

This form records a Key Decision taken by an Officer.

RECORD OF OFFICER KEY DECISION

THIS FORM MUST BE USED WHEN AN OFFICER TAKES A KEY DECISION. NOTE THAT THE OFFICER MUST CONSULT THE RELEVANT PORTFOLIO HOLDER BEFORE TAKING A KEY DECISION.

NOTE: A KEY DECISION IS NORMALLY SUBJECT TO A 5-WORKING DAYS CALL IN PERIOD. SHOULD AN OFFICER NEED TO EXEMPT THEIR DECISION FROM CALL IN ON THE GROUNDS OF URGENCY, THEY MUST COMPLETE PARAGRAPH 8, OTHERWISE PARAGRAPH 8 SHOULD BE DELETED.

1. List of documents considered

Tender documentation.

2. Summary of consultation

Procurement and Fleet Management were involved in assessing the tender documentation. The Operations Manager for Waste and Fleet and the Head of Culture and Environment have been consulted on the decision, as has the Leader of the Council.

3. Date decision taken

21 February 2018

4. Decision

Following the tendering process, it is proposed to award the 3-year contract for 2018-2021 to Supplier A as identified in exempt Appendix 1.

5. Reasons for decision

Two bids were received and assessed. Supplier A (as identified in exempt Appendix 1) was considered the best bid when assessed against published criteria.

6. Alternatives considered and rejected

Awarding to the other bidder – this was rejected as they did not score as highly.

7. Conflicts of interest

List those members consulted who declared a conflict of interest.	Nature of interest	Does a dispensation apply ? (if yes give details and date of dispensation)
None		

8. Exemption from call in

I certify that this decision is urgent and therefore exempt from call-in for the following reasons:

N/A

Signed: 

[To be signed by the decision maker]

A copy of the completed form must immediately be sent to Committee Services:
committee.services@ipswich.gov.uk and the Monitoring Officer: monitoring.officer@ipswich.gov.uk

Unless this decision is marked "NOT FOR PUBLICATION" this form is a public document.

FOR COMMITTEE SERVICES USE :

Reference:

OD/17/70

Title:

Award of Contract for Tyres Fitment and Supply

This decision is:

FOR PUBLICATION (Results of tender analysis – Appendix 1 – is exempt and will not be published).

The decision must be published unless it contains exempt information.

Date of publication/Circulation to Councillors:

21/02/2018