



RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16

DELEGATED OFFICER DECISION TAKEN BY:
PORTFOLIO AREA:

Martin Kelly – Director of Growth & development, portfolio – Darwen

 Growth and Development

SUBJECT: Roofing Replacement Works At Darwen Town Hall, Croft Street, Darwen, Lancs, BB3 1BQ

1. DECISION

To appoint Complete Roofing Systems to undertake roof replacement works at Darwen Town Hall.

2. REASON FOR DECISION

The tender documents for the required flat and pitched roof replacements at Darwen Town Hall was advertised on the Chest procurement system.

Three submissions were received on time in response to the Invitation to Tender. These submissions including the ITT questionnaires were evaluated on an 80% price and 20% quality/reference basis.

Following the evaluation Complete Roofing Systems are the successful contractor, their price and overall score is as follows:-

Contractor	Complete Roofing Systems
Total Tender £	£227,375.00
Total % Weighting	95.00%
Ranking	1

3. BACKGROUND

Capital improvements works were budgeted for 2020/21 by the growth and development team to ensure the Town Hall is appropriately maintained to reduce ongoing responsive repair costs and future proof the building and office spaces for the long term. The project will be funded by the accommodation strategy fund.

4. KEY ISSUES AND RISKS

Existing business and the markets will be operational throughout the construction phase and appropriate planning and regular liaison with key stakeholders will be critical to ensure a successful project. Winter working will be challenging but an externally appointed principal designer will work in conjunction with the growth and development teams building surveyors to ensure that the site methods and practices are well organised and in place to safely enable all operations on site.

5. OPTIONS CONSIDERED AND REJECTED

Decision to award contract is based on tender evaluation.

Further information is available via the following link [] or from the report author

6. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

VERSION: 1

CONTACT OFFICER: Chris Atkinson

DATE: 26.08.2020

BACKGROUND DOCUMENTS: Available via chest if required.

Signed:



Director

Date: 08-09-20