



North Devon Council

MeetingDate

Request for Waiver

1. NAME AND JOB TITLE OF OFFICER REQUESTING WAIVER:

Chay McKenzie, Building Surveyor

2. TITLE OF PROPOSED CONTRACT:

The Landmark Theatre: plenum box and ventilation work

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.

The plenum box and associated ventilation ducting on the main auditorium roof of the Landmark theatre is in poor condition and has corroded beyond repair. This means in certain conditions rain water drips into the auditorium and on to seats. These works are to replace all the ducting on this roof to stop this happening.

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:

Burgun construction. 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):

NDC have previously employed Burgun to install ventilation equipment. The works have been completed professionally and on time. As funding for this project is coming via REPF with an end of March spend deadline. There is not opportunity to run a full tender process. Value £32,577. Ex VAT

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: Previous contractor for ventilation equipment and urgency of works to be carried out.

8. DATE OF DECISION: 14/01/2025

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