

Decision by Portfolio Holder



Report reference: CTS-002-2018/19
Date of report: 24 January 2018

**Epping Forest
District Council**

Portfolio: Contracts and Technical Services

Author: Amanda Hoadley (Ext 2252) Democratic Services: J Leither

Subject: Waiver of Procurement Rules – To install new tariff boards and signage across Council owned car parks

Decision:

To waive the Procurement Rules relating to the Total Contract Value of £43,765 (Contracts exceeding £25,000 and Minimum Number of Tenders) in order to enter into an agreement with Signs Express Ltd. to produce and install new tariff boards and signage across all Council owned car parks.

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| ADVISORY NOTICE: <i>A Portfolio Holder may not take a decision on a matter on which he/she has declared a Pecuniary interest. A Portfolio Holder with a non-pecuniary interest must declare that interest when exercising delegated powers.</i> | |
| I have read and approve/ do not approve (delete as appropriate) the above decision: | |
| Comments/further action required: | |
| Signed: Councillor C Whitbread | Date: 24 th January 2019 |
| <i>Non-pecuniary interest declared by Portfolio Holder/ conflict of non-pecuniary interest declared by any other consulted Cabinet Member:</i> None | <i>Dispensation granted by Standards Committee:</i> Yes/No or n/a N/A |
| Office use only: Call-in period begins: 28 th January 2019 | Expiry of Call-in period: 4 th February 2019 |

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Democratic Services IMMEDIATELY**

Reason for decision:

In order to implement the new car parking tariff the Council requires the services of a sign making company to design, supply and install 43 tariff boards in all EFDC car parks. A local company Signs Express can provide this service. The works proposed for all the signage required and installation takes them above the £25,000 threshold.

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| Initialed as original copy by Portfolio Holder: |
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Options considered and rejected:

A framework agreement would not help as the time required to undertake a procurement exercise will cause delay in the implementation of the new tariff.

Background Report:

1. In September Cabinet agreed a revised car parking tariff in all Council car parks with a start date of 4th March 2019. A number of actions are required before such a major change is implemented, for example: new Traffic Regulation Orders, changes to back office and enforcement systems, recalibration of pay and display machines, updating pay by phone and changes to the pay and display boards in car parks.
2. All the necessary actions are being carried out and officers are aiming to have the new tariff in place by beginning of March. One of the physical elements is the revisions to the pay and display tariff boards. Ordinarily existing display boards can be overlaid with new tariffs however it is proposed that this opportunity is used to install new boards which will have less information, be clearer with a user friendly layout.
3. The Council requires the services of a sign making company to design, supply and install 43 tariff boards in all 20 EFDC car parks across the district over a planned weekend of works on the 2nd and 3rd March 2019. This will enable introduction of the new tariff on 4th March 2019.
4. Officers have used the expertise of a local known supplier Signs Express in preparing the layout and design of tariff boards. Signs Express have provided new notice boards in the past as well as street name plates across the District. The cost of proposed works for all the signage required and installation takes them above the £25,000 threshold.
5. Officers are confident that Signs Express offer value for money, they are a local supplier known to the Council and have provided an on time and good quality service. By agreeing to waive Procurement Rules and not requiring multiple quotations it will be possible to implement the new tariff changes on the agreed deadline of 4 March.

Resource Implications:

No additional funding will be required. The Cabinet decision of September agreed a DDF allocation of £30,000 for installation of new tariff boards and advertising changed to the parking tariff.

Legal and Governance Implications:

The car parks are in the council's ownership and it has a responsibility to keep them safe and fit for use and carry out any necessary maintenance works.

Safer, Cleaner and Greener Implications:

Green & Unique- maintenance of council owned assets by carrying out timely repairs, providing lighting, signage and keeping them in good condition discourages anti-social behaviour.

Consultation Undertaken:

Procurement were consulted for advice.

Background Papers:

Cabinet report in September 2018.

Impact Assessments:

If a waiver in Procurement Rules is not agreed then it would be necessary to carry out a competitive tendering exercise. This would take a few months and would mean delay in implementing the new tariff in March 2019.

Risk Management:

If there is a delay in installation of new tariff boards by March 2019 this would result in a delay in implementing the new tariff with consequences on the Council's budget.

Key Decision Reference (Y/N): N

Equality Analysis:

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided as an Appendix to the report.