

## DECISION RECORD <sup>1</sup>

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](#))

<b>Subject: Approval of Contract Awards for Repairs and Voids</b>	
Staff Contact: Denise Lewis	Cabinet Member: Jackie Hollywell
Tel: 07512 315822	Portfolio: Housing and Housing Development
	Strategic Director: Richard Protheroe

### 1. Decision

To approve the intention to award contracts to support the delivery of the Repairs and Voids service for which the most economically advantageous tenders (MEAT) received for each of the following 9 Lots are as per Annex A:

Lot	Description
Lot 1	Voids
Lot 2	Disrepair
Lot 3	General Building
Lot 4	Damp and Mould
Lot 5	Windows and Doors
Lot 6	Roofing
Lot 7	Drainage
Lot 8	OOH - General
Lot 9	OOH - Electrical

### 2. Reasons for the decision

Following an open tender process and in accordance with the recommendations agreed by Cabinet in February 2025 in relation to procurement of support contractors for the Repairs and Voids service.

A tender report has been compiled setting out the moderated scores of the tenders received for each Lot based on the following award criteria:

Quality	40%
Price	50%
Social Value	10%

Based on the moderated scores the tenders have been ranked to identify the MEAT for each Lot the outcomes of which are summarised within Annex A.

### 3. Alternative options considered and rejected <sup>2</sup>

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The procurement options considered were set out in the report to Cabinet in February 2025 with an open tender process being preferred for the reasons set out in the report.

Not to appoint following the procurement process would adversely impact on the Council’s ability to deliver an efficient and effective repairs service which is reliant on specialist support contractors being in place to complement the in-house team of core trades.

The appointment of a lower ranked tender for any of the Lots has been rejected as the tenders have been subject to a rigorous evaluation process, including moderation, to provide assurance that the MEAT criteria can be demonstrated.

**4. Consultation**

(a) Comments of Cabinet Member(s) <sup>3 4</sup>

The Housing and Housing Development Portfolio Holder Cllr Jackie Hollywell and the Leader of the Council Cllr Richard Henry have been consulted and support the intention to award contracts to the winning bidders for each of the Lots as set out in Annex A.

(b) Comments of other consultees <sup>5</sup>

None.

**5. Following consultation with, and the concurrence of the Cabinet Member, I am proceeding with the proposed decision.**

Signed: .....

Title: ..... Date: .....

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

<sup>1</sup> for guidance see Borough Solicitor’s note "Taking Decisions"

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

<sup>3</sup> record any conflict of interest declared by any Cabinet Member consulted. If a Cabinet Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

<sup>4</sup> 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 Cabinet Member before proceeding. In some cases it will be necessary to consult more than one Cabinet Member, and in some cases the Leader of the Council will need to be consulted

<sup>5</sup> 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.