

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B 131 / 21

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 the Minor Works Contract for Grounds Maintenance and Maintenance Services	
Type of Decision: Executive	Key Decision (Executive Functions only): Yes
Officer Contact: Paul Bishop, Facilities Services Manager Tel: 01707 292384	Executive Member/Committee Chairman: Bob Deering Portfolio (Executive Functions only): Resources and Performance

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 Minor Works Contract for Grounds Maintenance and Maintenance Services 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 the Minor Works Contract for Grounds Maintenance and Maintenance Services to the most economically advantageous tenderers when evaluated against the following criteria:

Price **40%**

Quality **60%**

3. **Alternative options considered and rejected**

The Council issued an Invitation to Tender following an FTS Contract Notice for a Minor Works Contract for Grounds Maintenance and Maintenance Services.

Twelve responses were received to this Invitation to Tender and each was evaluated against a pre-disclosed evaluation criteria.

The successful tenderers achieved the highest scores when evaluated against the evaluation criteria.

The names of the successful tenderers are set out in Annex A.

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

Was any Councillor consulted? No

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**

N/A

6. **I am proceeding with the proposed decision.**

Signed: Glenn Facey

Title: Head of Herts FullStop

Date: 28/02/2022

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