

Contract Number

## Contract Regulations Award Form



South  
Cambridgeshire  
District Council

**Section 1 - Officer Completes**

Your Name: Anita Goddard	Approval required from: Stephen Hills (See notes below)
Contract Title: Photo Voltaic (PV) Installations – Rent a Roof Scheme	Budget Value: 0 Contract Value: 0 please note on 1000 installations over a 20 year period the Council would expect to be paid £500,000
Contract Duration From: 15/05/2015 To: 14/05/2018 with the option to extend for a further year	
Contract Regulations Followed?	<input checked="" type="checkbox"/>
Award to lowest Bidder/Tenderer?	<input type="checkbox"/>
Proposed Contractor?	Mears
Creditors Reference Number (From the FMS)	
Supporting Information: Following a full OJEU tender process Mears have provided the highest scoring bid with a score of 73.88 out of the 7 bids received.	
Legal or Procurement Consulted	<input checked="" type="checkbox"/> Sean Missin undertook exercise on behalf of Anita
Person consulted: Sean Missin	Date: Dec 2014 to May 2015

**Section 2 - Authoriser Completes and copies to Requesting Officer and Procurement**

Approved by: (Signature)	
Comments:	5/5/15

**Routing information (who can authorise this Award):**

Scenario	To
Upto Level 1 £0 - £5,000	An award form is not required.
Level 1 to Level 2 £5,001 - £25,000	Service Manager can authorise lowest. If not lowest then Heads of Service can accept. Only officers authorised by the Chief Finance Officer can accept ICT contracts over £500.
Level 2 to EU Value £25,001 – £139,893	Heads of Service can accept lowest bid to an unlimited value. Level 3+ requires Corporate Manager of Principle Solicitor. Only officers authorised by the Chief Finance Officer can accept ICT contracts over £500.

**Notes:**

- Please ensure that a copy of the approved form is sent to the Procurement Officer.
- To electronically check one of the exemption options
  - Double left click on the box
  - Select Checked
- Press OK