

## Record of officer decision

<b>Decision title:</b>	<b>Award contract for supply and installation of car park signage</b>
<b>Date of decision:</b>	29 April 2021
<b>Decision maker:</b>	Director for Economy and Place
<b>Authority for delegated decision:</b>	Chief Executive Scheme of Delegation – Updated 29 September 2020 line SA59 Director of E&P
<b>Ward:</b>	All wards
<b>Consultation:</b>	<p>None required. This contract is being awarded in order to implement the below decision. Consultation contained within.</p> <p><a href="https://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=7750">https://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=7750</a></p>
<b>Decision made:</b>	A contract for the supply and installation of car park signage be awarded to UK Signs Ltd
<b>Reasons for decision:</b>	<p>Following the above referenced decision procurement activity has been undertaken in accordance with the council procedures. This activity has been confirmed as being compliant within the councils Contractual Procedural Rules by Procurement and Legal officers.</p> <p>An invitation to quote was placed on the approved council procurement systems where 22 bids for the specified works were received. UK Signs Ltd were evaluated against the other 21 and scored the highest in terms of the price and quality when assessed.</p> <p>The quote provided is confirmed as being within the budget set aside from the above decision for this part of the implementation work.</p> <p>New signage has been designed by the councils internal design team and will contain the corporate text and logos, as required. Additionally, this new signage will be larger, easier to read and provide more localised information.</p> <p>Temporary signage will be in place immediately after the new car park charges take effect on the 17 May 2021. New signs will be replaced in the days following this.</p>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	<p>A minor human error during the procurement process resulted the date of closing for tenders to be inadvertently changed. This was rectified. Legal advice concludes that the principles of fairness, transparency and non-discrimination do not have been breached therefore the risk of damages is slim. There are no other known legal issues.</p> <p>Risks are associated with Health and Safety of the works. UK Signs Ltd, carry public liability insurance and have Health and Safety policies in place for staff employed on council sites.</p> <p>There is also a risk that the supplier fails to deliver. Temporary signage will be in place so as to ensure business continuity.</p>

<b>Details of any alternative options considered and rejected:</b>	There is no alternative, the previous decision approved new car parking charges, and new signage is required for this.
<b>Details of any declarations of interest made:</b>	None

Signed

Date: 29 April 2021

Richard Ball  
Director for Economy & Place