



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 for 2024/25 as below.

Date	Ref No	Supplier Name	Net Amount (£)	Narrative	Tender / Quote
April 2024	Min 591-23	Zurich Insurance	£17,300 per annum for a three year contract	Provision of Godalming Town Council's insurance, excluding the Museum and The Square.	Quote
April 2024		Waverley Borough Council	£33,800 per annum on a rolling contract	Provision of consumables and cleaning for GTC Community Centres	Quote
April 2024		Service Master	£8,600 per annum on a rolling contract	Provision of consumables and cleaning for GTC Public Conveniences	Quote
December 2024	Min 356-22, Min 410-22	JDS Decorations Ltd (SME)	£42,000	Provision and Installation of Christmas Lights	Quote
April 2024	Min Nos 227-23, 315-23 and 512-23	ALD Automotive Ltd	£58,488.40 over 5 year lease period	Lease Maxus e-deliver 9 electric tipper	Tender
April 2024	Min Nos 94-23, 118-23, 159-23, 330-23, 356-23 and 642-23	Endwell Contractors (SME)	£211,324	Refurbishment and reconfiguration of Crown Court Public Toilets.	Tender
May 2024	Min No 638-23	Daniel Lake Groundworks (SME)	£9,230	Groundworks for two bus shelters	Quote

May 2024	Min No 638-23	Littlethorpe	£18,430	Two bus shelters	County Council Preferred Supplier
May 2024	Min No 643-23	Auto Sussex (SME)	£6,495	Used Renault Kangoo Max EV as works van	Quote
May 2024	Min No 644-23	Cabin Depot Ltd	£18,288	Provision of Workplace welfare facilities	Quote
May 2024	Min No 48-24	LGRC Ltd (SME)	£21,000	Provision for S151 Financial Officer Support	Direct Award
June 2024	Min No 97-24	Kapasun Training & Development (SME)	£7,000	External Specialist Review of Youth Service	Direct Award
September 2024	Min No 204-24	Endwell Contractors (SME)	£57,470	External Refurbishment of Pepperpot	Tender
November 2024	Min No 363-24	LGRC Ltd (SME)	£16,500	Provision for S151 Financial Officer Support	Direct Award
December 2024	Min No 563-23	Brian Gale Surveyors (SME)	£7,800	Insurance valuation of All GTC properties	Quote
March 25	Min No 549-24	Garden Machines	£13.020	Toro 132cm Zero Turn Mower	Quote