



**Decision Ref. No.**

**B003/17**

**DECISION RECORD <sup>1</sup>**

<b>Batch 33 M&amp;E Works – Cunningham Hill Infant School, Commonswood School, Field Junior School, Greenside school and Thundridge Primary School: (HCC1609308): Award of Contract</b>	
Staff Contact: Trevor Mose	Executive Member:
Tel: 01992 556282	Portfolio:

**1. Decision**

Following a tender process where Property invited suppliers to tender via the Property Consultancy Framework for Batch 33 M&E Works – Cunningham Hill Infant School, Commonswood School, Field Junior School, Greenside school and Thundridge Primary School.

Following the evaluation a decision was taken to award to Ingleton Wood LLP

Total value: £ 28976.52

**2. Reasons for the decision**

Value for money and able to deliver the programme within the required timescales.

**3. Alternative options considered and rejected <sup>2</sup>**

**4. Consultation**

(a) Comments of Executive Member <sup>3 4</sup>



(b) Comments of other consultees <sup>5</sup>

**5. Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.**

Signed: ..



Title: .....

Date: .....

## DECISION RECORD

Copies of agreed document to:

- All consultees
- Chairman, and Vice-Chairman of the Overview and Scrutiny Committee
- hard & electronic copy (for public inspection both at County Hall and on Hertsdirect) Assistant Head of Member Services - Room 211 County Hall.

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<sup>1</sup> for guidance see Chief Legal Officer's note "Taking Decisions"

<sup>2</sup> details of any alternative options considered and rejected by the officer at the time the decision was made

<sup>3</sup> record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Chief Legal Officer

<sup>4</sup> If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of the Council will need to be consulted

<sup>5</sup> If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.