



## **Procurement Information**

The Transparency Code requires that local authorities must publish details of every invitation to tender for contracts to provide goods and / or services with a value that exceeds £5,000.

For each invitation, the following information must be published:

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

The Code also requires that local authorities must publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000.

For each contract, the following information must be published:

- Reference Number
- Title
- Local Authority department responsible
- Description of the goods and / or services sought
- Supplier name and details
- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract
- Value Added Tax that cannot be recovered
- Start, end and review dates
- Whether or not the contract was a 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

Godalming Town Council publishes details of invitations to tender and contracts since 1 April 2017 as below.

<b>Date</b>	<b>Ref No</b>	<b>Supplier Name</b>	<b>Net Amount (£)</b>	<b>Narrative</b>	<b>Tender / Quote</b>
July 2017	Min 106-17	Vantage Point Publications Limited	£17,600 over three year contract	Provision of Godalming Town Council's quarterly newsletters and other publicity material.	Tender
April 2018		Waverley Borough Council	£17,355 per annum on a rolling contract	Provision of consumables and cleaning for GTC Community Centres	Quote
April 2018	Min 462-17	Zurich Insurance	£7,995.51 per annum for a three year contract	Provision of Godalming Town Council's insurance, excluding the Museum and The Square.	Quote
May 2018		Surrey Groundworks	£12,550.00	Repair Boarden Bridge	Quote
June 2018	Min 324-18	Grillo LLP Chartered Surveyors	£6,450.00	Insurance Revaluations of all GTC and JBC properties	Quote
October 2018		Cutting Edge Food Ltd	£5,517.60	Provision of catering for Mayors Civic Dinner	Quote
November 2018	Min 46-16, 545-17	Stonecrest Memorials	£12,270.75	Production of WWI memorial	Quote

December 2018	Min 41-18, 218-18	Alco Property Development Ltd	£42,745.00	Renovation works to The Pepperpot including new flooring, new kitchen, updated electrics and painting & decoration	Tender
December 2018		JDS Decorations Ltd	£37,500.00	Provision and Installation of Christmas Lights	Quote
January 2019	Min 267-18, 378-18	MG Electrical Services (UK) Ltd	£6,330.00	Re-wire the Local History Gallery in the Museum	Quote
March 2019	Min 381-18	Lektron NPC	£6,241.86	Replace all light fittings at Broadwater Park Community Centre	Quote
August 2019	Min 133-19	Surrey Groundworks	£10,472.25	Replace fencing around The Burys allotments	Quote
February 2020	Min 373-19	The Classical Sash Window Co Ltd	£8,525.00	Replace all sash windows at 107-109 High Street	Quote
October 2020		K A Dean Painting & Decorating	£10,380.00	External painting of Museum	Quote
February 2021	Min 216-20	Surrey Groundworks	£6,457.00	Fire Exit repairs at Broadwater Park Community Centre	Quote
March 2021	Min 373-19	K A Dean Painting & Decorating	17,500.00	Internal & External painting at 107-109 High Street	Quote

April 2021	Min 497-20	Zurich Insurance	£8,771.63 per annum for a three year contract	Provision of Godalming Town Council's insurance, excluding the Museum and The Square.	Quote
December 2021		JDS Decorations Ltd	£49,300.00	Provision and Installation of Christmas Lights	Rolled over contract as no other suppliers would quote
April 2022		Absolute Security Systems Ltd	£5,337.00	Provision and Installation of Security System at Youth Centre	Quote