

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Single Tender Awards

Meeting/Date: Corporate Governance Committee – 30th September 2020

Executive Portfolio: Executive Councillors for Finance and Resources and Corporate Services

Report by: Assistant Directors for Corporate Services and Transformation

Wards affected: All

Executive Summary:

It is a requirement within the Council's Constitution, under the Code of Procurement, that the approval of single tenders/quotes by a Head of Service/Assistant Director are to be reported to the next quarterly meeting of the Corporate Governance Committee. Owing to the COVID-19/coronavirus pandemic and the move towards virtual committee meetings, this is the earliest opportunity that Officers have had to bring this report to an appropriate meeting of the Committee.

Three tenders have been approved as follows:

Details	Approved by
Proposed Sale of Bridge Place Car Park and Associated Legal Conditions	Assistant Director, Corporate Services in conjunction with Monitoring Officer
Remedial Works to OakTree Health Centre	Assistant Director, Corporate Services in conjunction with Monitoring Officer
Support for Vulnerable Person App	Assistant Director, Transformation

Further details are provided within this report.

Recommendation:

The Committee is invited to comment and note the contents of this report.

1. PURPOSE OF THE REPORT

- 1.1 To notify the Committee of single tenders/quotes approved by a Head of Service/Assistant Director.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 Three single tenders have been approved by the Assistant Director, Corporate Services and Assistant Director, Transformation. Details of each are provided below:

Proposed Sale of Bridge Place Car Park – Legal Engagement		
Details	Value	Approved by
For specialist legal advice in relation to compliance, planning and common land law.	£15,000 (of which only £7,500 will be met by HDC)	Assistant Director, Corporate Services in conjunction with Monitoring Officer.

Remedial Works to OakTree Health Centre		
Details	Value	Approved by
It is in the Council's best interest to engage a particular consultant, agent or adviser.	£8,925	Assistant Director, Corporate Services in conjunction with Monitoring Officer.

Support for Vulnerable Person App		
Details	Value	Approved by
For deployment, implementation and data migration to an application which will improve how we manage providing support to vulnerable people within the district.	£8,000 (which will be reclaimed as a COVID-19 cost)	Assistant Director, Transformation

- 2.2 Paragraph 6.4 (e) of the Code of Procurement, contained in the Council's Constitution, states that a single tender/quote can be approved:

“where the Head of Service/Assistant Director considers a single quote is in the Council’s best interests and:

- ◆ the total value is less than £25,000; and
- ◆ the details and justification are reported to the next quarterly Corporate Governance Committee”.

2.3 Additionally, in the case for the Proposed Sale of Bridge Place Car Park, approval was also sought from the Monitoring Officer in accordance with paragraphs 6.5 (b) and (e) and paragraph 6.6 of the Code of Procurement:

“6.5 (b) Specialist consultants, agents or professional advisers are required and

- ◆ there is no satisfactory alternative; or
- ◆ evidence indicates that there is likely to be no genuine competition; or
- ◆ it is in the Council’s best interest to engage a particular consultant, agent or adviser.”

“6.5 (e) For reasons of interoperability / interchangeability or substantial duplication of costs.”

“6.6 If the single quote/tender option is used, the Manager shall:

- (a) seek approval of the Monitoring Officer; and
- (b) retain records that demonstrate that the best price or value for money has been obtained from the negotiations with the contractor.”

3. REASONS FOR THE RECOMMENDED DECISIONS

3.1 It is a requirement within the Council’s Constitution, under the Code of Procurement, that the approval of single tenders/quotes by a Head of Service/Assistant Director are to be reported to the next meeting of the Corporate Governance Committee.

4. LIST OF APPENDICES INCLUDED / BACKGROUND PAPERS

None.

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