

OFFICER DECISION NOTICE



Reading
Borough Council
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This notice is to be used for the following types of officer decisions. (Select one option).

A. Decisions taken by officers under a specific express delegation from Council or a Committee.

B. Decisions taken by officers under a general delegation from Council or a Committee, which relates to (i) a permission or a licence, or (ii) the rights of an individual, or (iii) a contract or expenditure over which materially affects that relevant local government body's financial position.

1. Title of decision:	Procurement for the provision of Drilling and Testing of Boreholes for Open-loop GSHP system
2. Date of the decision:	11 April 2024
3. The decision maker:	Emma Gee, Acting Executive Director DEGNS

4. Decision details:

The Council approved the construction of a new Hexagon Studio Theatre as part of the Department of Levelling Up, Housing and Communities (DLUHC) approved grant. A low carbon heating solution for the Hexagon was included as part of the LUF bid, with the associated cost being the Council's match funding.

An open Invitation to Tender was issued on the In-Tend portal on 26 February 2024 to appoint a contractor using a Design and Build JCT contract. The ITT was developed with technical input from RSK and Equals Consulting, who are the cost consultant for the Studio Theatre project and the LUF Hexagon Decarb/Other Works workstream.

The ITT closed on 3 April 2024 and seven bids were received. Two bids were rejected at the Selection Stage: one failed due to not having relevant experience and one was deemed non-complaint due to submitting their own terms and pricing schedule, plus stating they were not able to sign the Form of Tender.

The evaluation findings were shared with the LUF Programme Board on 11 April 2024 who authorised progressing to the next stage, to issue the Intent to Award letters, subject to the correct ODN and Contract Notice Award being completed. It was also agreed that the letter to the preferred bidder will include a statement that the contract award is subject to agreeing the final location of the second bore hole with McLaren Living as developers for Minster Quarter Central.

Bidder	Quality Score	Price Per Quality Point	Overall Position
Drift Services Group Ltd	1 st	4 th	1 st
Bidder A	5 th	5 th	5 th
Bidder B	2 nd	3 rd	2 nd
Bidder C	3 rd	2 nd	4 th
Bidder D	4 th	1 st	3 rd

Drift Services Group Ltd provided the highest quality score and the best overall position within the evaluation.

The decision is to appoint Drift Services Group Ltd at a cost of £311,242.25 to carry out the drilling and testing of the bore holes, subject to agreeing the final location of the bore holes with McLaren Living prior to entering into the contract.

5. Reasons for the decision:

To progress the next stage of the project with an experienced GSHP bore hole contractor with the aim carry out a successful test process, allowing the Environment Agency to grant permission to proceed.

6. Alternative options considered (if any) and rejected:

Alternatives to procurement were direct award but this does not comply with procurement regulations. Frameworks were considered but we were unable to identify a suitable framework for such a specialist project.

7. List of open Background Papers: None

8. List of confidential or exempt Background Papers: None

9. Any other matters taken into consideration:

<input type="checkbox"/> Legitimate expectation of consultation	<input type="checkbox"/> Procedural requirements
<input type="checkbox"/> Public Health implications	<input checked="" type="checkbox"/> Environmental or Climate Change
<input type="checkbox"/> Health and Safety	<input type="checkbox"/> Risk Management implications
<input type="checkbox"/> Transparency of Information (FOI etc)	<input type="checkbox"/> Privacy Impact Assessments
<input type="checkbox"/> Human Rights Act Duties	<input type="checkbox"/> Equality Impact Assessment
<input type="checkbox"/> Corporate Parenting	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Regulatory duties	<input type="checkbox"/> EU withdrawal
<input type="checkbox"/> Armed Forces Covenant	<input type="checkbox"/> Other

Details of the matters taken into account: This project if successful will make a significant positive contribution towards meeting the Council's Net Zero targets.

10. Legal considerations

Compliance with public procurement regulations.

11. Financial considerations

Although the preferred bidder was £11k over budget, this is within the contingency of the overall project, particularly given the award of a linked £1.2m grant for the future stages of this project.

12. Internal consultations

LUF Programme Board approved the procurement approach.

Legal, procurement, sustainability and culture colleagues have been involved in the procurement process.

Sections 13 - 18: To be completed only for Decision A (express delegation from a Committee)

13. The name of the Committee:	
14. Date of the meeting:	Click or tap to enter a date.
15. Minute number:	
16. The delegation given by the Committee:	
17. The name of any member of the committee who declared a conflict of interest in relation to the decision:	
18. Any Councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.	