



North Devon Council Request for Waiver

1. NAME AND JOB TITLE OF OFFICER REQUESTING WAIVER:

Jenni Meakins, Lead Planning Officer (Major Applications)

2. TITLE OF PROPOSED CONTRACT:

Urban Designer for Planning Inquiry

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):
Urban designer to input on Statement of Case (due 16/05/2023, attend case conference 22/05/2023, carry out site visit and prepare proof of evidence for 13/06/2023, attend public inquiry 11-15th July 2023 (1 day likely),and attend meetings adhoc to discuss process and strategy with relevant officers.

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)*

B Received fewer than three price quotes

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:

Funda Kemal

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):

Only 2 of 3 quotes were received back, as 3rd UD was not available for the Inquiry and appeal timescales are such that further quotes cannot be obtained at this stage. This quote was £6500 lower than the other quote received.

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

(If no, please provide detail)

Supplier Name: Node (Nigel Wakefield)

Quotation Price: £17,830.00 excluding VAT

Quotation 2:

Does the quotation conform to the provided specification? Y

(If no, please provide detail)

Supplier Name: Funda Kemal

Quotation Price: £11,340 excluding VAT

Quotation 3:

Does the quotation conform to the provided specification? N

(If no, please provide detail) Company not available

Supplier Name: Place Studio (Vaugh Thompson)

Quotation Price: not provided

(Add more as appropriate)

5. DECISION TO BE MADE BY: Director of Resources and Deputy Chief Executive

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To be completed by Decision Taker:

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

7. DECISION TAKER'S COMMENTS: Requested 3 quotations, only 2 compliant quotations returned who could carry out the full work specification. Lowest compliant bid accepted which is £6,500 cheaper than the second quote.

8. DATE OF DECISION: 18/05/2023

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