

# INFORMATION NOTE

## Upgrade of Bartec In Cab Technology System



### CONTRACT PROCEDURE RULES

1. The council's contract procedure rules normally require that contracts worth over £10,000 be let using a competitive procedure or be called off from a framework which has itself been subject to competition. However, in certain circumstances, a contract may be exempt from that requirement.
2. The rules set out the circumstances where a contract may be exempt. A contract is exempt if other procedures cannot practicably be followed and:
  - the contract is an extension of an existing contract;
  - the contract is for spot purchasing fuel or utilities;
  - the goods, materials or works desired are of a proprietary or special character or for other reasons there would be no genuine competition; or
  - in the opinion of the Chief Executive the need for the goods materials or works is urgent.
3. These exempt contracts are let using the qualified informal procedure, which simply requires that the relevant director be satisfied that the arrangements made secure the best available terms to the Council.
4. The qualified informal procedure also requires that the circumstances be reported to the next available meeting of the relevant committee.

### USE OF THE QUALIFIED INFORMAL PROCEDURE

5. A contract for the upgrade of the hardware and software in support of the Bartec In Cab Technology has recently been let as an exempt contract under the qualified informal procedure. The contract was for the supply of 21 new in cab terminals running on the upgraded Collective software system, as well as installation and training support, and the expenditure under the contract is £45,000. The contract was let to Bartec Auto ID Limited.
6. The contract falls within the 3<sup>rd</sup> bullet point in paragraph 2 above, in that this is an upgrade to an existing operating system which has been in place since 2010. Other procedures for letting the contract could not practicably have been followed because this is an extension to an existing process which has involved significant developmental work from both sides. When Bartec was originally installed in the fleet, the goods were of a special character and there was no genuine competition to the services offered. There are now some different providers on the market however, if we were to switch to a brand new system this would require a full installation with significant developmental work (with increased costs and time delays). Upgrading the existing Bartec system will ensure that any additional developmental work can be completed in a timely manner to ensure the system is fully operational ahead of the commencement of year 3 of the green waste subscription service in April 2019.

### FURTHER INFORMATION AVAILABLE FROM

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