



DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Part 4 of the Council's Constitution [Part 4e - Overview and Scrutiny Procedure Rules \(stevenage.gov.uk\)](http://www.stevenage.gov.uk))

Subject: Contract award for the collection and recycling of plastics and cans <i>(Please use the same title as provided in the Forward Plan)</i>	
Staff Contact: Richard Baldock	Executive Member: Councillor Simon Speller
Tel: 07936360945	Portfolio: Environment & Performance

1. **Decision**
To award the contract for the collection and recycling of plastics and cans for Stevenage Borough Council to the preferred contractor identified in Annex A to this decision.
2. **Reasons for the decision**
The evaluation process was based on 70 % price and 30 % quality scoring. The preferred contractor achieved the highest score from their tender submission based on the award criteria.
3. **Alternative options considered and rejected ²**
This service is a statutory requirement.
This was the highest scoring tender of four, based on the award criteria.
4. **Consultation**
 - (a) Comments of Executive Member, Councillor Simon Speller

I am happy to support the decision in awarding this contract.
 - (b) Comments of other consultees ³
5. **Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.**

Signed:STEVE DUPOY [SIGNATURE REDACTED].....

Title: Assistant Director, Stevenage Direct Services Date: 19.10.23.
6. PLEASE RETURN COMPLETED/SIGNED FORM TO CONSTITUTIONAL SERVICES FOR PUBLICATION

¹ for guidance see Borough Solicitor's note "Taking Decisions"

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² details of any alternative options considered and rejected by the officer at the time the decision was made

³ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.