

The Road to the Isles Facilities Group

Trades Procurement Policy and Procedure

Policy Statement

The Road to the Isles Facilities Group will ensure it is diligent in its duty to ensure best value for money and the highest quality of work possible when selecting contractors or tradespeople to undertake work on behalf of the group.

- It will, whenever possible, prioritise local tradespeople.
- It will be open, transparent, fair and equitable when selecting the preferred tradesperson.
- It will ensure best value for money.
- It will take into account the quality of any work previously undertaken by a tradesperson for the group.
- It will adhere to the Procurement Procedure on every occasion if the anticipated value of that work is in excess of £1000.

Procedure

- Any local tradesperson wishing to express an interest in undertaking work for the RIFG will be notified by e mail of any job anticipated to cost in excess of £1000.
- All local tradespeople who have expressed an interest will be added to a database.
- All tradespeople on the database will be notified by e-mail of every job, irrespective of its nature and in doing so they are invited to express an interest in that specific job.
- A tradesperson expressing an interest will then be asked to provide an estimated cost, the earliest start date, the estimated time it will take to complete the job and any other restrictions, conditions or requirements that may influence the decision of the RIFG when awarding the job.
- Ten days after the invitation is issued, the Trustee leading on the project and one other Trustee will meet to consider the expressions of interest.
- The two Trustees will consider each expression of interest on its own merits, taking into account:
 - Value for money.
 - Anticipated timescale.
 - Previous work undertaken by the tradesperson.
 - Any other conditions or restrictions identified.

- In the first instance, the lead Trustee will e-mail all of their fellow Trustees informing them of the recommendation and the justification for it, taking into account the four factors identified above.
- This will include a record of the decision made in regard to all of the prospective tradespeople who had expressed an interest in that specific job.
- If any of the Trustees object to the decision then there is a straightforward vote to determine whether the decision is upheld or not.
- In the event the decision is overturned, the lead Trustee may make further recommendations.
- Once a recommendation has been agreed the lead Trustee will communicate the decision to the tradesperson.
- In the event there are no expressions of interest, the lead Trustee may approach tradespeople directly, irrespective of whether they are on the database or not. However, before awarding the work they must make their recommendation to the Trustees. If one or more objects, then the recommendation will be carried or not on the basis of the majority vote of the Trustees.