

# APPENDIX 2

## Gateshead Council Contacts

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### Group - Central Services

<b>CORPORATE PROCUREMENT</b>		
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"> <li>• Collection of loose scrap metal</li> <li>• Computer consumables &amp; software</li> <li>• Consultant for Engineering Services</li> <li>• Customer relationship management system</li> <li>• Discount travel scheme</li> <li>• Elderly &amp; disabled equipment</li> <li>• Franking machines</li> <li>• Horticultural, plant and machinery</li> <li>• IT hardware for schools</li> <li>• Office ink jet and laser printers</li> <li>• Office supplies (computer consumables)</li> <li>• River Tyne debris clearance</li> <li>• Taxi concession - leisure</li> <li>• Telecommunications</li> <li>• Transport strategy consultancy</li> <li>• Vehicle lubricants &amp; antifreeze</li> <li>• Vehicle marketing &amp; disposal</li> <li>• Vehicle parts</li> <li>• Vehicle repairs</li> <li>• Vehicle tyres, tubes and batteries</li> </ul>	<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"> <li>• Horticultural Supplies</li> <li>• Radio communications for events</li> <li>• Crowd control barriers</li> <li>• Portable toilets</li> <li>• Start &amp; finish gantries</li> </ul>	<p>Marie Cairns Corporate Procurement Officer</p>	<p>0191 433 5977 mariecairns@gateshead.gov.uk</p>
<ul style="list-style-type: none"> <li>• Ales, lagers and ciders</li> <li>• Automatic roller towels</li> <li>• Bread</li> <li>• Cleaning of Kitchen Fittings</li> <li>• Carpets and floorcoverings</li> <li>• Carpet fitting and floorlaying</li> <li>• Catering concessions</li> <li>• Cleaning &amp; janitorial supplies</li> <li>• Coffee systems and ingredients</li> <li>• Light kitchen equipment &amp; catering disposables</li> <li>• Food products</li> <li>• Furniture</li> <li>• Pest control products</li> <li>• Sanitary and nappy disposal units</li> <li>• Snack foods</li> <li>• Soft drinks</li> <li>• Water dispensers</li> <li>• Window blinds</li> <li>• Wines &amp; spirits</li> </ul>	<p>Janine Copeland Corporate Procurement Officer</p>	<p>0191 433 5970 janinecopeland@gateshead.gov.uk</p>
<ul style="list-style-type: none"> <li>• Bailiff services</li> <li>• Car leasing services</li> <li>• Green waste processing</li> <li>• Modern Gateshead Management</li> <li>• Photocopiers</li> <li>• Removal of controlled waste</li> <li>• Wheeled bin recycling frames</li> <li>• Wheeled bins and recycling products</li> </ul>	<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"> <li>• Agency staff</li> <li>• Bottled gas</li> <li>• Corporate physiotherapy services</li> <li>• Economic Development training framework</li> <li>• Employee health care scheme</li> <li>• Gateshead Warmzone</li> <li>• Hire of woodchippers</li> <li>• Maintenance of PE equipment</li> <li>• Mediation services</li> <li>• Office supplies (stationery)</li> <li>• Oil for grasscutters</li> <li>• Parent partnership service</li> <li>• Rock salt and prilled urea</li> <li>• Roundabout sponsorship</li> <li>• Rubber stamps</li> <li>• Storage vessels for CO2</li> <li>• Text books</li> <li>• Window cleaning</li> </ul>	<p>Julie Davison Corporate Procurement Officer</p>	<p>0191 433 5971 juliedavison@gateshead.gov.uk</p>
<ul style="list-style-type: none"> <li>• Bookbinding services</li> <li>• Diaries</li> <li>• Electoral printing</li> <li>• Exercise books</li> <li>• First aid</li> <li>• Hand held mechanical equipment</li> <li>• Laundry, dry cleaning and hire of linenware</li> <li>• Office supplies (papers &amp; boards)</li> <li>• Off-set printing supplies</li> <li>• Sports equipment</li> <li>• Vehicle hire</li> </ul>	<p>Graham Dunn Corporate Procurement Officer</p>	<p>0191 433 5976 grahamdunn@gateshead.gov.uk</p>
<ul style="list-style-type: none"> <li>• Mobile phones</li> <li>• Business Travel which includes</li> <li>• Accomodation</li> <li>• Site Security for The Sage Gateshead</li> <li>• Lift Maint for The Sage Gateshead</li> <li>• Service/Maint of Comm/Domestic Gas Catering Equipment</li> <li>• Telephone Counselling Service</li> <li>• Debris Disposal- Clean Tyne Project</li> <li>• 40 Cubic Yard Hook Lift Containers</li> <li>• Internal Building Cleaning - The Sage Gateshead</li> <li>• Supply &amp; Commissioning of Griptesters</li> <li>• EU Procurement Consultancy</li> </ul>	<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"> <li>• Gas</li> <li>• Electricity</li> <li>• Half Hourly Meter Operator</li> <li>• Automatic Meter Reading</li> <li>• Water</li> </ul>	Michelle Joyce-Gibbons Corporate Procurement Officer	0191 433 5985 michellejgibbons@gateshead.gov.uk
<ul style="list-style-type: none"> <li>• Advertising agency</li> <li>• Distribution of Council publications</li> <li>• Ice rink for Baltic Square</li> <li>• Family support project</li> <li>• Library Books</li> <li>• Maintenance of audio cassette copiers</li> <li>• Maintenance of camic breath testers</li> <li>• Maintenance of fax machines</li> <li>• Photographic supplies</li> <li>• Plan Drawing</li> <li>• Printing</li> <li>• Protective, uniform clothing &amp; workwear</li> <li>• Security services</li> <li>• Stray dogs</li> <li>• Support strategy for schools</li> <li>• Vehicle activated signs</li> <li>• Vehicle markings</li> <li>• Warm air dryers</li> </ul>	Sue Longstaff Corporate Procurement Officer	0191 433 5987 suelongstaff@gateshead.gov.uk
<ul style="list-style-type: none"> <li>• Commercial vehicle framework over 3.5 tonne</li> <li>• Commercial vehicle framework up to 3.5 tonne</li> <li>• Removal and storage service</li> <li>• Static guarding security services</li> </ul>	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"> <li>• ICT Hardware, Software, Solutions and Services</li> </ul>	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

<b>BUSINESS STRATEGY AND SUPPORT</b>		
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"> <li>• Older People</li> <li>• Disabilities</li> <li>• Children and Families</li> </ul>	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"> <li>• Domestic Carpets</li> <li>• TV Aerials</li> <li>• Maintenance of Special Aids and Adaptations</li> <li>• Transport for Day Services</li> </ul>	Clare Wilson  Admin Officers	0191 433 2484 clarewilson@gateshead.gov.uk

## Group - Development and Enterprise

<b>DESIGN SERVICES</b>		
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"> <li>• Building and Environmental Improvements</li> </ul>	Liz Dougal Design Assistant	0191 433 2965 enquiresatdesign@gateshead.gov.uk

<b>TRANSPORT AND HIGHWAYS</b>		
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"> <li>• Surfacing &amp; Cold Planing</li> <li>• Surface Dressing</li> </ul>	Jimmy Young Senior Engineer	0191 433 3073 jamesyoung@gateshead.gov.uk
<ul style="list-style-type: none"> <li>• Road Markings</li> <li>• Anti-skid surfacings</li> </ul>	Steve Richards Construction Services Manager	0191 433 3091 steve-richards@gateshead.gov.uk
<ul style="list-style-type: none"> <li>• Concrete Repairs to highway structures: bridges, retaining walls etc &amp; multi-storey car park</li> </ul>	Nigel Burn Team Leader (Structures)	0191 433 3079 nigelburn@gateshead.gov.uk
<ul style="list-style-type: none"> <li>• Ground investigation</li> </ul>	Trevor Waggett Engineer	0191 433 3073 trevorwaggett@gateshead.gov.uk

## Development & Enterprise continued...

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

**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"> <li>• Traffic Surveys</li> <li>• Car Park Management</li> </ul>	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"> <li>• Home to School Transport Services</li> </ul>	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"> <li>• Building and construction materials</li> <li>• Hire of plant</li> </ul>	John Scott Supplies Officer	0191 433 7294 johnscott@gateshead.gov.uk
<ul style="list-style-type: none"> <li>• Sub contractors for maintenance work to schools and public buildings</li> </ul>	Chris Browell Maintenance Manager	0191 433 7202 chrisbrowell@gateshead.gov.uk
<ul style="list-style-type: none"> <li>• Sub contractors for major projects and minor works for schools and public buildings</li> </ul>	Paul Wrangham Contract Services Manager	0191 433 7207 paulwrangham@gateshead.gov.uk
<ul style="list-style-type: none"> <li>• Sub contractors for highways &amp; special operational schemes</li> </ul>	Brian Jones Highways Manager	0191 433 7222 brianjones@gateshead.gov.uk
<ul style="list-style-type: none"> <li>• Sub contractors for improvement schemes for housing</li> </ul>	Chris Tearney Principal Surveyor	0191 433 7241 christearney@gateshead.gov.uk
<ul style="list-style-type: none"> <li>• Transport</li> </ul>	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"><li>• Installation of play equipment</li><li>• Hire of plant</li></ul>	Alwyn Gornall Technical Services Manager	0191 433 7440 alwyn.gornall@gateshead.gov.uk
<ul style="list-style-type: none"><li>• Supply, plant, maintain and guarantee extra heavy standard trees</li></ul>	John Fenwick Senior Technical Officer	0191 433 7407 john.fenwick@gateshead.gov.uk