

CONTRACT WAIVER REPORT

Contracts Rules

Waiver Report dated 15/07/2024 prepared by Rachel Higgs, Building Surveyor (Authorised Officer)

Contract for *Town Hall Kitchen Ventilation Works*

Reason for report

The contract will exceed the £10,000 threshold and in order to comply with Council's Contract Rules (Rule 5.1) either three written quotations should have been obtained (above £10,000 and not exceeding £25,000) or a full competitive procurement should have been carried out (above £25,000 to Threshold).

Summary of goods, works or services

Essential works to replace the ventilation system to the kitchens at the Town Hall. The current system is not fit for purpose and requires urgent work to ensure activities can still be undertaken in the kitchen area.

Price, Quotes or Tenders

Three quotes were requested but only two were returned within the timeframe.

Reasons why a Waiver is required

Under Contract Rule 6.1

6.1.4	Where in the opinion of the Authorised Officer in consultation with the s151 Officer and the Council Solicitor considers that the services to be provided or the work to be executed or the goods or materials to be purchased are urgent (subject to the action being reported to the next Cabinet meeting); or
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because:-

In this case the works are urgent as the existing ventilation is not fit for purpose and risks have been identified which need to be mitigated to ensure business activities can continue on site.

Recommendation

To accept the quote from Neptune Building Services to supply and install the replacement kitchen ventilation system, on the grounds of cost, competence and commitment to the timeframe allocated for the works.

Recommendation approved in accordance with Contract Rule 6.2.2 by:
Budget Holder (if delegated authority given by Director/Executive Director/Chief Executive to sign waivers) OR Director/Executive Director/Chief Executive
 <p style="text-align: center;"><i>G. Bell</i></p> Signed:
Date: 24.07.2024
s151 Officer (Consultee)
 <p style="text-align: center;"><i>[Signature]</i></p> Signed
Date: 25/07/2024
Director of One Legal (Consultee)
Signed
Date: