



## Operational Officer Decision Record

Where the decision has a financial value of between £100k - £350k and does not have a **significant** impact on two or more wards

### 1. Subject and details of the matter (to include reasons for the decision and detail of any previous cabinet decision)

Approval to award the contract to provide, install a weighbridge and provide supporting software for management of weighbridge at Doughty Road Depot.

The Cabinet report on 12 February 2020, to seek approval to progress delivery of a single depot and co-locate all the Council's depot services to the Doughty Road site, was agreed subject to the return of a satisfactory Transport Report in relation to the creation of a new entrance to the site from the A16 (Peaks Parkway).

On 14 July 2021 Cabinet approved a further report with the following recommendations to:

1. Consider the Proposed Depot Merger Doughty Road, Grimsby Transport Assessment, May 2021 (Appendix A) in relation to the creation of a single depot site at Doughty Road.
2. Delegate authority to the Executive Director for Environment, Economy and Resources in consultation with the Portfolio Holder for Environment and Transport to progress all activity to allow the Depot Rationalisation project, as approved by Cabinet in February 2020, to proceed through to completion of the project.

The subject of this Officer Decision Record relates to the contract to install and maintain a new weighbridge and required management software at the Doughty Depot, which is now under refurbishment.

The existing weighbridge at the depot must be removed due to changes in the layout of the internal roads in the revised depot plan. Changes to depot usage, which will see larger HGV vehicles from the waste fleet using the depot, also require a new weighbridge that is fit for this purpose.

Invitations to tender were sent out through YORtender, with one contractor submitting a return, as detailed below:

John White & Son Weighing Machines Ltd	£155,155.00
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As the tender was compliant with the specifications and is considered to be good value it has been recommended by Equans Procurement and Contracts Officers for acceptance.

A risk assessment has been undertaken by Equans with a decision to include an element for contingency of 10% of the total contract sum. This brings the project cost to £170,670.50.

## **2. Decision being taken**

That the Executive Director Place and Resources (formerly Executive Director Environment, Economy and Resources) in consultation with the Portfolio Holder for Environment and Transport awards the contract to install a weighbridge and related management software for Doughty Road Depot to John White & Son (JWS) Weighing Machines Ltd, 6 Back Dykes, Auchtermuchty, Fife, KY14 7DW.

## **3. Anticipated outcome(s)/benefits**

The contract to provide, install and maintain a weighbridge and related management software solution at the Doughty Depot site is awarded via an Open procurement process to John White & Son Weighing Machines Ltd., allowing for the required reconfiguration of the internal road network in the refurbished Doughty Road Depot.

## **4. Details of any alternative options considered and rejected by the officer when making the decision**

**Do nothing:** This is not considered to be a viable option. To accommodate all vehicles and operational staff on one site at Doughty Road requires extensive remodelling of the site and changes to the layout. The move of the weighbridge to the designated location on the new plan puts this essential equipment close to the new Peaks Parkway entrance, which will become the main access/egress for all larger vehicles at the finished depot. Vehicles are required to weigh in when carrying waste materials on to the depot to ensure compliance with the council's waste management licence and allow monitoring against service targets.

**Relocate existing weighbridge:** This is not considered a viable or cost-effective option. The existing equipment is not fit for future purpose and management software is outdated and no longer supported to allow for upgrades and maintenance.

**Consider other suppliers:** This contract was put out to tender in September 2022 with only John White & Son tendering. An assessment was made at this time and the specification amended slightly, as it was considered that the first did not fully cover the needs of the service. The revised specification issued in February 2023, which is the subject of this ODR, was only tendered for by the same contractor. Other contractors were engaged to raise interest in the tender, but they failed to take this up.

**5. Background documents considered** (web link to be included or copies of documents for publishing)

Cabinet Reports dated 12 February 2020 and 14 July 2021

**6. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No.

**7. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

Not applicable.

**8. Monitoring Officer Comments (Monitoring Officer or nominee)**

The decision is consistent with the will of Cabinet and the delegated authority. The procurement exercise has been conducted so as to comply with the Council's policy and legal obligations, specifically in compliance with the Council's Contract Procedure Rules and the Public Contracts Regulations 2015 and supported by relevant officers. Legal Services will support the completion of the contractual documentation on award and continue to support the overall project, as necessary.

**9. Section 151 Officer Comments (Deputy S151 Officer or nominee)**

The costs of the contract are to be met from within the Depot Rationalisation capital scheme budget approved as part of the Council's Capital Investment Programme

**10. Human Resource Comments (Head of People and Culture or nominee)**

There are no direct HR implications arising from the contents of this report.

**11. Risk Assessment (in accordance with the Report Writing Guide)**

This project directly contributes to the Council's strategic aims for Stronger Communities and Stronger Economy, to the Council's Carbon Roadmap and Waste Strategy; issues arising in relation to the project could affect these aims.

Unexpected or increased costs could be encountered which impact on the proposed capital spend. To mitigate this a 10% contingency has been included in the total cost of this element of the project.

The Depot Rationalisation Project poses an element of risk relating to employee, partner and public dissatisfaction with the proposed changes and any possible disruptions to services that this may present.

**12. If the decision links to a previous one taken by Cabinet, has the Cabinet Tracker been updated?**

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**13. Decision Maker(s):**

Signed: REDACTED

Name: Sharon Wroot

Dated: 17.05.23

Title: Director Place and Resources

**14. Consultation carried out with  
Portfolio Holder(s):**

Name: Cllr Stewart Swinburn

Title: Portfolio Holder for Environment  
and Transport

Signed: REDACTED

Dated: 17<sup>th</sup> May 2023