

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B...058..... / ...20.....

If not a Key Decision write n/a above

OFFICER DECISION RECORD ⁱ

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

Subject: Award of a Grounds Maintenance Call-Off Contract for Schools in Letchworth Area (G)	
Type of Decision: Executive/Non-Executive (Please delete as applicable)	Key Decision (Executive Functions only): Yes/No
Officer Contact: Paul Bishop, Facilities Services Manager Tel: 01707 292384	Executive Member/Committee Chairman: Portfolio (Executive Functions only):

1. Decision

- 1.1 That the Director of Resources has determined that Annex A to this Decision Record should not be disclosed to the public as it contains exempt information as defined by Section 100 of the Local Government Act 1972, Schedule 12A, the public interest in maintaining the exemption outweighing the public interest in disclosing that information;
- 1.2 Subject to 1.1 above, awards the Call-Off Contract for Grounds Maintenance for Schools in Letchworth Area (G) set out in Annex A and approves the signing of the contract.

2. Reasons for the decision

A procurement process has been carried out to award a Call-Off contract for Grounds Maintenance for Schools in Letchworth Area (G) based on the most economically advantageous tender when evaluated against the following criteria:

Price **85%**

Presentation Style Questions **15%**

April 2020

3. **Alternative options considered and rejected**

The Council invited the six Contractors awarded the Framework Agreement to bid for this Call-Off Contract.

Five bids were received in response to this and each was evaluated against the pre-disclosed Price evaluation criteria.

The successful tender achieved the highest score when evaluated against the evaluation criteria.

The name of the successful tenderer is set out in Annex A.

4. **Consultation** *(see Summary of Requirements below)*

Was any Councillor consulted? **Yes/No** *(delete as applicable)*

If yes:

(a) Comments of Executive Member/Committee Chairman *(delete as applicable)*

(b) Comments of other consultees

5. **Any conflict of interest declared by a councillor who has been consulted in relation to the decision**

(If a Councillor declares a conflict of interest DO NOT PROCEED without seeking advice from Democratic Services or Legal Services).

6. **[Following consultation with the Executive Member/Committee Chairman,] I am proceeding with the proposed decision.** *(delete words in square brackets if no requirement to consult the Executive Member/Committee Chairman)*

Signed:

Title:

Date:

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor Non-Executive Functions: Inform Local Councillor
Local	Yes	Executive Functions: Consult Lead Executive Member and Local Councillor Non-Executive Functions: Consult Local Councillor
General or County-wide	No	Executive Functions: Consult relevant Lead Executive Member (s) Non-Executive Functions:

		Consult relevant Committee Chairman
General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups