

Record of officer decision

Decision title:	Award of contract to undertake PAT testing service at various Council sites across Herefordshire.
Date of decision:	28 March 2022
Decision maker:	Director for Resources and Assurance
Authority for delegated decision:	The service delivery and management of the Building Maintenance and Cleaning contract is through a service level agreement with Hoople Ltd and was authorized on 9 February 2021 through a cabinet member decision http://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?id=7636
Ward:	Countywide
Consultation:	The strategic property service manager
Decision made:	<p>A requirement for the Councils Building, Cleaning and Maintenance contract is to provide in-service inspections and testing of electrical equipment owned and/or look after by Herefordshire Council.</p> <p>A compliant, closed quotation procurement process was conducted in accordance with Herefordshire Councils Contract Procedure rules to appoint a single company to provide PAT testing services over a 3 year period.</p> <p>Three bids were received by the tender close date and the evaluation of all bids has concluded. M1 Testing provided the most economically advantageous tender and are recommended for award. The total cost of this contract will be dependant on the number of items tested during the contract term.</p> <p>This decision is to request authorisation to award this PAT testing service contract to M1 Testing and spend from Building Maintenance and Cleaning budget</p>
Reasons for decision:	<p>This decision will allow the continuation of PAT testing services on the expiry of the current contract so as to ensure continuity of the scheduling of works.</p> <p>The closed procurement process adhered to the Councils contract procedure rules (CPR) which has evidenced value for money.</p>
Highlight any associated risks/finance/legal/equality considerations:	<p>Risks:</p> <ul style="list-style-type: none"> • If the decision is not taken this will result in the testing of electrical equipment not being done which could lead to the safety of personnel using Council electrical equipment being put into jeopardy. • Challenge from contractors who would disagree with the evaluation outcome. However, this was mitigated by evaluating the bids in accordance with the evaluation criteria as stated within the tender documentation.

Details of any alternative options considered and rejected:	Do nothing – This is not recommended as a closed procurement process following the Councils CPRs has been undertaken and a successful provider has been identified. The council has a duty of care to ensure its portable electrical equipment is safe to use and PAT testing that equipment goes some way of doing so.
Details of any declarations of interest made:	None.

I am an officer delegated to make the decision

Signed:

Print Name: Andrew Lovegrove

Job Title: Director of Resources and Assurance