



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:

Additional Commercial Ticket Selling Kiosk

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 supply and deliver an 'Ilfracombe Double Kiosk' to the same criteria as those previously procured.

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:

Capital Kiosks

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):

Capital Kiosk were awarded the original tender to supply the first 3 kiosks and again for the 4th, to keep the kiosks uniform and to the same high standard.

Capital Kiosks will provide the best value to the Council.

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 /

Supplier Name: Capital Kiosk

Quotation Price: £23,496

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: Sarah-Jane Mackenzie-Shapland; Head of Place, Property and Regeneration

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--Sarah -Jane Mackenzie-Shapland

To be completed by Decision Taker:

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

7. DECISION TAKER'S COMMENTS: There are already 3 kiosks located on the site and this is work relates to 1 additional kiosk. When the kiosks were first installed, Capital Kiosks won the contract and were best value. It is important that the 4th kiosk matches the original and to that end we have gone back to Capital kiosk to ensure that is the case.

8. DATE OF DECISION: 24/11/2023

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