

## DECISION RECORD <sup>1</sup>

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: The Provision of Maintenance of Commercial Vehicles**

**Staff Contact: Glenn Facey**

**Executive Member: David Williams**

**Tel: 01707 292364**

**Portfolio: Resources, Property & The Economy**

### 1. **Decision**

That a Contract for the Maintenance of Commercial Vehicles be awarded to the following supplier:

**Venson Herts Ltd**  
Unit 1 & 2, Mallow Park  
Watchmead  
Welwyn Garden City  
Herts  
AL7 1GX

### 2. **Reasons for the decision**

The most advantageous tender when evaluating against the following criteria:

40% Price  
60% Quality

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

Details are contained in the Tender document file reference **HCC1710118, held in Hertfordshire County Council's Archive Facility.**

### 4. **Consultation**

- (a) **Comments of Executive Member <sup>3 4</sup>**  
**No Comments**
  
- (b) **Comments of other consultees <sup>5</sup>**  
**Not required**

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

Signed: \_\_\_\_\_

Title: Head of Herts FullStop

Date: ..... 29/3/19 .....

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.

<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.