

APPLICATION FOR EXEMPTION FROM CONTRACT PROCEDURE RULES

Contact Officer: David Walker	Date of request: Friday 2 nd February 2024
Directorate: Place	Service: Operational Services
Name of Contractor: Stainthwaites boarding kennels	
Amount of the contract <i>(estimated or actual)</i> £33.450.00 over 2 years	Expenditure Code and Budget Provision <i>(please provide the expenditure code and confirm whether or not the scheme is grant funded)</i> 3GE49/4705
Nature of Contract: <i>(include contractor details, items/services to be provided commencement date and expected duration)</i> Commencement date 1 st March 2024 Expected duration 2 years with option to extend agreement for a further 2 years. Service provided. The collection and kennelling of stray dogs from within the Borough's boundary. Service to include kennelling, welfare checks, chipping checks, transporting as required, liaison with vets, Officers, volunteer groups and dog owners.	
Is the Request retrospective? No	
Are there any Conflicts of Interest with this request? No	

<p>Please outline the CPR's you wish to exempt <i>(please quote para no.)</i></p> <p>18.3 For all contracts irrespective of value (unless it is not practical to do so), an official order shall be placed using the Council's approved Order Form using the Civica Financials system.</p> <p>For contracts of value between £10,000 and £50,000, where the relevant number of quotations has been sought, but fewer quotations have been obtained, the Responsible Officer may seek an exemption from the requirement to obtain the number of quotations specified above with the written agreement of the Director of Resources.</p>

Please explain why you want an exemption to the above CPR and how you have satisfied yourself that the procurement requirements do not apply?

Due to the requirement for kennelling providers to keep detained stray dogs separated from kennelled dogs we were advised by some of the kennels that they were unable to provide separate kennelling facilities without investment and increasing licencing levels.

Several providers did not have the capacity to take on additional work

One provider was ruled out due to ongoing issues with licencing and planning.

The service additionally requires the provider to collect detained stray dogs and when advised of this we found some providers did not have appropriate arrangements in place to collect and transport dogs.

Due to the above we are unable to obtain 3 quotations from kennelling providers.

How was this particular contractor selected and what evidence do you have to demonstrate value for money? How was this particular contractor selected and what evidence do you have to demonstrate value for money? Have any alternative arrangements been considered?

2 quotations received and evaluated against kennelling contract tender documentation. Financial information benchmarked against second provider.

What is the proposed action to be taken at the end of the exception? (i.e. contract terminates or to be re-commissioned/procured- if the latter please provide further details of how this will be achieved.)

Full tender to be completed in case market has changed

APPROVAL REQUEST

The information provided on this form is correct. The proposed expenditure is within Budget and Policy Framework and is in accordance with the requirements of the Contract Procedure Rules with the exception of those for which an exemption is being applied for.

Signature of Director / Head of Service




Date: 05/02/2024

Please email completed forms to Phil Hartup, System Accountant, Finance.

FINAL SIGN OFF BY DIRECTOR OF RESOURCES

Accepted

I have no objections to the exemption sought and I am satisfied that value for money can be demonstrated.

<p>Signature of Director of Resources</p> 	<p>Date: 5/02/2024</p>
<p>Date reported to Accounts & Audit Committee:</p>	

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