

Procurement Information

According to the Transparency Code for Smaller Authorities 2015, Leicester Forest East Parish Council is required to publish the following on a quarterly basis. Leicester Forest East Parish Council aims to publish the information more frequently than quarterly by adding the relevant details to the website within one month of a contract being agreed:

Procurement information

31. Local authorities must publish details of every invitation to tender for contracts to provide goods and/or services^[footnote 20] with a value that exceeds £5,000^[footnote 21].^[footnote 22] For each invitation, the following details must be published:

- reference number
- title
- description of the goods and/or services sought
- start, end and review dates, and
- local authority department responsible

32. Local authorities must also publish details of any contract^[footnote 23], commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000^[footnote 24]. For each contract, the following details must be published:

- reference number
- title of agreement
- local authority department responsible
- description of the goods and/or services being provided
- supplier name and details
- sum to be paid over the length of the contract or the estimated annual spending or budget for the contract^[footnote 25]
- Value Added Tax that cannot be recovered
- start, end and review dates
- whether or not the contract was the result of an invitation to quote or a published invitation to tender, and
- whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number^[footnote 26]

Templates

Invitations to tender (value exceeding £5,000)

- Reference Number –
- Title –
- Description of the goods and/or services sought –
- Start, end and review dates –
- Local authority land department responsible -

Contracts, Commissioned Activity, Purchase Order, Framework Agreement and Any Other Legally Enforceable Agreement with a value Exceeding £5,000

- Reference Number –
- Title of agreement –
- Local authority department responsible –
- Description of the goods and/or services being provided -
- Supplier name and details –
- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract –
- VAT that cannot be recovered –
- Start, end and review dates –
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender –
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number -

Procurement Information 2021/2022

Invitations to tender (value exceeding £5,000)

Wildflower Garden Path

- Reference number – n/a.
- Description of the good/services sought – Leicester Forest East Parish Council require a semi-circular path to be installed on the new Wildflower Garden including tow wider areas where benches and planters can be installed at a later date. The path must be made from Breedon/self-setting aggregate with wooden edging.
- Start date – TBC but hopefully works to begin over the summer months. The project will be reviewed during installation, regularly.

Contracts, Commissioned Activity, Purchase Order, Framework Agreement and Any Other Legally Enforceable Agreement with a value Exceeding £5,000

Wildflower Garden Path

- Reference number – n/a.
- Title of agreement – Wildflower Garden Path
- Description of good or services – Leicester Forest East Parish Council require a semi-circular path to be installed on the new Wildflower Garden including tow wider areas where benches and planters can be installed at a later date. The path must be made from Breedon/self-setting aggregate with wooden edging.
- Supplier name and details – M&BG: <https://mbg-group.co.uk/>
- Sum to be paid over the length of the contract or the estimated annual spending or budget or the contract - £8,500 plus VAT.
- VAT that cannot be recovered – n/a.
- Start end and review dates – TBC but hopefully works to begin over the summer months. The project will be reviewed during installation, regularly.
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender – This contract was as the result of an invitation to quote as it is below the £25,000 threshold for putting contracts out to tender.
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number. – small enterprise.

Invitations to tender (value exceeding £5,000)

Christmas Lights 2022

- Published on the Contracts Finder website
- Reference number – LFEPC - CL22
- Title - Christmas Lights 2022
- Description of the good/services sought – ‘Leicester Forest East Parish Council welcome contact from suppliers who are able to rent Christmas Lights to the Parish Council to be put up on lamp posts in the Parish. Approximately 30 lights are required and a figure of £12,000 has been budgeted.’ However, due to the cost of installing sockets onto the lighting columns the parish Council now require approximately 20 Christmas Lights for a budget of approximately £7,000 per year for a period of 3 years.
- Start, end and review dates – Christmas 2022 – Christmas 2025 inclusive.

Contracts, Commissioned Activity, Purchase Order, Framework Agreement and Any Other Legally Enforceable Agreement with a value Exceeding £5,000

Waste Management Contract – Litter Bins, Dog Bins and Litter Picking

- Reference number – n/a.
- Title of agreement - Waste Management Contract – Litter Bins, Dog Bins and Litter Picking
- Description of good or services – regular emptying of litter bins, dog bins and litter-picking across the parish Council’s two parks and Parish Hall sites.
- Supplier name and details – Blaby District Council, Desford Road Narborough Leicester LE19 2EP.
- Sum to be paid over the length of the contract or the estimated annual spending or budget or the contract - £9,700.08.
- VAT that cannot be recovered – n/a.
- Start end and review dates – April 2022-March 2023.
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender – Invitation to Quote.
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number. – n/a.

MUGA Installation

- Reference number – n/a.
- Title of agreement – Forest East Park MUGA.
- Description of good or services – Installation of a brand new MUGA facility on an existing patch of tarmac on the playing fields at the side of the Parish Hall, Forest East Park.
- Supplier name and details – Axo Leisure Ltd.: www.axoleisure.co.uk
- Sum to be paid over the length of the contract or the estimated annual spending or budget or the contract - £39,690 plus VAT.

- VAT that cannot be recovered – n/a.
- Start end and review dates – the MUGA was installed during December 2021.
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender – This contract was as the result of a published invitation to tender on the Contracts Finder website as the value was above £25,000.
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number. – n/a.

Grounds Maintenance

- Reference number – n/a
- Title of agreement – Grounds Maintenance Contract 01.04.2022 – 31.03.2025.
- Description of good or services – Complete grounds maintenance of the Parish Council's two parks for the upcoming three years.
- Supplier name and details – Cookes of Kirby: <https://www.cookesofkirby.co.uk/>
- Sum to be paid over the length of the contract or the estimated annual spending or budget or the contract - £14,376 plus VAT per year.
- VAT that cannot be recovered – n/a
- Start, end and review dates - 01.04.2022 – 31.03.2025. The contract will be reviewed towards the end of the three-year period.
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender – invitation to quote.
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number. – n/a.

Solar Panels

- Reference number – n/a
- Title of agreement – Solar Panels Installation on Parish Hall.
- Description of good or services – New installation of solar panels on the roof of the Parish Hall.
- Supplier name and details – Jon Star Energy: <https://www.jstarenergy.co.uk/>
- Sum to be paid over the length of the contract or the estimated annual spending or budget or the contract - £13,724.25 plus VAT.
- VAT that cannot be recovered – n/a.
- Start end and review dates – The solar panels were installed in June 2021.
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender – invitation to quote.
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number. – n/a.

Hanging Baskets

- Reference number – n/a
- Title of agreement – Hanging Baskets and Tubs
- Description of good or services – 20 hanging baskets (summer) and 7 planting or 7 tubs (summer and winter) for a period of three years.
- Supplier name and details – CJ Springthorpe: 07771 988 614.
- Sum to be paid over the length of the contract or the estimated annual spending or budget or the contract - £17,237.74 over the three years plus VAT.
- VAT that cannot be recovered – n/a.
- Start end and review dates – June 2021 - April 2024.
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender – invitation to quote.
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number. – n/a.

Christmas Lights 2022

- Reference number – n/a
- Title of agreement – Christmas Lights 2022
- Description of good or services – Leicester Forest East Parish Council welcome contact from suppliers who are able to rent Christmas Lights to the Parish Council to be put up on lamp posts in the Parish. Approximately 30 lights are required and a figure of £12,000 has been budgeted.' However, due to the cost of installing sockets onto the lighting columns the parish Council now require approximately 20 Christmas Lights for a budget of approximately £7,000 per year for a period of 3 years.
- Supplier name and details – Gala Lights 01622 882424
- Sum to be paid over the length of the contract or the estimated annual spending or budget or the contract - £22,500 over the three years plus VAT.
- VAT that cannot be recovered – n/a.
- Start end and review dates – November 2022 – January 2025.
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender – invitation to quote.
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number. – medium.

Procurement Information 2022/2023

Invitations to tender (value exceeding £5,000)

Paths to MUGA, to link perimeter path with David Wilson path and pad under Boyers Park gate

- Reference Number – n/a.
- Title – Paths to MUGA, to link perimeter path with David Wilson path and pad under Boyers Park gate.
- Description of the goods and/or services sought – Centrack/Breedon type material path to link the perimeter path around the playing fields to the David Wilson owned path in on the adjoining piece of land.
- Start, end and review dates – paths to be started and completed before winter 2022.
- Local authority land department responsible – n/a.

Remedial Works to Either Side of Parish Hall Gates

- Reference Number – n/a.
- Title – Remedial Works to Either Side of Parish Hall Gates
- Description of the goods and/or services sought – There are two verges, one either side of the Parish Hall entrance gates. The verges have become very overgrown and cannot be maintained. Therefore, two conifers need to be removed, all overgrown vegetation removed plus all debris which has been fly tipped there over the years. Then the ground needs levelling and either grass seeding or turfing. The left-hand side needs to fence replacing with concrete boarded fence panels. The right-hand side also needs a new concrete boarded fence putting in and the tree stumps need grinding out. After the tree stumps etc have been removed new tarmac need to be laid, and lines painted, to create an additional 4 (approx.) car parking spaces for the car park.
- Start, end and review dates – start date tbc (ideally Oct/Nov 2022).
- Local authority land department responsible – n/a.

Electricity Contract

- Reference Number – n/a
- Title – Electricity Contract
- Description of the goods and/or services sought – Electricity supply to Parish Hall
- Start, end and review dates – November 2022-November 2023 (12 month contract)
- Local authority land department responsible – n/a

Gas Contract

- Reference Number – n/a
- Title – Gas contract
- Description of the goods and/or services sought – Gas supply to Parish Hall
- Start, end and review dates – November 2022 – November 2023
- Local authority land department responsible – n/a

Security Guard services for Parish Hall

- Reference Number – n/a
- Title – Security Guard services for Parish Hall
- Description of the goods and/or services sought – Security Guard services for Parish Hall
- Start, end and review dates – End of October 2022 – end of October 2023
- Local authority land department responsible – n/a

Hanging Baskets and Planters

- Reference Number – n/a
- Title – Hanging Baskets and Planters
- Description of the goods and/or services sought – planting of summer hanging baskets plus summer and winter planting of PC's 9 planters (including 2 new Tommy planters in Wildflower Garden), also watering and feeding as required
- Start, end and review dates – 2023
- Local authority land department responsible – n/a

Canopy for Front of Parish Hall

- Reference Number – n/a
- Title – Canopy for Front of Parish Hall
- Description of the goods and/or services sought – canopy to go above entrance doors of Parish Hall
- Start, end and review dates – to be started and completed spring/summer 2023 ideally.
- Local authority land department responsible – n/a

Park litter bin emptying, park dog bin emptying and litter picking services.

- Reference Number – n/a
- Title – Park bins and litter picking.
- Description of the goods and/or services sought – Park litter bin emptying, park dog bin emptying and litter picking services.
- Start, end and review dates – 01.04.2023-31.03.2024.
- Local authority land department responsible – n/a.

Contracts, Commissioned Activity, Purchase Order, Framework Agreement and Any Other Legally Enforceable Agreement with a value Exceeding £5,000

Paths to MUGA, to link perimeter path with David Wilson path and pad under Boyers Park gate

- Reference Number – n/a.
- Title of agreement – Paths to MUGA, to link perimeter path with David Wilson path and pad under Boyers Park gate.
- Local authority department responsible – n/a.
- Description of the goods and/or services being provided - Centrack/Breedon type material path to link the perimeter path around the playing fields to the David Wilson owned path in on the adjoining piece of land.
- Supplier name and details – M&BG Limited, 7 Lightning Way, West Heath, Birmingham B31 3PH. Tel: 0121 474 5500.
- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract – £4,995.00 plus VAT.
- VAT that cannot be recovered – n/a.
- Start, end and review dates – estimated start date mid-October 2022 and it should be finished by the end of 2022 at the latest.
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender – invitation to quote.
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number – small sized enterprise.

Remedial Works to Either Side of Parish Hall Gates

- Reference Number – n/a
- Title of agreement – Remedial Works to Either Side of Parish Hall Gates
- Local authority department responsible – n/a.
- Description of the goods and/or services being provided - There are two verges, one either side of the Parish Hall entrance gates. The verges have become very overgrown and cannot be maintained. Therefore, two conifers need to be removed, all overgrown vegetation removed plus all debris which has been fly tipped there over the years. Then the ground needs levelling and either grass seeding or turfing. The left-hand side needs to fence replacing with concrete boarded fence panels. The right-hand side also needs a new concrete boarded fence putting in and the tree stumps need grinding out. After the tree stumps etc have been removed new tarmac need to be laid, and lines painted, to create an additional 4 (approx.) car parking spaces for the car park.
- Supplier name and details – DTM Gardens and Landscapes Ltd.
- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract – £10,700.
- VAT that cannot be recovered – n/a.
- Start, end and review dates – tbc, ideally Oct/Nov 2022.
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender – invitation to quote.

- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number – small enterprise.

Electricity Contract

- Reference Number – n/a
- Title of agreement – Electricity Contract
- Local authority department responsible – n/a
- Description of the goods and/or services being provided – Electricity supply to Parish Hall
- Supplier name and details – EDF Energy via Utility Aid broker
- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract – estimated annual spend £8,979.81
- VAT that cannot be recovered – n/a
- Start, end and review dates – November 2022-November 2023
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender – invitation to quote
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number – Utility Aid – small enterprise, EDF – large enterprise

Gas Contract

- Reference Number – n/a
- Title of agreement – Gas contract
- Local authority department responsible – n/a
- Description of the goods and/or services being provided – Gas supply to Parish Hall
- Supplier name and details – EDF Energy via Utility Aid broker
- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract – estimated annual spend £13,737.47
- VAT that cannot be recovered – n/a
- Start, end and review dates – November 2022-November 2023
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender – invitation to quote
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number - Utility Aid – small enterprise, EDF – large enterprise

Security Guard services for Parish Hall

- Reference Number – n/a
- Title of agreement – Security Guard services for Parish Hall
- Local authority department responsible – n/a
- Description of the goods and/or services being provided - Security Guard services for Parish Hall

- Supplier name and details – TD Security Solutions
- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract – approximately £9,500 (subject to number of alarm call outs and number of attendances at Parish Hall for lock ups)
- VAT that cannot be recovered – n/a
- Start, end and review dates – End October 2022 – end October 2023
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender – invitation to quote
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number – small enterprise

Hanging Baskets and Planters

- Reference Number – n/a
- Title of agreement – Hanging Baskets and Planters
- Local authority department responsible – n/a
- Description of the goods and/or services being provided - planting of summer hanging baskets plus summer and winter planting of PC's 9 planters (including 2 new Tommy planters in Wildflower Garden), also watering and feeding as required
- Supplier name and details – CJ Springthorpe
- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract – £6,786.74
- VAT that cannot be recovered – n/a
- Start, end and review dates – for year 2023
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender – invitation to quote
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number – small enterprise

Canopy for Front of Parish Hall

- Reference Number – n/a
- Title of agreement – Canopy for Front of Parish Hall
- Local authority department responsible – n/a
- Description of the goods and/or services being provided - canopy to go above entrance doors of Parish Hall
- Supplier name and details – Able Canopies, Able Canopies Ltd., 9-11 Faraday Close, Gorse Lane Industrial Estate, Clacton-on-Sea, Essex CO15 4TR, 0808 253 1154
- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract – £6,287.00 + VAT
- VAT that cannot be recovered – n/a
- Start, end and review dates – spring/summer 2023 ideally.

- Whether or not the contract was the result of an invitation to quote or a published invitation to tender – invitation to quote.
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number – medium sized enterprise.

Park litter bin emptying, park dog bin emptying and litter picking services.

- Reference Number – n/a
- Title of agreement – Park bins emptying and litter picking.
- Local authority department responsible – n/a.
- Description of the goods and/or services being provided - Park litter bin emptying, park dog bin emptying and litter picking services.
- Supplier name and details – Blaby District Council.
- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract – £11,233.56 exc. VAT.
- VAT that cannot be recovered – n/a.
- Start, end and review dates – 01.04.2023-31.03.2024.
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender – invitation to quote.
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number – n/a, District council.

Procurement Information 2023-2024

Contracts Put on Contract Finder Website (value exceeding £30,000)

- Reference Number – n/a.
- Title – Parish Office Alterations
- Description of the goods and/or services sought – Alterations to the Parish Office including new storage room for documents, redecoration, new alarm, new CCTV, new access door and associated works.
- Start, end and review dates – March 2024.
- Local authority land department responsible – n/a.

Please note that due to a change in circumstances the Parks Committee resolved not to go ahead with this project.

Invitations to tender (value exceeding £5,000)

Employers' Liability and Public Liability Insurance – 3 Year-Contract

- Reference Number – n/a.
- Title – Employers' Liability and Public Liability Insurance – 3 Year-Contract.
- Description of the goods and/or services sought – Employers' Liability and Public Liability Insurance – 3 Year-Contract.
- Start, end and review dates – 06.06.2023 – 31.05.2026.
- Local authority land department responsible – n/a.

Security Guard Services – 3 Year Contract

- Reference Number – n/a
- Title – Security Guard Services
- Description of the goods and/or services sought – Regular security guard services for Parish Hall
- Start, end and review dates – January 2024-December 2027
- Local authority land department responsible – n/a

Hanging Baskets and Flower Tubs (Planting and Watering)

- Reference Number – n/a
- Title – Hanging Baskets and Flower Tubs (Planting and Watering)
- Description of the goods and/or services sought – summer hanging baskets (planting, putting up and watering), planting of the 9 flower tubs around the Parish in summer and winter and their regular watering.
- Start, end and review dates – January 2024-December 2024
- Local authority land department responsible – n/a

Contracts, Commissioned Activity, Purchase Order, Framework Agreement and Any Other Legally Enforceable Agreement with a value Exceeding £5,000

Employers' Liability and Public Liability Insurance – 3 Year-Contract

- Reference Number – n/a.
- Title of agreement – Employers' Liability and Public Liability Insurance – 3 Year-Contract.
- Local authority department responsible – n/a.
- Description of the goods and/or services being provided - Employers' Liability and Public Liability Insurance – 3 Year-Contract.
- Supplier name and details – Aviva Insurance via broker BHIB.
- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract – £7,844.52.
- VAT that cannot be recovered – n/a.
- Start, end and review dates – 06.06.2023 – 31.05.2026.
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender – invitation to quote.
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number – Company number: 1973412. Registered Office: St. Helen's, 1 Undershaft, London, EC3P 3DQ.

Security Guard Services – 3 Year Contract

- Reference Number – n/a.
- Title of agreement – Security Guard Services – 3-year contract.
- Local authority department responsible – n/a.
- Description of the goods and/or services being provided - Regular security guard services for Parish Hall.
- Supplier name and details – TD Security Solutions.
- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract – Annual estimated spend – circa £13,000.
- VAT that cannot be recovered – n/a.
- Start, end and review dates – January 2024-December 2027
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender – invitation to tender.
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number – The supplier is neither.

Hanging Baskets and Flower Tubs (Planting and Watering)

- Reference Number – n/a.
- Title of agreement – Hanging Baskets and Flower Tubs (Planting and Watering) for 2024.
- Local authority department responsible – n/a

- Description of the goods and/or services being provided - summer hanging baskets (planting, putting up and watering), planting of the 9 flower tubs around the Parish in summer and winter and their regular watering.
- Supplier name and details – CJ Springthorpe
- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract – Circa £7,500.
- VAT that cannot be recovered – n/a.
- Start, end and review dates – January 2024-December 2024.
- Whether or not the contract was the result of an invitation to quote or a published invitation to tender – invitation to tender.
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number - The supplier is neither.