

## Contractor Selection Process

Property & Infrastructure Support maintains a Select List of Approved Contractors. To ensure integrity a fair and consistent procedure is required when selecting Contractors from this list.

A list of contractors from the Select List will be compiled in a random order for each work category, e.g. general building. Each time it has been exhausted (i.e. when all contractors have had the opportunity to price for work) a new list will be generated in a random order.

### For works and services below £8,000

- For works and services below £8,000 only one Contractor quote is required (more can be requested if appropriate). The Contractor can be taken from Performance Monitoring providing they have scored in excess of 80% in the last quarter's works (must be from the Select List) or a local Contractor will be provided from the Work Category List by rotation.

### For works and services from £8,000 to £49,999

- For works and services from £8,000 to £49,999 three Contractors are required as a minimum. One Contractor can be taken from Performance Monitoring providing they have scored in excess of 80% in the last quarter's works. Two Contractors will be provided from the Work Category List by rotation.

### For works and services of £50K up to the OJEU threshold

<http://www.kent.gov.uk/business/grow-your-business/supply-goods-and-services/how-we-buy-goods-and-services>

- Two Contractors can be taken from Performance Monitoring providing they have scored in excess of 80% in the last quarter's works.
- Two Contractors can be nominated by a Project Manager or provided from the last similar tender i.e. the winner and second most competitive tenderer subject to a financial risk assessment.
- Two Contractors will be provided from the Work Category List by rotation (further Contractors will be provided from the list if less than four Contractors are available from the above two options i.e. performance monitoring and previous tenderers).

### For works and services above the OJEU threshold

<http://www.kent.gov.uk/business/grow-your-business/supply-goods-and-services/how-we-buy-goods-and-services>

The European procurement process must be followed (OJEU process).

### Exceptions

- If the Project Manager/Consultant/Client requesting a list of Contractors has a specific reason for not wanting a particular Contractor to be included justification in writing signed off by the Director of Property & Infrastructure Support will be required.

