



**RECORD OF DELEGATED  
DECISION – Contract Award**

This form is used to record all officer decisions which are not included in the Forward Plan. The constitution details who can take delegated decisions.

<b>1. Name &amp; Title of Officer:</b> (who is taking the Decision)	<b>Andrew Cotton</b> <b>Director of Housing and Communities</b>
<b>2. Title / Subject Matter:</b>	<b>Award of Contract – Tennis Courts</b>
<b>3. Decision Reference No.</b>	<b>CEX095</b>
<b>4. Type of Decision:</b>	<b>Public</b>
<p><b>5. Decision Taken:</b> (Try to briefly summarise what you have decided to do. Do not include any exempt or other information in your decision that you would not want to be published.)</p> <p>To award the contract for Melton Sports Village Tennis Facilities Improvements and enter into any necessary documentation to effect the award of the contract.</p>	
<p><b>6. Reasons for Decision:</b> (Briefly summarise why you think this is the right decision. Again, do not include any exempt or other information in your decision that you would not want to be published. Please ensure all background papers are attached to this decision)</p> <p>The supplier has been procured in compliance with the Council’s Contract Procedure Rules, and all necessary due diligence has been carried out by the Council Officers.</p> <p>REDACTED is the recommended option based on the collective quality, price and responses given within the tender. The evaluation and moderation phase undertaken by Officers scored them highest in comparison to other tenders submitted.</p>	
<p><b>7. Authority / Legal Power:</b> (Please detail where your authority comes from e.g. Committee Minute, Constitution or Legal power i.e. what enables you to take this course of action)</p> <p>Authority - On 16 December 2020 delegated authority to the Director of Housing &amp; Communities the award any subsequent contract.</p> <p>Contact Procedure Rules: Rules 8.0 “Procurements Valued between £50,000 and the Current Goods and Services OJEU Threshold”: The procurement followed an open, advertised process via ProContract and Contracts Finder, in compliance with these Rules.</p>	

<p><b>8. Background Papers attached?</b> (Background papers are to be attached (unless exempt))</p>	<p><b>No</b></p>
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**9. Alternative options available / rejected:**  
(Briefly summarise what other options, if any, are available or considered and why they were rejected.)

Three tenders received were outside the budgeted works provided within the procurement process were therefore rejected and eliminated from the process; there were notified via ProContract on 26<sup>th</sup> January (following approval from the Chief Officer as per 15.5.4 of the Contract Procedure Rules).

Three tenders did not score as highly during the Evaluation/Moderation process, as the selected tender; the recommendation is to award the contract to the bidder ranked 1<sup>st</sup>.

**10. Implications:**  
(Please ask the respective professional officers ((a) Legal, (b) Finance and (c) Human Resources) for their assessment of the potential implications of this decision. You should also consult any other relevant officers if you think the decision will have an impact on their areas of responsibility.)

<p><b>Legal</b></p>	<p>The Council has the power to enter into contracts in order discharge its functions (Local Government Act 1972, s111 and the Local Government (contract) Act 1997, s1). The Local Government Act 1972 requires the Council to have regulations for how it enters into contracts. In addition to complying with all relevant UK and EU legislation every contract entered into on behalf of the Council must also comply with the Council's Contract Procedure Rules and the Council's Financial Regulations</p>
<p><b>Finance</b></p>	<p>The final tender price submitted is £107,890 which is within the overall capital programme budget approved for these works.</p>
<p><b>HR</b></p>	<p>N/A</p>
<p><b>Procurement</b></p>	<p>Award of the contract to REDACTED will be dependent on satisfactory due diligence checks being undertaken;</p> <ul style="list-style-type: none"> <li>- Financial credit checks</li> <li>- Insurance certificates</li> <li>- Health and safety policies</li> </ul> <p>Following this Decision being taken, notification letters will go out to the four bidders concerned. Following satisfactory due diligence being received, award details will be published on Contracts Finder and the Council's Contract Register.</p>

Other	
<b>11. Signature of Decision Maker:</b> Please do no 'pp' for a Senior Officer	<b>Approved by email 03.02.21 – A Cotton Director for Housing and Communities</b>
<b>12. In consultation with:</b> (Where applicable)	<b>Not applicable</b>
<b>13. Date:</b>	<b>3.2.2021</b>
<b>14. Officer Responsible for Procurement</b>	I confirm compliance with the Contract Procedure Rules Name: Amy Myers

**Note: Where a contract exemption has been used this form must be accompanied by an authorised Contract Exemption Decision Notice (Template available from Democratic Services).**

Please send all decision for publication to: Democratic Services at [democracy@melton.gov.uk](mailto:democracy@melton.gov.uk). All decisions with exempt information should be sent to Natasha Taylor, Democratic Services Manager at [ntaylor@melton.gov.uk](mailto:ntaylor@melton.gov.uk)