

Contract Number

## Contract Regulations Award Form



**South Cambridgeshire District Council**

**Section 1 - Officer Completes**

Your Name: Kate Swan/Rebecca Gane	Approval required from: Stephen Hills (See notes below)
Contract Title: Estate Agency Services	Budget Value: £60k over 3 year term. Contract Value: £60k over 3 year term.
Contract Duration From: 1/05/2015 To: 30/04/2018 with the option to extend for each and every year up to a further 3 years (6 years in total).	
Contract Regulations Followed?	<input checked="" type="checkbox"/>
Award to lowest Bidder/Tenderer?	<input type="checkbox"/>
Proposed Contractor?	Spicerhaart
Creditors Reference Number (From the FMS)	
Supporting Information: Following an open tender process, following advertisement, 2 contractors bid for this contract and Spicerhaart provided the highest scoring bid.	
Legal or Procurement Consulted	<input checked="" type="checkbox"/>
Person consulted: Sean Missin	Date: Jan to April 2015

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

Approved by: (Signature)	
Comments:	

**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