



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

**DELEGATED OFFICER DECISION** Director of Growth & Development  
**TAKEN BY:**  
**PORTFOLIO AREA:** Growth and Development

**SUBJECT:** Classroom Extension, External Canopy and Internal Alterations, St Cuthberts Primary School, Darwen

## 1. DECISION

To appoint Forrest Joinery and Construction Contracts Ltd to undertake the above mentioned work at St Cuthberts Primary School, Darwen

## 2. REASON FOR DECISION

The tender specification for the provision of the above works at St Cuthberts Primary School was advertised as an open Tender on the Chest procurement system.

Six compliant submissions were received in response to the Invitation to Tender. These were evaluated on a 70% price and 25% quality basis and 5% social value, see table below.

Following an evaluation of the returned tenders, Forrest Joinery and Construction Contracts Ltd are the successful contractors.

Contractor	Forrest Joinery	Contractor 2	Contractor 3	Contractor 4	Contractor 5
Total Score	84.44%	81.0%	79.48%	73.15%	56.23%
Ranking	1	2	3	4	5

Contractor 6			
46.07%			
6			

## 3. BACKGROUND

The project has been identified through the Special Provision Fund (SEND), creating additional SEND provision.

## 4. KEY ISSUES AND RISKS

Construction within an operational school will be managed within the constraints of the CDM regulations.

## 5. OPTIONS CONSIDERED AND REJECTED

Decision to award contract is based on the completed tender evaluation. The tender figure £235,767.60 falls within the allocated budget of £285,000 approved by the Executive Board on 10<sup>th</sup> September 2020.

*Further information is available via the following link [ S:\Building consultancy Projects\Planned works 2019-20\St Cuthberts SEN\8. Tender & Procurement] 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

<b>CONTACT OFFICER:</b>	Rashid Valli
<b>DATE:</b>	06/10/2020
<b>BACKGROUND DOCUMENTS:</b>	Tender evaluation

Signed:



**Director of Growth & Development**

**Date: 6<sup>th</sup> October 2020**