

Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

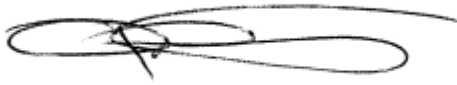
Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of City Development		
Contact person:	Megan Chamberlain	Telephone number: 0113 378 7860	
Subject²:	Approval to Tender: Highways Technical Inspections and Testing Services 2024		
Decision details³:	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p style="margin-left: 40px;">a) This report sought the approval of the Chief Officer (Highways and Transportation) to award the Highways Technical Inspections and Testing Services 2024 framework to the preferred bidders on behalf of the Yorkshire Highway Alliance (YHA).</p> <p style="margin-left: 40px;">b) The Contract allows Leeds City Council and other YHA authorities to carry out required Highway Asset Management Condition and Inventory Collection Surveys.</p> <hr/> <p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p style="margin-left: 40px;">a) Approval to tender the Highways Technical Inspections and Testing Services 2024 contract was given by the Chief Officer Highways and Transportation on the 5th December 2023.</p> <p style="margin-left: 40px;">b) A tender was published on Yortender on the 13th December 2023 using the open tender procedure and an advert was placed on Find A tender Service (FTS) and Contracts Finder.</p> <p style="margin-left: 40px;">c) Four compliant tenders were returned on 31st January 2024.</p> <p style="margin-left: 40px;">d) The quality submission was assessed on a consensus basis by a</p>		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>panel of Highways and Transportation Officers from Leeds City Council as well as representatives from Highways and Transportation colleagues from the YHA authorities; this was chaired by an officer from the Highways and Transportation Procurement Team.</p> <p>e) Up to a maximum of two contractors will be appointed to each of the nine lots on the framework based on a 70:30 quality / price evaluation subject to meeting the minimum quality threshold on each question of 50%. The two highest scoring Bidders for each Lot will then be appointed to the framework and call-off orders will then be awarded to the Bidder who submitted the overall highest scoring offer based on and quality and price.</p> <p>f) Four compliant tenders were received from Pavement Testing Services, National Testing Services, WDM LTD and Socotec Ltd.</p> <p>g) The framework will include the following Lots:</p> <p>Lot 1 – SCANNER Survey (Surface Condition Assessment for the National Network of Roads)</p> <p>Lot 2 – SCRIM Survey (Sideway-force Coefficient Routine Investigation Machine)</p> <p>Lot 3 – CVI Survey (Coarse Visual Inspections)</p> <p>Lot 4 – Griptest Survey</p> <p>Lot 5 – FNS Survey (Footway Network Survey)</p> <p>Lot 6 – FAS Survey (Footway Asset Survey)</p> <p>Lot 7 – Core Sampling</p> <p>Lot 8 – DFS Survey (Doncaster Footway Survey)</p> <p>Lot 9 – CNS Survey (Coarse Network Survey)</p> <p>h) The Highways Assests Team will utilise the framework to carry out the required Asset Management Condition and Inventory Collection surveys.</p> <p>i) The estimated annual spend for Leeds is £240,000.00.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>1 There is no capacity to deliver this service in-house, therefore outsourcing is the most viable option.</p> <p>2 The tendering of this framework is an efficient use of Council resources and is judged to be value for money in comparison to tendering individual orders.</p>
Affected wards:	n/a
Details of	Executive Member

consultation undertaken⁴:	Ward Councillors		
	Chief Digital and Information Officer ⁵		
	Chief Asset Management and Regeneration Officer ⁶		
	Others		
Implementation	Officer accountable, and proposed timescales for implementation The		
List of Forthcoming Key Decisions⁷	Date Added to List:-		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision		
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____		
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:		
	If published late relevant Executive member's approval Signature _____ Date _____		
Call In	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:		
Approval of Decision	Authorised decision maker ¹⁰ Oliver Priestley – Head of Engineering & Infrastructure		
	Signature 	Date 11 th April 2024	

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.