

CHICHESTER CITY COUNCIL

MINUTES OF SPECIAL FINANCE COMMITTEE MEETING

HELD ON TUESDAY 2 APRIL 2019 AT 11.00AM

- PRESENT : Councillors Budge, Dignum, M Evans, Kilby and Scicluna
- EX-OFFICIO : The Mayor (Councillor Bell)
The Deputy Mayor (Councillor Tupper)
- APOLOGIES : Councillor Galloway
- ALSO PRESENT : Councillor Sharp
- ABSENT : Councillors French and Keyworth
- IN ATTENDANCE : Administration Manager, Finance Manager and Property Manager

89 APOLOGIES FOR ABSENCE

As recorded above.

90 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that, in the view of the confidential nature of the business to be transacted, the public (including the Press) be excluded from the meeting because of the confidential nature of the business to be transacted, namely contractual information.

91 CYCLE RACKS

TENDERS FOR THE SUPPLY AND INSTALLATION OF CYCLE RACKS IN THE CITY

The Finance Manager explained that the Special Finance Committee Meeting had been called because the Property Manager was recommending acceptance of a Tender for the above works that was not the lowest Tender received.

Four contractors had been invited to submit tenders for the supply and installation of cycle racks in the City. The closing date for Tenders to be submitted was 28 February 2019 and four tenders were received.

The Tenders received varied due to differing installation methods.

An Order was placed with the lowest tenderer. However the Property Manager explained that communication with this tenderer had not been satisfactory since the Order had been placed. Therefore, the Property Manager withdrew the City Council's Order with this tenderer and recommended placing an Order for the works with another tenderer which was not the next lowest tenderer.

The Property Manager was recommending the second highest tenderer as they had undertaken work for the City Council before and were now offering a substantial discount for the works.

Members discussed the options available and were advised of Chichester District Council's policy for determining Tenders which was based on 40% value for money and 60% on experience and other qualitative factors and therefore not just on the lowest tender received.

The Finance Manager advised that for transparency and good practise, the other three tenderers than the lowest should be asked to tender again for the works based on the specified surface mounted method of installation for cycle racks and that a revised tender be submitted by no later than 12pm on Friday 5 April 2019.

Members agreed with this way forward and it was RESOLVED that the three tenderers be asked to submit revised tenders by no later than 12pm on Friday 5 April 2019 and that in the absence of the Property Manager, the Town Clerk and Finance Manager, in conjunction with the Finance Committee Chairman, determine the contractor for the works.

It was further RESOLVED that the City Council's Standing Orders needed revising to take into consideration qualitative factors as well as price when determining successful tenders and that an item be included on the next Full Council Meeting Agenda for updating the Standing Orders in the new administration.

The meeting closed at 11.25am.