

TITLE **PROCUREMENT AND TENDERING OF THIRD-PARTY CONTRACTORS (FOR SERVICES, CAPITAL WORKS, MAINTENANCE AND REPAIRS).**

PURPOSE

This policy documents the requirements to be met when the church needs to identify and engage third party contractors to undertake capital works, repairs, and/or maintenance across the church estate (including the church building, churchyard and Carillon Cottage). The policy provides for simpler procurement procedures for smaller, low value, works.

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This policy covers the following aspects:

- Background
- Policy for procurement of capital and maintenance works
- Establishment of tender panels for suppliers and contractors

1. BACKGROUND

The PCC has responsibility for an estate including a number of buildings and spaces which require repair and ongoing maintenance. There will also occasionally be the need for reordering and larger capital investment projects. The estate includes the Grade 1 church building, the churchyard, St George's Hall and Carillon Cottage.

The church is subject to a Quinquennial Review by the Diocesan Architect, following which a log is established identifying the works to be undertaken over the five years until the next review. The PCC has delegated the ongoing day to day management of the estate to the Fabric Team headed by the Fabric Officer. The Fabric Team works to a detailed, multi-year Maintenance Plan which includes various ongoing inspections and maintenance tasks.

The PCC actively oversees the maintenance of the church estate through a regular series of reports and reviews including:

- Progress on the Quinquennial log of works reviewed at each meeting.
- The Health & Safety Plan and Risk Assessment (including fire safety) reviewed annually in July.
- The Maintenance Plan presented to the September meeting.

2. POLICY FOR PROCUREMENT OF CAPITAL AND MAINTENANCE WORKS

The majority of the day-to-day repairs and maintenance in the church, churchyard and Carillon Cottage are undertaken by the Maintenance Team and do not require specialist, professionally accredited, indemnified and experienced artisans or trades persons.

i. Where professional, third-party expertise is required, the PCC contracts with individuals/firms according to the following principles. Where possible, relevant and appropriate, service suppliers/contractors should:

- Be suitably qualified and experienced, with recommendations from either within the congregation, deanery and/or Diocesan Architect.
- Have up to date professional accreditations.
- Be able to offer appropriate estimates and VAT invoices.
- Have professional indemnity (public liability insurance).
- Be local – reflecting the church's commitment to its local community and to zero carbon.
- Be willing to abide by any safeguarding restrictions requested by the church, to procure ethically and responsibly, and recycle resources where appropriate.

Where there is a potential conflict of interest, this should be advised to the PCC Executive Team and registered with the PCC at its next meeting.

ii. In line with good charity sector procurement practice, the church tenders the ongoing services it contracts on a three to five-year basis to ensure value for money. The availability of a Tender Panel of Approved contractors/suppliers is helpful to:

- Ensure that a contractor can be appointed at short notice to undertake urgent works.
- Avoid a number of potential contractors/suppliers having to commit unreasonable amounts of time in preparing low value quotes.

iii. The PCC agrees the following thresholds for competitive tendering (values given are EXCLUSIVE of VAT):

- < £1,000 – only one supplier need be approached if they meet the criteria noted in (i) above.
- £1,001-£3,000 – a single tender may only be undertaken (i.e., without a second competitive quote) by a supplier from the pre-approved tender panel of compliant and authorised contractors.
- £3,001-£7,500 – two contractors from a pre-approved list of firms/individuals.
- >£7,500 – a minimum of three suppliers should be competitively tendered.

iv. It should be noted that many grant providers require 3 compliant tenders to be obtained and 'Completion Certificates' issued prior to disbursement of funding.

v. When works are undertaken which are subject to VAT, VAT invoices should be obtained and given to the Parish Administrator to check whether the VAT may be recovered from the DCMS Listed Places of Worship grant scheme.

vi. Whenever a tender is undertaken and/or a pre-approved contractor is appointed any conflicts of interest with those involved in the letting on any works or service must be clearly identified and approved by the approving committee (PCC Executive or Carillon Cottage Management Committee)

3. ESTABLISHMENT OF TENDER PANELS FOR SUPPLIERS AND CONTRACTORS

The Church has undertaken a range of tenders and works in the past three years which has identified a number of suppliers as a result of experience and competitive tendering. This will form the basis of the Panel of Pre-Approved Contractors and Service Suppliers.

The Panel of Pre-Approved Contractors and Service Suppliers will be managed and updated by the Fabric Team, seeking approval for new tenders from the appropriate body PCC Executive or Carillon Cottage Management Committee. The present list is included in Appendix 1 covering the following services:

- General Building & Maintenance
- Roofing
- Churchyard Maintenance
- Lightning Conductor Services
- Fire Safety Inspection
- Drone Services
- Electrical Contractors
- Heating Engineers/Boiler Maintenance
- Renewable Energy Consultants and Contractors
- Chartered Building Services Engineers
- Organ Tuning
- Organ Blower Maintenance
- Telecommunications
- Energy
- Pest Control
- Alarms

The Fabric Committee should undertake tenders as necessary to ensure there are a range of pre-approved, competitively priced and competent contractors available to undertake works at short notice.

CURRENT TENDER PANEL OF PRE-APPROVED CONTRACTORS AND SERVICE PROVIDERS (2023)

Services	Providers (Names in blue bold have been tendered)	Last Used/ Tendered	Contact Number
General Building & Maintenance (5 years)	Roger Goldsmith HF Bishop and Son (Roger) Stevens Brothers Builders	2023 2023 2021	07802 462 691 07957 443 535 07803 500 662
Roofing (5 years)	Redwing Roofing (Jason McCarthy) Mastercraft Roofing (Emma Clarke) Morgan & Morgan James Morgan) Mick Rabson (small works)	2023 2023 2023 2023	07900 594 920 07917 891 770 07771 982 681 07710 667 310
Churchyard Maintenance (3 years)	Andy Brockman	2023	Via Vanessa
Lightening Conductors (5 years)	Cuttings	2022	01904 724 218
Fire Safety Inspection (5 years)	L & W Safety East Sussex Fire & Rescue (Brad & Matt)	2022 2023	01423 314 350 07802 633 421
Drone Services (3 years)	Fly Thru (Ben Bishop)	2023	07941 738 037
Electrical Contractors (5 years)	B+K Electrical (Phil) AB Electrical	2023	07973 502 404
Heating Engineers/Boiler Maintenance (5 years)	Hedley Visick Swale Heating	2023 2022	01324 488 411 01795 477 098
Renewable Energy Consultants/Contractors (5 years)	Biosun Energy/Green Square (Paul Smith) ISO Energy (Ed Levien) H2O Solar (Simon Beal)	2022 2022 2022	07545 489 035 01293 821 345 07966 508 202
Chartered Building Services Engineers (5 years)	PCS Consulting Services Ltd (Adam Rawlinson)	2023	01580 755 532
Organ Tuning (3 years)	Neil Daly	2023	07859 377 003
Organ Blower Maintenance. (3 years)	Stewart Fothergill Engineering (Danny Corbin)	2023	07986 188 770
Telecommunications (3 years)	Newman Business Services (Craig) Daisy Communications	2022 2022	01892 664 155 0800 040 8888
Energy (Annually)	SSE (Electricity) Ref 19000 472 459 63) Crown Gas & Power (Gas) MPRN 13700207	2023 2023	0345 725 2526 0161 543 4804
Pest Control (3 years)	Paul Marshall Rodent Control	2023	01892 891 368
Alarms (5 years)	East Sussex Security	2023	01323 848879
Locksmith (5 years)	Tunbridge Wells Lock & Safe - Kevin Waylen	2023	07860 758448