

Record of officer decision

Decision title:	Officer decision to procure 2 year contract for supply of plastic bins
Date of decision:	11 th June 2019
Decision maker:	Acting Assistant Director for Regulation, Environment and Waste
Authority for delegated decision:	Operational decision under directorate scheme of delegation as outlined in Section 7 of the constitution. Para 3.7.5. An operational decision involves the day to day management of the council. They are usually incidental to a function being exercised by the council. Such decisions are taken by the chief executive, in accordance with the scheme of delegation and any financial or contracting requirements specified in the finance or contracts procedure rules and will be classed as operational so long as: <ul style="list-style-type: none"> • Is within an approved budget • Is not in conflict with the council's policies, strategies or relevant service plans • Does not amend existing or raise new policy issues
Ward:	Countywide
Consultation:	No consultation was carried out.
Decision made:	To enter into a 2 year contract with SSI Schafer Ltd for the provision of 2 wheeled plastic wheels bins for use at households across the county. Total contract price is estimated to be £119,958.00.
Reasons for decision:	<ul style="list-style-type: none"> • Budget is provided within the Environment & Waste budget under Recycling and Domestic Waste and Purchase of Stock. There is also section 106 planning money for new developments which will contribute further towards the budget. There is therefore sufficient money in these budgets to enter into this contract. • Contract price is estimated based on the average volume of bins used per year over the past 2 years, plus a contingency of £16,477 which is included within budget. • There is no conflict with any council policy, strategy or service plan. • This decision does not amend existing or raise new policy issues. • The bins are needed for new houses as replacement stock for existing houses to provide extra capacity for people who meet our criteria and to replace lost, stolen and/or damaged bins. • In accordance with the council's procurement guidance for a high value service, an open tender exercise was conducted through the council's e-tendering portal. • The tenders were scored against criteria weighted 50% on price and 50% on quality. • Two compliant bids were received • SSI Schaefer Ltd provided the most economically advantageous tender and met all elements of the specification therefore are recommended for acceptance.
Highlight any associated risks/finance/legal/equality considerations:	No associated risks identified.
Details of any alternative options considered and rejected:	Direct award through the ESPO 860 framework, however the use of this framework specifies a minimum quality standard and therefore does not provide the flexibility (without undertaking a further competition) to thoroughly explore the additional quality certifications available or measures used by individual companies in the manufacture of their bins which reduces the risk of disruption to services due to damaged bins. Do nothing is not an option, as the bins are necessary for the delivery of waste collection services to householders across the county.
Details of any declarations of interest made:	No declarations of interest.

Signed

Date: 11th June 2019