

Appendix 10

LOCAL PROCUREMENT INITIATIVES

Actions and Responsibilities of the Tier 1 Contractor

1. The Procurement Schedule

- 1.1 The Tier 1 Contractors are to provide the Councils with a schedule of works packages to be let (the "**Procurement Schedule**") and information on the estimated timing of their procurement programme and provide updates of the Procurement Schedule as and when it is updated or revised.

2. Identifying opportunities for local businesses

- 2.1 The Tier 1 Contractors will work with the Councils' local procurement teams to include Local Businesses on their tender lists wherever possible and to aim to achieve the procurement of construction contracts and goods and services from businesses based in RBKC or LBHF or such wider area as shall be agreed, towards a target of 10 per cent of the total value of the construction contract.

3. Notifying local businesses

- 3.1 The main contractor will notify the Councils' local procurement teams just prior to sending out tender enquiries or invitations to Local Businesses so that the procurement teams can in turn make Local Businesses aware of forthcoming opportunities.

4. Tier 2 Contractors tender documents

- 4.1 The Tier 1 Contractors should include a written statement in the tender documentation sent out to Tier 2 Contractors informing them of their Section 106 obligations as set out within this Appendix and ensure cooperation is agreed as a prerequisite to accepting sub contract tenders.

5. Monitoring

- 5.1 The Tier 1 Contractors are required to provide monitoring information to the Councils' procurement teams every 4 (four) months during the construction phase, via e-mail, phone, fax or liaison meeting and to submit a report at that time providing details of:
- 5.1.1 all Local Businesses which are sent a tender enquiry or a tender invitation detailing the date and the works package or items concerned;
 - 5.1.2 the outcome of all works packages tendered where there is a Local Business on the tender list, stating whether the Local Business was unsuccessful, successful or declined to tender, the contract value in the case of a contract being awarded to a Local Business and brief feedback on any Local Business that was unsuccessful; and
 - 5.1.3 all Local Businesses and building materials suppliers which are asked to provide prices and the value of any purchases of materials and other wholesaler supplies procured.

Actions and Responsibilities of Tier 2 Contractors

6. Tier 2 Contractors responsibilities

- 6.1 All Tier 2 Contractors appointed should be required to work with the Councils' procurement teams with the aim of achieving the procurement of construction goods and services from companies and organisations based in the Impact Area, towards a target of 10% (ten percent) of the total value of their construction sub-contract.
- 6.2 Tier 2 contractors should be required to provide regular monitoring information either to the main contractor or directly to the Councils' local procurement teams at the end of every 6 (six) months during the construction phase, via e-mail, fax or liaison meeting providing details of:
 - 6.2.1 all Local Businesses and building materials suppliers which are asked to provide prices and the value of any subsequent purchases of materials and other wholesaler supplies procured;
 - 6.2.2 all Local Businesses which are sent a tender enquiry or a tender invitation detailing the date and the works package concerned and the outcome of all sub-contracts tendered.