



North Devon Council

MeetingDate

Request for Waiver

1. NAME AND JOB TITLE OF OFFICER REQUESTING WAIVER:

Mike Ford, Programme Manager

2. TITLE OF PROPOSED CONTRACT:

Phase 2 of Non-destructive testing of timbers at 36 Boutport Street and the Pannier Market

The proposed contract for the above will be between £5,000 and £39,999.

With this RFW I include a copy of the specification or brief which has been prepared for this contract and which details the goods, services and/or works which will be provided.

Specification Attached (and provide a brief description of the contract below):
Phase 2 of Non-destructive testing of timbers at 36 Boutport Street and the Pannier Market

I can also confirm that the contract terms which will be used for this contract will be the Council's standard terms and conditions for goods and services or (where relevant) works or, where this is not the case, I have sought the approval of Legal Services to the alternative terms and conditions that I propose to use for this contract.

In accordance with the Council's Contract Procedures Rules, three alternative quotes should be obtained and the lowest quotation should be accepted.

I can confirm that I have sought advice from Legal Services and we have agreed that it is appropriate that this requirement be waived for the following reason(s):

*(Delete A, B **OR** C as applicable)*

A Obtaining three price quotes is not appropriate

NOTE: This form, and the decision, must be kept on file and properly recorded for audit purposes.

It is a legal requirement that details of the contract being procured pursuant to this RFW must be included on the Council's Contract Register. A copy of this RFW must be sent to supplyingndc@northdevon.gov.uk immediately following approval.



3. THE PROPOSAL IS TO AWARD THIS CONTRACT TO THE FOLLOWING SUPPLIER:

RSK

4. DETAIL

I can confirm that, despite non-compliance with the requirement to seek at least three quotes, the award of this contract to the above supplier will be best value for the Council for the following reason(s):

Previously attempted to source a specialist to provide NDT works but to no avail. RSK provided the previous survey and is familiar with the building and requirements. Seeking further quotes will cause unnecessary delays as we previously failed to gain three quotes and there is no indication this will change.

Where quotes were received (option B or C above) please provide summary information below:

Quotation 1:

Does the quotation conform to the provided specification? Y / N

(If no, please provide detail)

Supplier Name:

Quotation Price:

Quotation 2:

Does the quotation conform to the provided specification? Y / N

(If no, please provide detail)

Supplier Name:

Quotation Price:

Quotation 3:

Does the quotation conform to the provided specification? Y / N

(If no, please provide detail)

Supplier Name:

Quotation Price:

(Add more as appropriate)

5. DECISION TO BE MADE BY: Chief Financial Officer

6. REQUEST FOR WAIVER AUTHORISED BY DECISION TAKER?: Yes

NOTE: This form, and the decision, must be kept on file and properly recorded for audit purposes.

It is a legal requirement that details of the contract being procured pursuant to this RFW must be included on the Council's Contract Register. A copy of this RFW must be sent to supplyingndc@northdevon.gov.uk immediately following approval.



7. DECISION TAKER'S COMMENTS: Contractor provided previous survey and is familiar with building, previous attempts to source contractor had no results and thus this is only option.

NOTE: This form, and the decision, must be kept on file and properly recorded for audit purposes.

It is a legal requirement that details of the contract being procured pursuant to this RFW must be included on the Council's Contract Register. A copy of this RFW must be sent to supplyingndc@northdevon.gov.uk immediately following approval.