

OFFICER DECISION NOTICE



Reading
Borough Council
Working better with you

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 £100,000.

1. Title of decision:	Decision to award a contract for the procurement for Material Supply for Footway Surface and Patch Repair Works (under Crown Commercial Service (CCS) SPARK DPS RM6094
2. Date of the decision:	23 March 2026
3. The decision maker:	Interim Director of Environmental and Commercial Services

4. Decision details:

It has been decided to award a Material Supply Contract or a Purchase Order, following a Request for Quotation (RFQ) process and bid evaluation, to **Meon Limited**, who will act as RBC's supplier to supply goods for footway surface and patch repair works materials. The duration of the works is 12 months.

5. Reasons for the decision:

The RFQ closed on 11th March 2026, only one quotation was received, from Meon Limited. As this procurement is a goods supply contract, the evaluation criteria was set Price 100%.

Following the conclusion of the moderation of pricing submissions, the results of the evaluation are shown in the following table:

Successful Bidder(s) scoring and reasons for selection.

Successful Bidder	Quality Score	Price score (Rank)	Overall Rank	Reason for award
Meon Limited	0%	100% (1)	1	The contract will be awarded to the supplier – Meon Ltd, as only one quotation was received

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

None.
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 type="checkbox"/> Environmental or Climate Change
<input type="checkbox"/> Health and Safety	<input checked="" 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:	

10. Legal considerations None (the contract value is below £100K)
11. Financial considerations Capital Bridges and Carriageway Local Transport Plan (LTP) award 2026-2027
12. Internal consultations The following internal teams/people have been consulted and involved during the development of the specification, sourcing strategy and contract: Procurement Hub Highways Asset Management Team Highways Operations Team

Sections 13 - 18: To be completed only for Decision A (express delegation from a Committee)	
13. The name of the Committee:	NA
14. Date of the meeting:	Click or tap to enter a date.

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