

Contract Number

Contract Regulations Award Form



**South
Cambridgeshire
District Council**

Section 1 - Officer Completes

Your Name: Philip Rigby	Approval required from: (See notes below)
Contract Title: Extensions to 46 Shelford Road Fulbourn and 15 Huntingdon Road, Sawston	Budget Value: £100,000 Contract Value: £97,799.02
Contract Duration 14 weeks (working weeks) From: 7 December 2015 To: 28 March 2016	
Contract Regulations Followed?	<input type="checkbox"/> YES
Award to lowest Bidder/Tenderer?	<input type="checkbox"/> No. Award to second lowest
Proposed Contractor? Creditors Reference Number (From the FMS)	G & S Hutchinson Ltd, 23 Market Square, Potton, Sandy, SG19 2NP
Supporting Information:	
JJ Building Services Ltd. submitted the lowest tender at £70,764.40. This tender was considered to be abnormally low and, in accordance with Statutory Instrument 2015 No. 102 The Public Contracts Regulations 2015, this contractor was asked to explain the price or costs proposed. The information supplied did not satisfactorily account for the low level of price or costs proposed and it was decided to reject this tender.	
G & S Hutchinson Ltd., submitted the second lowest tender at £97,799.02. This contractor has provided a satisfactorily account for costs, and is considered suitable to carry out the works.	
Legal or Procurement Consulted	<input type="checkbox"/> Procurement consulted
Person consulted: Sean Missen	Date: 4 November 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