

## Record of officer decision

<b>Decision title:</b>	<b>Officer decision to enter 2 year contract for sale of scrap plastic bins</b>
<b>Date of decision:</b>	5 July 2019
<b>Decision maker:</b>	Acting Assistant Director for Regulation, Environment and Waste
<b>Authority for delegated decision:</b>	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"> <li>• Is within an approved budget</li> <li>• Is not in conflict with the council's policies, strategies or relevant service plans</li> <li>• Does not amend existing or raise new policy issues</li> </ul>
<b>Ward:</b>	Countywide
<b>Consultation:</b>	No consultation was carried out.
<b>Decision made:</b>	To enter into a 2 year contract with Moulding Solutions Ltd for them to dismantle, recycle and make payment to the council for the removal of scrap plastic wheeled bins.
<b>Reasons for decision:</b>	<ul style="list-style-type: none"> <li>• In accordance with the council's procurement guidance for a low value service, 3 companies were invited to quote for provision of this service.</li> <li>• 2 compliant bids were received</li> <li>• Moulding Solutions Ltd met all elements of the specification and scored highest based on combined price and quality criteria therefore are recommended for acceptance.</li> <li>• The tenders were scored against criteria weighted 80% on price and 20% on quality.</li> <li>• There is no conflict with any council policy, strategy or service plan.</li> <li>• This decision does not amend existing or raise new policy issues.</li> <li>• 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 or damaged bins.</li> </ul>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	No associated risks identified.
<b>Details of any alternative options considered and rejected:</b>	<ul style="list-style-type: none"> <li>• Full open tender exercise but there are limited companies who provide this service therefore research was carried out to identify possible suppliers and 3 were directly approached to provides quotes so that best value could be demonstrated.</li> <li>• Dispose of bins but this would be a waste of resource and not provide any income.</li> <li>• Do nothing is not an option as the bins need to be disposed of and using this method provides both an income for the council but also ensures that the materials in the bins are recycled.</li> </ul>
<b>Details of any declarations of interest made:</b>	No declarations of interest.

Signed

Date: 5<sup>th</sup> July 2019