

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 £100,000.

1. Title of decision:	Contract Award – GOLD - ARP Project to New Christ Church Primary School
2. Date of the decision:	26 June 2026
3. The decision maker:	Director Property and Asset Management

4. Decision details:

To award the lump sum contract for GOLD capital works for Additional Resource Provision (ARP) Project to New Christ Church Primary School to DG Construction Group Ltd. (DG) with the price of £130,280.63 excl. VAT, using JCT 2024 minor works building contract with contractor's design.

5. Reasons for the decision:

- The current ARP unit (The Nest) of the school is located in the classroom of a prefab building where the children have no direct access to a toilet. This project addresses inadequate existing facilities by providing a new wet room with accessible toilets, together with associated drainage connections.
- Works also include creation of a secure, dedicated external play area, installation of a new access door, and construction within a tree root protection area in compliance with planning conditions.
- This project is prioritised as GOLD capital works.
- Budget of £200,000 incl. VAT has been allocated for the whole project. £150,000 has been reserved for this contract.
- 5 Tenderers were invited to submit quotes for the works following their response to tender invitation published on 12 May 2026 via In-Tend framework.
- 4 returns were received for this tender. DG submitted the best value and lowest bid after evaluation of all tenders received on a 60:40 price to quality evaluation criteria. The tender evaluation report is attached for detailed information.

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

- Do nothing: Not an option as this would not resolve the difficulty of the children and the staff
- Deliver this project in-house: We do not have the resources to do this.

7. List of open Background Papers:

Nil

8. List of confidential or exempt Background Papers:

N/A

9. Any other matters taken into consideration:

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

Details of the matters taken into account:

N/A

10. Legal considerations

For the procurement the tender process has been undertaken in accordance with Public Contract Regulations 2023 and the Council's Contract Procedure Rules.

The Contract to be used for this works is the JCT 2024 Minor Works Building Contract with Contractor's Design.

11. Financial considerations

- Recommended tender: £130,280.63 excl. VAT

12. Internal consultations

- Works specification developed together with Education team (Client), School and consultant.
- Procurement Strategy approved on 9 March 2026.
- Legal instruction was given on 11 March 2026 and legal resources has been allocated for contract preparation
- Insurance level is referred to the standard limits of indemnity provided by the insurance team in the Procurement & Contracts Manual except the Professional Indemnity which has been reduced to £3M and agreed by Client.

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.