



## North Devon Council

MeetingDate

### Request for Waiver

1. NAME AND JOB TITLE OF OFFICER REQUESTING WAIVER:

Nick Dabney, Specialist Technical Housing Officer (Adaptations)

2. TITLE OF PROPOSED CONTRACT:

Disabled Facilities Grant (DFG) Ref: WK/202306368

The proposed contract for the above will be between £12,000 (inc VAT) and £120,000 (inc VAT).

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):*  
Client has had several falls using existing over bath shower. Proposal is to provide a complex wet room, to include full replacement of damaged floor structure and upgrades to electrics.

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~~**

**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.



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

Wescountry Ltd

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):

Quotation invitations were sent to four contractors 08/04/2024 with a deadline of 16/04/2024. One contractor declined to quote, an additional invite was sent to another contractor the same day (total of 5 invitations sent). Only two quotations were returned, however the lowest quotation value of £12,771.84 was only slightly higher than the estimated amount of £12K.

*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: Westcountry Ltd*

*Quotation Price: £12,771.84*

Quotation 2:

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

*(If no, please provide detail)*

*Supplier Name: Mark Dean*

*Quotation Price: £17,400.00*

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: Jon Triggs, 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: Five quotations sought, only two quotations returned. Lowest compliant tender accepted which was only slightly higher than the £12,000 estimated cost.
  
8. DATE OF DECISION: 23/04/2024

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