

Delegated authority officer decision notice

Decision made by	Paul Fielding, Head of Housing and Environment Mark Minion, Head of Corporate Services
Lead officer contact details	sally.truman@southandvale.gov.uk
Decision (Keep this succinct)	To award a contract for 2 two years, with the option to extend for 2 further periods of 1 year to Permiserve Ltd for design, print and posting of garden waste permits at a total contract value of £311,240*; contract to commence 1 October 2024 with the first new permits being issued in mid-February 2025. *costs based upon live subscriptions @ July 2024
Key decision? (see notes below)	Yes, it will incur total expenditure over £75,000.
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	Specific delegation from South Cabinet 15 February 2024 and Vale Cabinet 16 February 2024: (a) To approve, subject to the approval of growth bids as part of the councils' 2024/25 budgets, the implementation of a garden waste permit payment model commencing 1 April 2025 (b) To delegate authority to the Head of Corporate Services and Head of Housing and Environment in consultation with the relevant Cabinet members to: (i) agree any revisions to the terms and conditions of the councils' garden waste provision, and, (ii) to award a joint contract for provision of garden waste permits as required
Risks	This procurement has been carried out in accordance with the councils' procurement rules and regulations; the procurement was managed by the councils Procurement team and a comprehensive evaluation has been undertaken in accordance with the councils' standard evaluation methodology. Risks arising from this decision are therefore considered to be minimal.
Reasons for decision	To award the contract to the chosen supplier for supply of garden waste permits, as approved by South and Vale Cabinets in February 2024.

<p>Alternative options rejected</p>	<p>Three bids were received and evaluated in accordance with the councils' procurement rules, on the basis of 40 percent quality and 60 percent cost. Weighted scores are as follows:</p> <table border="1" data-bbox="499 318 1479 647"> <thead> <tr> <th data-bbox="499 318 826 427">Bidder</th> <th data-bbox="826 318 1035 427">Weighted quality score</th> <th data-bbox="1035 318 1264 427">Weighted cost score</th> <th data-bbox="1264 318 1479 427">Total weighted score</th> </tr> </thead> <tbody> <tr> <td data-bbox="499 427 826 506">Permiserve Ltd (preferred supplier)</td> <td data-bbox="826 427 1035 506">38</td> <td data-bbox="1035 427 1264 506">60.00</td> <td data-bbox="1264 427 1479 506">98.00</td> </tr> <tr> <td data-bbox="499 506 826 573">Bidder x</td> <td data-bbox="826 506 1035 573">23.5</td> <td data-bbox="1035 506 1264 573">30.90</td> <td data-bbox="1264 506 1479 573">54.40</td> </tr> <tr> <td data-bbox="499 573 826 647">Bidder y</td> <td data-bbox="826 573 1035 647">33.8</td> <td data-bbox="1035 573 1264 647">60.00</td> <td data-bbox="1264 573 1479 647">93.80</td> </tr> </tbody> </table> <p>It is therefore recommended that the contract be awarded to the highest scoring bidder, Permiserve Ltd as set out above, and that bidder x and y are therefore not selected.</p>				Bidder	Weighted quality score	Weighted cost score	Total weighted score	Permiserve Ltd (preferred supplier)	38	60.00	98.00	Bidder x	23.5	30.90	54.40	Bidder y	33.8	60.00	93.80
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Bidder y	33.8	60.00	93.80																	
<p>Legal implications</p>	<p>This procurement has been carried out in accordance with the councils' procurement rules and regulations; the procurement was managed by the councils Procurement team and a comprehensive evaluation has been undertaken in accordance with the councils' standard evaluation methodology. Draft contract terms, provided to all bidders have been agreed with the councils' Legal team.</p>																			
<p>Financial implications</p>	<p>Funding for this procurement was considered as part of the original report when the move to a permit scheme was approved, and provision for this contract award was made in the councils' approved budgets for 2024/25 onwards.</p>																			
<p>Climate implications</p>	<p>These were considered as part of the original report when the move to a permit scheme was approved.</p>																			
<p>Equalities implications</p>	<p>These were considered as part of the original report when the move to a permit scheme was approved.</p>																			
<p>Other implications</p>	<p>None</p>																			
<p>Background papers considered</p>	<p>Cabinet reports 15/16 February 2024</p>																			
<p>Declarations/ conflict of interest?</p>																				
<p>Consultees</p>		<p>Name</p>	<p>Outcome</p>	<p>Date</p>																
	<p>Legal legal@southandvale.gov.uk</p>	<p>Pat Connell</p>	<p>Agreed- Clarification provided that item is on the forward plan</p>	<p>23.7.24</p>																
	<p>Finance Finance@southandvale.gov.uk</p>	<p>Emma Creed</p>	<p>Agreed – no comments</p>	<p>25/7/24</p>																
	<p>Climate and biodiversity</p>	<p>Jessie Fieth</p>	<p>Agreed</p>	<p>26/7/24</p>																

	climateaction@southandvale.gov.uk			
	Equality and diversity equalities@southandvale.gov.uk	Equalities team	Agreed	23/7/24
	Procurement Procurement@southandvale.gov.uk	Ben Watson	Agreed	24/7/24
	Risk and insurance risk@southandvale.gov.uk	Victoria Dorman-Smith	Agreed	26.7.24
	Strategic property property@southandvale.gov.uk	Karen Lister	No comments	26/7/24
	Communications communications@southandvale.gov.uk	Victoria Nickless	Noted for comms	23/7/24
	Cabinet member for Housing and Environment (South)	Councillor Sam James-Lawrie		
	Cabinet member for Housing and Environment (Vale)	Councillor Mark Coleman		
	Cabinet member for Corporate Services (South)	Councillor Sam Casey-Rerhaye		
	Cabinet member for Corporate Services (Vale)	Councillor Lucy Edwards		
Decision maker's signature To confirm the decision as set out in this notice.	Signature: <i>Mark Minion</i> Date: 01.08.2024			