



EXECUTIVE MEMBER DECISION NOTICE

LOCAL GOVERNMENT ACT 2000 SECTION 9E

1 EXECUTIVE MEMBER

Cllr Fiona Thomson

2 TITLE OF REPORT

Award of contract for mains isolator switches

3 DECISION TAKEN

To award a three-year contract (with the option to extend by a further year) to Dawling Limited (Trading as J & J Drake)

4 IF URGENT, REASONS FOR URGENCY

N/A

5 DETAILS OF EXECUTIVE MEMBER

Name Cllr Fiona Thomson

Signature _____

Date this decision was taken _____ 28 July 2021 _____

Date of circulation/publication of this decision _____ 6 August 2021 _____

Supported by Chairman of the General Procurement Board

Name Cllr Duncan Bell

Signature _____

6 EXPLANATION/BACKGROUND:

- 6.1 The current contract for the installation of Mains Isolator Switches (in Council Housing Stock) is due to expire. A new contract is required to be put in place to ensure service continuity.

As the value of the contract is less than £1 million and considered a routine matter, it does not need to be considered by the General Procurement Board.

The Executive Member for Housing agreed to the procurement in December 2020.

The Procurement has now been undertaken and the process and results are contained within the exempt appendix

- 6.2 Legal Implications:

The Procurement was undertaken in accordance with the councils Contract Procedure Rules and the Public Contracts Regulations 2015

- 6.3 Financial Implications:

The value of the contract is approximately £80,000 per annum and will be met from existing revenue budgets

The recommended company's price is the same as the contract price in 2017. Therefore taking into consideration CPI increases, the actual contract price has fallen by 7.3%

- 6.4 Risk Implications:

Health and Safety risks of installation will be managed by the Contractor and the Council.

- 6.5 Other Implications (including communications, security and terrorism, human resources, procurement, climate change, human rights, health and wellbeing, equality and diversity)

No significant implications

- 6.6 Alternative options considered and reasons for their rejection (if any):

As Dawling scored the highest against the evaluation criteria, no other option was considered

7 BACKGROUND PAPERS USED TO INFORM THE DECISION

- 7.1 Not applicable

8 DETAILS OF ANY MEMBERS OR OFFICERS WHO HAVE DECLARED AN INTEREST IN THIS MATTER AND NATURE OF ANY SUCH INTEREST AND ANY DISPENSATIONS GRANTED

- 8.1 None

9 ADDITIONAL CONFIDENTIAL OR EXEMPT INFORMATION CONSIDERED

- 9.1 Tender evaluation report

Contact Officer: Andrew Harper, Procurement Manager
a.harper@welhat.gov.uk / 01707 357371

**Mains Isolator Switch Tender
Tender Evaluation Report**

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From: [Duncan Bell](#)
To: [Andrew Harper](#); [Fiona Thomson](#)
Subject: Re: Mains Isolator Switches: Executive Member Decision Notice - award of contract
Date: 30 July 2021 08:09:35

Hi Andrew,

I am happy with this.

Kind Regards,

Duncan.

Duncan Bell
Councillor, Hatfield Villages Ward,
Executive Member, Resources,
Welwyn Hatfield Borough Council.
01438-712645.

To: Andrew Harper <A.Harper@welhat.gov.uk>; Duncan Bell <duncan.bell@welhat.gov.uk>
Subject: RE: Mains Isolator Switches: Executive Member Decision Notice - award of contract

As the Executive Member for Housing I confirm approval of the award of contract exercising powers delegated to me under paragraph 18 of the Cabinet Procedure Rules within the Constitution.

Kind regards
Fiona

Cllr Fiona Thomson
Handside Ward
01707 395932

Executive Member for Housing and Climate Change Welwyn Hatfield Borough Council Chair of
Welwyn Hatfield Dementia Action Alliance