

OFFICER KEY DECISION

Decision:

(i) Details of decision

To award the contract for the Development Viability Study for The Swan Centre, Leatherhead, following the conclusion of an open procedure undertaken in accordance with the requirements of the Public Contracts Regulations 2015 (SI 2015/102) (PCR 2015).

The contract is for the production and delivery of a Viability Assessment for the Swan Centre. This is in accordance with a Project Brief which defines stages required to undertake viability studies to provide a Business Case for future phased development to intensify the use of the Swan Centre and meet the objectives set out in the Transform Leatherhead Masterplan.

The contract is for a period of 12 months.

Nine tenders were received. The tender from Cushman Wakefield Debenham Tie Leung Ltd achieved the highest overall score in accordance with the aware criteria of 50% price, 50% quality.

The cost of this tender is £169,022 for the contract, payable in stages, on completion of the defined stages in the Project Brief. This cost is consistent with the budget provision approved by the Executive on 27th June 2017.

(ii) Reasons for decision

The tender evaluation process was completed on 8th May 2018.

This procurement is a key decision, and as such requires an Officer Decision before the contract may be awarded and letters issued to all tenderers.

(iii) Details of any alternative options considered and rejected

None

(iv) Conflicts of Interest and any Dispensations Granted

None

Decision taken by:

(i) Name: Emma Day ...

(ii) Designation: Executive Head of Service (Prosperity)

Date of Decision: 16th May 2018

Date of Publication of Record of Decision: 17th May 2018

Date decision effective (5 working days after date of publication of record of decision unless subject to call-in by the Scrutiny Committee).