**DECISIONS DELEGATED TO OFFICERS**

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| **Decision title:**  | Award of Key Service Contract for Lift Maintenance and Repair |
| **Decision date:** | 31 January 2022 |
| **Source of delegation:**  | Cabinet on 9 December 2020 resolved to:Delegate authority to the Executive Director of Housing, after consultation with the Monitoring Officer and the s151 Officer, to award the Lift Maintenance and Repair Services contract to the successful supplier(s) following completion of a tender process undertaken in accordance with the Public Contracts Regulations 2015.This delegation is now the responsibility of the Executive Director of Communities and People. |
| **What decision was made?**  | To award the contract to Cotswold Lifts for the provision of lift maintenance and repair following a competitive tender exercise. |
| **Purpose:**  | Award of contract to deliver Lift Maintenance and Repair Services to the Council for passenger and goods lifts, through-floor lifts and stair lifts. |
| **Reasons:**  | Cotswold Lifts was assessed as being the most economically advantageous supplier based on cost and quality following a procurement process undertaken in line with the Council’s Constitution and Public Procurement Regulations. |
| **Decision made by:**  | Stephen Gabriel, Executive Director of Communities and People.Decision taken in consultation with Nigel Kennedy, Head of Financial Services and Susan Sale, Head of Law and Governance. |
| **Other options considered:** | The Council must maintain its lifts in a serviceable condition and so a contract award was necessary. The Council could have used an existing framework rather than tendering however the use of a Council-run open tender using the procurement portal made the process available to wider pool of suppliers including local companies. |
| **Documents considered:** | Award of Key Service Contract for Lift Maintenance and Repair – report to Cabinet on 9 December 2020 |
| **Key or Not Key:** | Key (value >£500k) |
| **Wards significantly affected:** | None  |
| **Declared conflict of interest:**  | None |
| **This form was completed by:****Name & title:****Date:** | Paul WortsProperty Services Compliance Manager30.12.2021 |

**Approval checklist**

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| ***Approver*** | ***Name and job title*** | ***Date***  |
| **Decision maker**  | Stephen Gabriel, Executive Director (Communities and People) | 30 January 2022 |

**Consultee checklist**

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| ***Consultees*** | ***Name and job title*** | ***Date***  |
| **Head of Financial Services** | Nigel Kennedy, Head of Financial Services  | 30 January 2022 |
| **Head of Law and Governance** if required by the delegation / Constitution | Susan Sale, Head of Law and Governance | 30 January 2022 |