



North Devon Council

MeetingDate

Request for Waiver

1. NAME AND JOB TITLE OF OFFICER REQUESTING WAIVER:

Helen Bond, Property Manager

2. TITLE OF PROPOSED CONTRACT:

Ilfracombe Seafront Bus Shelter and Toilet Project

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):
Ilfracombe Victoria Pleasure Grounds and Seafront Architectural Services to provide a Bus Shelter and Toilets to include planning and specification details

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**~~

~~**B Received fewer than three price quotes**~~

~~**C Supplier with lowest price quote is not suitable and/or higher price quote is more suitable**~~

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

RGP Architects Ltd

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.



Supplier's address:

RGP Architects Ltd

Victoria Street, Barnstaple

Devon, EX32 9HT

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):

Having gone out for the procurement portal for this post, only two quotes were received, we would like to appoint RGP Architects, their submission being awarded being the cheapest.

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: RGP

Quotation Price: £8975 plus VAT plus £2550 as principal designer

Quotation 2:

Does the quotation conform to the provided specification? Y /

(If no, please provide detail)

Supplier Name: David Wilson

Quotation Price: £13,500 plus VAT plus £3000 as principal designer

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: SarahJane MacKenzie-Shapland

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To be completed by Decision Taker:

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

7. DECISION TAKER'S COMMENTS: The portal was used to ensure those interested were able to quote for this work but only two were received. Of those quotes, the cheapest is being taken forward. I find this acceptable and in accordance with process.

8. DATE OF DECISION: 06/09/2023

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