



North Devon Council

MeetingDate

Request for Waiver

1. NAME AND JOB TITLE OF OFFICER REQUESTING WAIVER:

Georgina Carlo-Paat, Ilfracombe Harbour Master

2. TITLE OF PROPOSED CONTRACT:

External Port Marine Safety Code Audit

The proposed contract for the above will be between £5,000 and £74,999.99.

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):
To undertake and deliver a full audit report for Ilfracombe & Lynmouth Harbour under the Port Marine Safety Code requirements.

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:

ABP Marine Environmental Research Ltd (ABPMer)

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):

ABPMer are well known within the maritime industry for conducting this specialised type of audit and have done the audits for the Harbours previously. To maintain consistency it is advisable that ABPMer conducts these audits on this occasion. Other Marine companies do offer this service and have been used previously, however we have found that ABPMers methodology and thoroughness in their auditing procedures are fully compliant with the requirements of the Port Marine Safety Code. ABPMer are recognised by the Maritime and Coastguard Agency, who are empowered by the Department of Transport to inspect Harbours and ensure the PMSC is adhered to, as being the preferred company to conduct these audits. Combining the two Harbours is an efficient use of both theirs and our resources time and is more cost effective to ourselves.

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:

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Quotation Price:

(Add more as appropriate)

5. DECISION TO BE MADE BY:

Sarah- Jane Mackenzie-Shapland

To be completed by Decision Taker:

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

7. DECISION TAKER'S COMMENTS: In this instance, this is considered acceptable in order to maintain consistency from previous audits and given our confidence in their ability to comply with this specialist audit and the requirement of the Port Marine Safety Code.

8. DATE OF DECISION: 26/05/2023

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