

## Decision Recording Form

|                            |                                                               |                            |                                                      |
|----------------------------|---------------------------------------------------------------|----------------------------|------------------------------------------------------|
| <b>Title</b>               | Appointment of daytime security at Sproughton Enterprise Park | <b>Decision Maker</b>      | Operations Manager – Major Capital Schemes           |
| <b>Date of decision</b>    | 15.6.18                                                       | <b>Source of authority</b> | Constitution, Part 3, Section 5, paragraph 8.2 a & b |
| <b>Date of Publication</b> |                                                               |                            |                                                      |

### Background and Reason for decision

Ipswich Borough Council requires the services of a security company to provide static daytime guarding at the Sproughton enterprise park to prevent unauthorised access and maintain security levels.

Following a quotation exercise from three companies, via the Council's e tendering system, Stage Security Ltd. provided the most economically advantageous bid for the value of £ 17,982. This figure is within budget.

**Decision:** To award the Contract to Stage Security.

**Reason:** To enable works to proceed within given timescales.

**Internal Consultees:** MCS Officers and IBC Procurement.

|                             |     |                              |                                     |
|-----------------------------|-----|------------------------------|-------------------------------------|
| <b>Conflict of interest</b> | N/A | <b>Relevant Portfolio(s)</b> | Development<br>Economic Development |
|-----------------------------|-----|------------------------------|-------------------------------------|

|                  |                |                                                                               |            |              |  |  |  |
|------------------|----------------|-------------------------------------------------------------------------------|------------|--------------|--|--|--|
| <b>All wards</b> | OUT OF BOROUGH | <i>Use a Y in the table below to mark the wards affected if not all wards</i> |            |              |  |  |  |
| <b>NW</b>        | <b>NE</b>      | <b>CENTRAL</b>                                                                | <b>SW</b>  | <b>SE</b>    |  |  |  |
| Castle Hill      | Bixley         | Alexandra                                                                     | Bridge     | Gainsborough |  |  |  |
| Whitton          | Rushmere       | St Margaret's                                                                 | Gipping    | Holywells    |  |  |  |
| Whitehouse       | St John's      | St John's                                                                     | Sprites    | Priory Heath |  |  |  |
|                  |                | Westgate                                                                      | Stoke Park |              |  |  |  |

**Once complete the Decision Maker must send this form and any background documentation for publication to [Monitoring.officer@ipswich.gov.uk](mailto:Monitoring.officer@ipswich.gov.uk)**

Admin use only