

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

*PART 1 – PUBLIC DOCUMENT

Any interest to declare/ or conflict and any dispensation granted [*if applicable*]

DIRECTORATE: RESOURCES

1. DECISION TAKEN

To enter into a contract for the replacement of four lifts at Hitchin multi storey car park with three lifts. The selected contractor details are as follows:

Rubax Lifts Limited
West Yoke
Michaels Lane
Ash
Kent
TN15 7EP

2. DECISION TAKER

Ian Couper, Service Director- Resources

3. DATE DECISION TAKEN:

9th November 2020

4. REASON FOR DECISION

- 4.1 A procurement process for a full retender was led by Property Services, with the assistance of North Hertfordshire District Council's (NHDC) Procurement Officer, Legal Services and Vertica Lift Consultancy.
- 4.2 A full procurement process was undertaken and assessed on the basis of 25% quality and 75% price. This determined that Rubax Lifts Ltd offered the most economically advantageous tender.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 Replacing the four lifts with a like for like replacement was considered, however a decision was taken to replace the existing two lifts at the Waitrose end of the car park with a single lift, capable of housing a shopping trolley, and replace the two lifts at the town end with passenger lifts, opposed to heavy duty lifts. This was considered adequate for the needs of the site and provides a significant cost saving.

6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)

- 6.1 Consultation on the option described above and the costs with the Service Director - Regulatory, Strategic Infrastructure & Projects Manager, portfolio holders, Parking Enforcement Manager and Vertica Lift Consultancy.

7. RELEVANT CONSIDERATIONS

7.1 The Council has an obligation to ensure the lifts are operationally safe, compliant with regulations and fit for purpose.

8. LEGAL IMPLICATIONS

8.1 Under 14.6.12 (a) (i) A the Service Director- Resources will “manage, direct and control all resources allocated to the Directorate in accordance with the Council’s policies”. Under 14.6.4 (a) (ii) Service Directors have a general authorisation for “entering into contracts to carry out works and/or for the supply of goods and services within approved budgets”.

8.2 This contract was let in accordance with the Council’s Contract and Procurement regulations.

9. FINANCIAL IMPLICATIONS

9.1 A capital budget of £360K has been approved and it is anticipated that the project will be completed within this budget allocation.

10. RISK IMPLICATIONS

10.1 Risk mitigations are as follows:

- Finance have carried out a financial risk assessment.
- Vertica Lift Consultancy are appointed to draft the technical specification, conduct technical evaluation of the supplier’s proposals and manage/provide technical inspection during the works.
- Rubax have been vetted through the Fusion21 framework.
- The contractor’s insurance and RAMS will be checked prior to commencement of the works.

11. EQUALITIES IMPLICATIONS

11.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

11.2 There are no equalities implications in relation to this procurement.

12. SOCIAL VALUE IMPLICATIONS

12.1 Social value will be incorporated with the contract via frameworks scheme of social value credits, which provides 10 credits per £100K spend. This can be used towards providing a social value initiative agreed with the supplier.

13. HUMAN RESOURCE IMPLICATIONS

13.1 There are no direct HR implications arising from the award of this contract.

14. BACKGROUND PAPERS

None.

15. NOTIFICATION DATE

9th November 2020

Signature of Executive Member ConsultedNot applicable.....

Date

A handwritten signature in black ink, appearing to read 'D. P. S.', written over a horizontal line.

Signature of Decision Taker

Please Note: that unless urgency provisions apply EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.

Call-in does not apply to NON-EXECUTIVE DECISIONS