



DECISION RECORD ¹

Officer Key Decisions are subject to the Council’s Call-In Procedure (Part 4 of the Council’s Constitution <http://www.stevenage.gov.uk/content/committees/96416/Part4E-Overview-and-Scrutiny-Procedure-Rules-updated-October-2016.pdf>)

Subject: Approval of the award for the collection of plastics and cans	
Staff Contact: Richard Baldock	Executive Member: Cllr Rob Broom
Tel: 07936 360945	Portfolio: Environment, Transport & Planning

1. Decision

To award the contract for the Collection and Disposal of Recyclable Materials-Plastics and Cans.

2. Reasons for the decision

The procurement was an advertised tender which was based on the scoring weighting of 70% price and 30% quality. The winning tenderer provided the most commercially advantageous bid to the Council.

3. Alternative options considered and rejected ²

The winning tenderer scored the highest score based on the evaluation criteria.

4. Consultation

(a) Comments of Executive Member ^{3 4}

I endorse the decision to award the contract to the winning tenderer, following a procurement process. This will ensure service continuity in this aspect of our waste and recycling operations.

(b) Comments of other consultees ⁵

5. Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.

Signed: ...STEVE DUPOY.....

Title: Director – Environment & Leisure Date: 27.5.26

6. PLEASE RETURN COMPLETED/SIGNED FORM TO CONSTITUTIONAL SERVICES FOR PUBLICATION

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¹ for guidance see Borough Solicitor's note "Taking Decisions"

² details of any alternative options considered and rejected by the officer at the time the decision was made

³ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

⁴ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of the Council will need to be consulted

⁵ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.