

Record of officer decision

Decision title:	Procurement of asset & insurance reinstatement valuations for 3 years plus associated work
Date of decision:	7 th November 2018
Decision maker:	Chief Finance Officer
Authority for delegated decision:	Herefordshire Council's constitution - Scheme of Delegation Part 3 Functions Scheme, Section 7 Officer Functions <ol style="list-style-type: none"> 1. 3.7.6 Delegation to Chief Executive 2. 3.7.13 Sub delegation from Chief Exec to officers 3. Appendix 1 Chief Executive's Scheme of Delegation to Officers – Specific sub-delegation to Chief Finance Officer
Ward:	Herefordshire Wide
Consultation:	None
Decision made:	Instruct the firm Wilkes Head & Eve to undertake asset & insurance reinstatement valuations plus associated advice to support the accounts for the financial years 2018/19, 2019/20 & 2020/21 as the winner of a portal based tender process. The capital finance team have drafted a list of properties to be valued this and next financial year. The 3 year cost will be £55k. Additional valuations will likely be required on an ad hoc basis for which a charging rate of £100 per hour has been quoted. At the same time, the property data collected will be used to provide reinstatement estimates for insurance purposes.
Reasons for decision:	Statutory requirement that asset valuations are available for accounting purposes.
Highlight any associated risks/finance/legal/equality considerations:	Asset valuations & associated advice are required to enable the Council's formal accounts to be prepared & audited. The Council does not have the capability to undertake this work in-house therefore this service has to be externally procured. Potential contract was advertised on an approved portal with 5 tender responses received. This tender was evaluated as representing best value on a 60:40 price & quality assessment.
Details of any alternative options considered and rejected:	Winning tender represents the best value when compared against the other tenders received.
Details of any declarations of interest made:	None

Signed..... Date: 7 November 2018

Name: Andrew Lovegrove, Chief Finance Officer