</p>		
<i>Commodity</i>	<i>Contact</i>	<i>Tel no and e-mail address</i>
<p>Building Contractors:</p> <ul style="list-style-type: none"> • Building • Electrical • Heating • Prefabricated System Buildings • Asbestos Removal • Communications • CCTV • Doors & Windows • Demolition • Fencing • Flooring • Passenger Lift Installation • Stairlift Installation • Roofing/Cladding External Wall • Civil Engineering • Security Alarms • Reclamation & Decontamination Works • Hard/Soft Landscape • Hard/Soft Landscaping & Reclamation Works • Earthworks • Piling • Insitu Concrete Works • PCC Flooring/Staircases • Concrete repairs • Structural steelworks • Brickwork/stonework • Screeding • Plastering/dry lining rendering • Plumbing • Roller Shutters • Painting & decorating • Glazing • Patent glazing • Scaffolding 	<p>Christine Armstrong Commissioning and Monitoring Technician</p> <p>or</p> <p>Linda Bowman Support Assistant</p> <p>or</p> <p>Clarence Daly Team Leader Commissioning & Monitoring</p>	<p>0191 433 3013 christinearmstrong@gateshead.gov.uk</p> <p>0191 433 3011 lindabowman@gateshead.gov.uk</p> <p>0191 433 3010 clarencedaly@gateshead.gov.uk</p>

TRANSPORT STRATEGY

Provides traffic/transport planning and engineering services. Responsible for arranging service contracts for the following projects

<i>Commodity</i>	<i>Contact</i>	<i>Tel no and e-mail address</i>
<ul style="list-style-type: none"> • Traffic Surveys • Car Park Management 	Ian Gibson Traffic Planning & Engineering Manager	0191 433 3100 iangibson@gateshead.gov.uk

Group - Learning and Children**ACCESS AND LIFELONG LEARNING**

Responsible for maintaining an approved list of Contractors for Home to School Transport Services.

<i>Commodity</i>	<i>Contact</i>	<i>Tel no and e-mail address</i>
<ul style="list-style-type: none"> • Home to School Transport Services 	Richard Hall Principal Officer, Pupil & Parent Services	0191 433 8584 richardhall@gateshead.gov.uk

Group - Local Environmental Services Contracts**CONSTRUCTION SERVICES**

Provides a comprehensive range of services relating to the maintenance of schools, public buildings, highways, drainage and street lighting; and the delivery of major building and civil engineering projects. Improvement of Council Housing.

<i>Commodity</i>	<i>Contact</i>	<i>Tel no and e-mail address</i>
<ul style="list-style-type: none"> • Building and construction materials • Hire of plant 	John Scott Supplies Officer	0191 433 7294 johnscott@gateshead.gov.uk
<ul style="list-style-type: none"> • Sub contractors for maintenance work to schools and public buildings 	Chris Browell Maintenance Manager	0191 433 7202 chrisbrowell@gateshead.gov.uk
<ul style="list-style-type: none"> • Sub contractors for major projects and minor works for schools and public buildings 	Paul Wrangham Contract Services Manager	0191 433 7207 paulwrangham@gateshead.gov.uk
<ul style="list-style-type: none"> • Sub contractors for highways & special operational schemes 	Brian Jones Highways Manager	0191 433 7222 brianjones@gateshead.gov.uk
<ul style="list-style-type: none"> • Sub contractors for improvement schemes for housing 	Chris Tearney Principal Surveyor	0191 433 7241 christearney@gateshead.gov.uk
<ul style="list-style-type: none"> • Transport 	Brian Barnes	0191 433 7442 brianbarnes@gateshead.gov.uk

CLEANSING AND GROUNDS MAINTENANCE SERVICES

Responsible for a range of services relating to street cleaning and waste management as well as the maintenance of parks, gardens and other grassed areas including regular grass cutting, planting and maintaining floral displays.

<i>Commodity</i>	<i>Contact</i>	<i>Tel no and e-mail address</i>
<ul style="list-style-type: none">• Installation of play equipment• Hire of plant	Alwyn Gornall Technical Services Manager	0191 433 7440 alwyn.gornall@gateshead.gov.uk
<ul style="list-style-type: none">• Supply, plant, maintain and guarantee extra heavy standard trees	John Fenwick Senior Technical Officer	0191 433 7407 john.fenwick@gateshead.gov.uk



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