

Nottingham City Council Delegated Decision



Nottingham
City Council

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| Reference Number: | 3971 |
| Author: | Thomas Ali |
| Department: | Commercial and Operations |
| Contact: | Thomas Ali (Job Title: Food Development Officer, Email: thomas.ali@nottinghamcity.gov.uk, Phone: 01158761743) |
| Subject: | Supply of Ventilation Cleaning to Nottingham City Schools |
| Total Value: | £40,000 (Type: Revenue) |
| Decision Being Taken: | To grant dispensation from Contract Procedure Rule 5.1.1, in accordance with Financial Regulation 3.29, to grant the direct award of a Ventilation Cleaning contract to Quantaqua Ltd, for a period of 1 year starting on 1 September 2020, with an optional one year extension, equalling a total duration of up to a maximum of two years, at a maximum cost of £40,000. |
| Reasons for the Decision(s) | <p>Nottingham City Catering currently use Quantaqua for all ventilation cleaning in schools catering. This covers ducting, fans, canopies and grease traps, along with safe disposal of cleaning and waste materials. This is to extend the contract that has been in place. Nottingham City Catering have obtained quotes from competitors and none are able to offer the same level of service for the price. Quantaqua Ltd have been the only supplier who have been able to cover all aspects of service rather than going to multiple suppliers.</p> <p>Prices will be fixed for 1 year to cover any impact from Brexit changes.</p> |
| Other Options Considered: | <p>Doing nothing was rejected as Nottingham City Catering would then not be compliant with Nottingham City Council procurement regulations and would not have a contract to reference if issues occur.</p> <p>Going out to tender at this stage was rejected as benchmarking against other local organisations and quotes obtained proved directly awarding the contract this was the most cost effective option. For future renewals a tender process would be considered.</p> |
| Background Papers: | None |

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| Published Works: | None |
| Affected Wards: | Citywide |
| Colleague / Councillor Interests: | None |
| Dispensation from Financial Regulations: | Yes |
| Consultations: | Small value contract that has previously been in place but lapsed. This is to award the contract to ensure we meet procurement regulations |
| Crime and Disorder Implications: | No crime and disorder issues will result as part of this decision, as this is a decision to procure a service to operate a safe catering business. |
| Equality: | EIA not required. Reasons: No equality issues will result as part of this decision, as this is a continuation of an existing contract. |
| Social Value Considerations: | None |
| Decision Type: | Portfolio Holder |
| Subject to Call In: | Yes |
| Call In Expiry date: | 04/09/2020 |
| Advice Sought: | Legal, Finance, Procurement |
| Legal Advice: | <p>This report raises no legal issues and complies with procurement rules and the Council's constitutional documents. Advice provided by Sarah O'Bradaigh (senior solicitor) on 22/04/2020.</p> <p>Advice confirmed as still valid 30/07/2020</p> |

Finance Advice:

This decision seeks approval for the direct award of the ventilation cleaning contract for one year, with an option to extend for a further year. The value of this contract is £20k per year, with a total value of this decision of £40k.

There is existing budget within Nottingham Catering for the ventilation cleaning so this decision should have no impact on the MTFP. This contract will need to be reviewed after the initial one-year period to ensure prices remain competitive and it is still fit for purpose. At the end of the contract period a tender will need to be conducted in order to secure best value for the Council.

Advice provided by Susan Turner (Senior Commercial Business Partner) on 26/03/2020.

Advice confirmed as still valid 03/08/2020

Procurement Advice:

The proposal is a request for dispensation to extend an existing contractual arrangement, for the purpose of continuity of service provision. As such there are no significant procurement concerns. Due to the overall value and the proposed length of extension, there should be minimal risk to the Council. However, during this time, the council will need to seek tender responses for future requirements.

Advice provided by Lauren Wheatcroft (Procurement Officer) on 20/02/2020.

Advice confirmed as still valid 30/07/2020

Signatures

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| Sam Webster (PH Finance, Growth and City Centre) |
| SIGNED and Dated: 26/08/2020 |
| Katherine Kerswell (Interim Chief Executive) |
| SIGNED and Dated: 21/08/2020 |
| Laura Pattman (Strategic Director of Finance) - Dispensation from Financial Regulations |
| SIGNED and Dated: 20/08/2020 |
| Chief Finance Officer's Comments: |