



## AGENDA

### RECORD OF OFFICER DECISION MEETING

Date: Wednesday, 11 July 2018

Time: 10.00 am

Venue: Cabinet Room - Swale House, East Street, Sittingbourne, Kent, ME10 3HT

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| 1. Reactive and Planned Term Maintenance Contract - Award of Contract | 1 - 2 |
| Decision taken by the Head of Property Services.                      |       |

**Issued on Monday, 30 July 2018**

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Chief Executive, Swale Borough Council,  
Swale House, East Street, Sittingbourne, Kent, ME10 3HT

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# Agenda Item 1

## RECORD OF OFFICER DECISION

This form must be completed by or on behalf of the relevant Officer immediately after any decision has been made. Please send to the Proper Officer for publication in accordance with the Council's Constitution.	
<b>NAME OF OFFICER MAKING DECISION (INCLUDING JOB TITLE) AND THE DECISION BEING MADE</b>	Anne Adams Head of Property Services
<b>TITLE OF REPORT</b>	Reactive and Planned Term Maintenance Contract – Award of contract
<b>DATE THE DECISION WAS TAKEN</b>	11 <sup>th</sup> July 2018
<b>SUMMARY OF REASONS FOR DECISION</b>	The Cabinet Member explained that the current contract expired at the end of September 2018, and the next contract would commence on 1 October 2018.
<b>BACKGROUND</b>	<a href="https://services.swale.gov.uk/meetings/ieListDocuments.aspx?CId=129&amp;MId=1992&amp;Ver=4">https://services.swale.gov.uk/meetings/ieListDocuments.aspx?CId=129&amp;MId=1992&amp;Ver=4</a>
<b>DETAILS OF ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</b>	
<b>DETAILS OF ANY CONSULTATION UNDERTAKEN</b>	Following the ITT completed on the Business portal 25 <sup>th</sup> May 2018. 5 Tenders were submitted on time and met the criteria. The evaluation panel consisted of Debbie Hardy, Eva Harris, Alan Marolia. All 5 tenders were evaluated on a 60% price 40 % quality criteria. On this basis the contract was awarded to Kirkman and Jourdain Ltd.
<b>DETAILS OF ANY CONFLICTS OF INTERESTS</b>	
<b>CONTACT FOR ENQUIRIES/FURTHER INFORMATION</b>	Eva Harris evaharris@swale.gov.uk
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