

Record of officer decision

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| Decision title: | Decision to award contract for architectural services in connection with a feasibility and options study for the Hillside care home redevelopment. |
| Date of decision: | 3 rd August 2018 |
| Decision maker: | Director of Adults and Wellbeing |
| Authority for delegated decision: | N/A |
| Ward: | Redhill |
| Consultation: | Full council have approved the future funding for the Hillside redesign project which is based on the outcomes of this feasibility study. Consultation was completed as part of the wider decision for Hillside with all members. |
| Decision made: | To award contract for architectural services in connection with a feasibility and options study for the Hillside care home redevelopment |
| Reasons for decision: | <p>Quotations have been sought in accordance with procurement rules for architectural support in regard to undertaking the feasibility and options study.</p> <p>16 quotations have been received and an evaluation process, based upon a quality and cost assessments, has been undertaken.</p> <p>This has resulted in IBI group Limited being selected as the preferred service provider to carry out this work.</p> |
| Highlight any associated risks/finance/legal/equality considerations: | <p>The costs for their services is £13,654</p> <p>Risks – any change in scope during this period may affect the fee. However, this is deemed to be a low risk as this work is in connection with testing the project aims and objectives.</p> <p>Legal –challenge for the other tendering companies. This is deemed to be a low risk as the evaluation process was transparent.</p> <p>Equality – non risk the tender was openly tendered</p> |
| Details of any alternative options considered and rejected: | 16 quotations received for the work, and 15 companies were unsuccessful based upon the evaluation process. |
| Details of any declarations of interest made: | None |

Officer Name:

Officer Title:

Signed:

Date: