



Decision Ref. No.

(Please enter)

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DECISION RECORD ¹

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: Welwyn Garden City Bus Station Improvements – Award of Contract

(Please use the same title as provided in the Forward Plan)

Staff Contact: Rob Smith

Executive Member: Ralph Sangster

Tel: 01992 556121

Portfolio: Highways

1. Decision

That the Welwyn Garden City Bus Station Improvements Contract be awarded to Henderson and Taylor Limited.

2. Reasons for the decision

A competitive process has been carried out through the Eastern Highways Framework 2 (EHF2), a contracting framework shared by the Eastern Highways Alliance of which Hertfordshire County Council is a member.

Three tenders were returned from six invited companies.

The returned tenders have been evaluated using the standardised contract procedures set out in the EHF2 arrangements which consider Quality (KPI) and Financial (Part 1, Price and Part 2, Change Events) on a weighting of 40% Quality and 60% Financial.

The Tender evaluation was undertaken by the HCC Contracts and Performance Group on 14th August who recommended to award to Henderson and Taylor Limited.

3. Alternative options considered and rejected ²

All submitted tenders were assessed

4. Consultation

(a) Comments of Executive Member ^{3 4}

The Executive Member is content with the decision

(b) Comments of other consultees ⁵

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

DECISION RECORD

Signed: ...

Title: pp.....Deputy Director..... Date: ... 15 August 2017.....

6. Copies of agreed document to:

- All consultees
- Chairman, and Vice-Chairmen of the Overview and Scrutiny Committee
- hard & electronic copy (for public inspection both at County Hall and on Hertsdirect) Democratic Services Manager - Room 213 County Hall.

¹ for guidance see Chief Legal Officer's note "Taking Decisions"

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

³ 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

⁴ 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

⁵ 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.