



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

<b>DELEGATED OFFICER DECISION TAKEN BY:</b>	Martin Eden
<b>PORTFOLIO AREA:</b>	Environmental Services

**SUBJECT: New Contract for a Dog wardens and kennelling service**

## 1. DECISION

To approve the award of a contract to Animal Wardens Ltd for two years with the option to extend for a further 2 x 12 months following a competitive tendering exercise.

## 2. REASON FOR DECISION

The current contracts for both the dog kennelling and dog wardens service are due to expire on 30<sup>th</sup> June 2022. The Council has a number of statutory duties in relation to the collection and kennelling of stray dogs and needs to procure the services from an external organisation to support them in meeting these requirements.

An advertised competitive tendering exercise was undertaken with the contract being divided into two lots:

- Lot 1 – Dog Warden Services
- Lot 2 – Kennelling Services

Bidders could bid for one or more lots. The tenders were evaluated against the following criteria:

- Quality 50%
- Price 40%
- Social Value 10%

Two bids were received and unfortunately one of them was judged to be non –compliant because they did not have the necessary experience and their price was over budget.

The other bid, from Animal Wardens Ltd, was judged to be compliant. It fully met the requirements of the specification and the pricing submitted was within budget.

As part of the evaluation process officers from the Council's Environment Department have visited the kennels Animal Wardens will use for this contract and have confirmed they meet the necessary requirements outlined in the tender documents. In addition, the Council's Contract Manager will continue to visit the kennels on a quarterly basis, once the contract is awarded, to ensure the kennels continue to meet the Council's requirements (including un-announced visits)

### **3. BACKGROUND**

The annual value of the contract for both lots is £36,876 and an open tender was conducted in accordance with the Council's Contract and Procurement Procedure Rules. The contract notice was published using the UK's Find a Tender Service (FTS). The FTS is the new UK e-notification service that has replaced the requirement to publish procurement notices in the Official Journal of the European Union (OJEU) which was introduced at the end of the transition at 23:00hrs on 31<sup>st</sup> December 2020.

The Council decided to procure both services together to try and simplify the process for bidders by only asking them to complete one set of documents.

Tenders documents were available free of charge through the Council's electronic tendering portal – The Chest. Any supplier registered on the Chest for this particular service area received an e-mail notification once the tender was uploaded onto the portal.

Submissions were evaluated by members of the Council's Environment Department and the Contracts and Procurement Team.

### **4. KEY ISSUES AND RISKS**

- If the contract is not awarded then the Council will be unable to meet its statutory requirements for collecting and kennelling stray dogs. The Council has tried to encourage more competition for this contract by speaking to potential providers and advertising the opportunity widely but unfortunately there hasn't been the level of interest hoped for.

### **5. FINANCIAL IMPLICATIONS**

- The new contract value will be within the existing budget for these services.

### **6. LEGAL IMPLICATIONS**

- No implications, the procurement process was carried out in accordance with the Council's Contract and Procurement Procedure rules and the Public Procurement Regulations.

### **7. OPTIONS CONSIDERED AND REJECTED**


- Use an existing framework agreement. A suitable agreement could not be identified and therefore this option was rejected.
- Providing the services in-house. This was rejected because neither of the services have been provided by the Council for many years and as a result there would be significant set-up costs which would be unaffordable within the existing budget.

*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:

<b>VERSION:</b>	<b>1</b>
<b>CONTACT OFFICER:</b>	<b>Chris Aston / Mark Wilde</b>
<b>DATE:</b>	22 <sup>nd</sup> June 2022
<b>BACKGROUND DOCUMENTS:</b>	N/A

Signed: 	
<b>Director: Martin Eden</b>	<b>Date: 22<sup>nd</sup> June 2022</b>