


Delegated authority officer decision notice

Decision made by	Head of Development and Corporate Landlord in consultation with the Cabinet Member for Environment.
Lead officer contact details	John Backley. Technical Services Manager John.backley@southandvale.gov.uk Mobile: 07917 088317
Decision (Keep this succinct)	For the Head of Service in consultation with the Cabinet Member to approve on behalf of the Vale of White Horse District Council, the award of the contract for the maintenance of play equipment to Sport & Play Limited, and to finalise the contract terms and authorise the council to sign the contract documents. The total spend on the contract over the three-year term will be up to a maximum £155,445 that includes a cost of £17,062.84 for the initial scope of remedial works to be carried out with a day rate of £380 for priority work thereafter.
Key decision? (see notes below)	Yes – as it incurs expenditure of more than £75,000 over a three-year period.
If key decision, has call-in been waived by the Scrutiny Committee chair(s)?	No
Confidential decision, and if so under which exempt category?	No
Delegated authority reference from the constitution	The following delegations in the Scheme of Delegations apply to this decision: <ul style="list-style-type: none"> • The exercising of delegated powers, of the Head of Development and Corporate Landlord to 1.1 to manage the councils land and property portfolio. • Financial - (1.1) To incur expenditure within approved capital and revenue budgets. • Para 2.6 of procurement procedure rules Table 2 for contracts in excess of £75,000 but not more than FTS Threshold – Acceptance of Quotation / Tender Head of Service in consultation with relevant Cabinet Member.
Risks	<u>Risk One</u> - contractor ceases to trade during contract. Mitigation – Payments only made when work complete and credit checks completed on companies. <u>Risk Two</u> –Quality of work, this is the first time the council has worked with Sport and Play in this capacity, however the company scored well on the evaluation quality score. Officers have checked their financial records and taken up references which have all been positive. There will be regular monitoring of progress with reference

	to key performance indicators and an annual report by the Parks Team Leader.																								
Reasons for decision	<p>Following the removal of the maintenance contractor in 2022 and the subsequent one-year contract that ended on 8 February 2024, a procurement process has been undertaken to identify a suitable supplier to maintain the play equipment for Vale of White Horse District Council owned play areas.</p> <p>In conjunction with the Procurement Specialist and Legal, it was determined that the most appropriate contract was a Joint Contracts Tribunal (JCT) contract.</p> <p><u>Tender and Evaluation</u></p> <p>The procurement was an open tender on the southeast business portal. There were six submissions received and all tenders were evaluated. The quality of the returns for the preferred contractor was good and following individual evaluations the scores were moderated. The recommendation is to award the contract to Sport & Play Limited.</p>																								
Alternative options rejected	None																								
Legal implications	Legal officers have provided a draft contract (as part of tender documents) which will require finalising.																								
Financial implications	<p>The parcels of work in the contract will be funded from the existing budgets:</p> <table border="0"> <tr> <td>24/25</td> <td>£38,615</td> <td>Revenue</td> <td>PA41 2006</td> </tr> <tr> <td>24/25</td> <td>£13,200</td> <td>Revenue</td> <td>PA41 4054</td> </tr> <tr> <td>25/26</td> <td>£38,615</td> <td>Revenue</td> <td>PA41 2006</td> </tr> <tr> <td>25/26</td> <td>£13,200</td> <td>Revenue</td> <td>PA41 4054</td> </tr> <tr> <td>26/27</td> <td>£38,615</td> <td>Revenue</td> <td>PA41 2006</td> </tr> <tr> <td>26/27</td> <td>£13,200</td> <td>Revenue</td> <td>PA41 4054</td> </tr> </table> <p>Total available to spend over three years is £155,445.</p>	24/25	£38,615	Revenue	PA41 2006	24/25	£13,200	Revenue	PA41 4054	25/26	£38,615	Revenue	PA41 2006	25/26	£13,200	Revenue	PA41 4054	26/27	£38,615	Revenue	PA41 2006	26/27	£13,200	Revenue	PA41 4054
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Climate implications	<p>Tender statement from tenderer:</p> <p><i>Sport & Play are committed to Action on the Climate Emergency. We plan routes to ensure we reduce our carbon footprint. We also whenever possible pair up our engineers into one van to reduce fuel consumption. Due to some of the distances involved we are unable as yet to introduce electric vans for our engineers but are now using these for our other management staff. Delivery of goods and materials necessary for maintenance requires transport, which is kept to a minimum. Supplier engagement is considered so we are able to influence wider reductions for our products. We also consider lifecycle of parts and equipment to reduce waste.</i></p> <p><i>Furthermore, if the original manufacturer's parts come from abroad then we will see if we can source a UK alternative to reduce their</i></p>																								

	<i>carbon footprint and lead time.</i>			
Equalities implications	All accessible equipment will be maintained to ensure its compliance and availability.			
Risk implications	The risk is the workmanship of contractor not being to standard. The contractor will carry out all work to BSEN 1176 Parts 1 to 7 and BSEN 1177 where appropriate.			
Health and Safety implications	If the equipment is not maintained, it will not be safe to use and therefore equipment will need to be removed from play areas.			
Other implications	None			
Background papers considered	None			
Declarations/ conflict of interest?	None			
Consultees		Name	Outcome	Date
	Legal legal@southandvale.gov.uk	Pat Connell	Agreed as amended	24.03.24
	Finance Finance@southandvale.gov.uk	Damon Cotterill	Budgets updated for 24/25	26.03.24
	Climate and biodiversity climateaction@southandvale.gov.uk	Kim Hall	Comments included – Noted this is not a local firm.	27.03.24
	Equality and diversity equalities@southandvale.gov.uk	Trina Mayling	Happy to support	26.03.24
	Procurement Procurement@southandvale.gov.uk	Angela Cox	Approved with amendments and comments	27.03.24
	Risk and insurance risk@southandvale.gov.uk	Yvonne Cutler-Greaves	Approved with comments	22.03.24
	Strategic property StrategicPropertyTeam@southandvale.gov.uk	Chris Mobbs	No Comments	25.03.24
	Parks Team Leader	Richard Ballard	Approved	03.04.24
	Parks Officer (Inspection and Maintenance)	Richard Embling	Approved	03.04.24
	Communication	Peter Truman	No comments	27.03.24

	s communications@southandvale.gov.uk			
	In consultation with Relevant Cabinet member	Cllr Mark Coleman	Minor corrections - happy to approve.	04.04.24
	For Information Ward councillors	All wards via publishing the decision		
Decision maker's signature To confirm the decision as set out in this notice.	 17.04.2024			