



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))

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| Subject: The Collection and Processing of Recyclable Materials Contract <i>(Please use the same title as provided in the Forward Plan)</i> | |
| Staff Contact: Richard Baldock | Executive Member: Simon Speller |
| Tel: 07936 360945 | Portfolio: Environment and Performance |

1. **Decision**

To award the contract for the collection and processing of recyclable materials: mixed glass for Stevenage Borough Council.

2. **Reasons for the decision**

The evaluation process was based on 70 % price and 30 % quality scoring. The award of the contract to this supplier is on the basis that they achieved the highest score from their tender submission based on the award criteria.

3. **Alternative options considered and rejected ²**

This was the highest scoring tender of four, based on the award criteria.

4. **Consultation**

(a) Comments of Executive Member ^{3 4}

Cllr Simon Speller is happy to award to the highest scoring tenderer.

(b) Comments of other consultees ⁵

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..... Date: 13.6.24.....

6. **PLEASE RETURN COMPLETED/SIGNED FORM TO CONSTITUTIONAL SERVICES FOR PUBLICATION**

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

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

³ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

⁴ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of the Council will need to be consulted

⁵ 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.