

## Record of officer decision

<b>Decision title:</b>	The provision of Laboratory analysis of water samples from two closed landfill sites in Herefordshire.
<b>Date of decision:</b>	17 <sup>th</sup> April 2019
<b>Decision maker:</b>	Acting Assistant Director for Regulation, environment & Waste
<b>Authority for delegated decision:</b>	Authority for the specified officer to take this decision is contained in the Economy & Place Directorate scheme of delegation for Environmental Health and Trading Standards (EHTS) officers.
<b>Ward:</b>	Credenhill and Llangarron
<b>Consultation:</b>	None
<b>Decision made:</b>	<p>Award a contract to SOCOTEC UK Limited for sample analysis of water samples (discharge, leachate, groundwater and surface water) for 2 closed sites in Herefordshire. The costs per suite, per sample are:</p> <ul style="list-style-type: none"> <li>Suite 18 = £45.15 per sample</li> <li>Suite 19 = £59.85 per sample</li> </ul> <p>The total cost of the courier service (per single collection and drop off) is:</p> <ul style="list-style-type: none"> <li>£160.00 + VAT</li> </ul> <p>Payment will be made within one month in arrears on receipt of an accurate invoice. This payment method will continue for the duration of the contract. An approximate total cost of the contract based on the number of samples in 2018/2019 will be in the region of £7,761.60 plus VAT.</p>
<b>Reasons for decision:</b>	<p>The Council have a requirement to carry out laboratory analysis for water samples taken from two closed landfill sites in Herefordshire; Stretton Sugwas and Strangford. The contract is for a 1 year period with 2 possible extensions of 1 year each to start on 22nd April 2019 and will expire on 21st April 2020 (excluding extensions).</p> <p>A quotation process was used in line with the Councils Contract Procedure Rules.</p> <p>Four companies were invited to quote for this work.</p> <p>One quote was received by the tender close date of 12:00 on Wednesday 3rd April 2019.</p> <p>The bid was evaluated in accordance with the rules stipulated in the Invitation to tender Document and in line with the Council's rules and procedures.</p> <p>SOCOTEC UK Limited can provide all of the requirements asked for by HCC and is therefore recommended to be awarded the contract.</p>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	No associated risks have been identified.
<b>Details of any alternative options considered and rejected:</b>	No alternative options are available
<b>Details of any declarations of interest made:</b>	None.

**Signed**

**Date: 30<sup>th</sup> April 2019**