

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B...75..... /...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 Stevenage (Primary Schools) Area (E)	
Type of Decision: Executive/Non-Executive <i>(Please delete as applicable)</i>	Key Decision (Executive Functions only): Yes/No
Officer Contact: Kean Booth, Facilities Services Manager Tel: 01707 292323	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 Stevenage (Primary Schools) Area (E) 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 Window Cleaning Service contract for Educational and non-educational establishments in Hertfordshire on the most economically advantageous tender when evaluated against the following criteria:

Price **60%**

Quality **40%**

April 2020

3. **Alternative options considered and rejected**

The Council published an Ojeu notice for this contract of which 22 contractors submitted a bid.

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

The successful tenders (two) 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	<p>Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor</p> <p>Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor</p>
Local	No	<p>Executive Functions: Inform Lead Executive Member and Local Councillor</p> <p>Non-Executive Functions: Inform Local Councillor</p>
Local	Yes	<p>Executive Functions: Consult Lead Executive Member and Local Councillor</p> <p>Non-Executive Functions: Consult Local Councillor</p>
General or County-wide	No	<p>Executive Functions: Consult relevant Lead Executive Member (s)</p> <p>Non-Executive Functions:</p>

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