



## North Devon Council

MeetingDate

### Request for Waiver

1. NAME AND JOB TITLE OF OFFICER REQUESTING WAIVER:

Sarah Bentley – Service Manager - Housing

2. TITLE OF PROPOSED CONTRACT:

Purchase of furniture for Victoria House Temporary Accommodation – Single purchase no on-going contract

The proposed purchase for the above will be between £5,000 and £30,000

*Specification Attached (and provide a brief description of the contract below):*  
Purchase of furniture for new Temporary Accommodation properties ( Victoria House)

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.

N/A

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**

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

[Furniture Warehouse Barnstaple](#)

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):

**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](mailto:supplyingndc@northdevon.gov.uk) immediately following approval.



Quality of Furniture will offer a longer lifetime avoiding the need for re-purchase

*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)*

*Furniture Warehouse Barnstaple*

*Quotation Price: £24,000 including delivery & installation*

Quotation 2:

*Does the quotation conform to the provided specification? N*

*Supplier despite reminders failed to contact re specific's of each property so quotation taken from list provided*

*Supplier Name: Help2Support Limited London*

*Quotation Price: Failed to confirm exact price – In the region of £19,000 + delivery & installation charge of £98 per hour*

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: 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: Local furniture company able to supply all furniture requested in timeline required, will deliver free and build the units within each property. Price included -20% discount. Alternative quote did not conform to requirements, could not confirm pricing and despite number of requests failed to come back to Housing Manager.
  
8. DATE OF DECISION: 14/09/2023

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