



## 14. CONTRACT AWARD

- 14.1 Acceptance of *Tenders* for any approved expenditure or for the disposal of assets other than land is delegated to:-

The relevant Head of Service for tenders up to £200,000 (**or up to £500,000 in the case of Tenders for building repairs**) where there is an adequate and approved budgetary provision.

The Head of Service/Director in consultation with the relevant *Portfolio Holder* for Tenders between £200,001 and £400,000 (**or between £500,000 and £1m in the case of Tenders for building repairs**) (subject to the call-in procedure under the Procurement Code Paragraph 14.2)

provided that:

- (a) this procurement code has been complied with
- (b) the most economically advantageous Tender is accepted
- (c) there is an approved budget for the items to which the Tender relates and this has been confirmed, in writing, with the Head of Finance
- (d) the Tender and all other costs associated with the procurement to which the Tender relates are within the approved budget
- (e) any necessary, written, approval has been obtained including ministerial and member approval relating to matters of policy.

- 14.2 In all other cases a Tender may only be authorised for acceptance by the Executive or, in the case of urgency, by the relevant Head of Service in conjunction with the Head of Finance after consultation with the relevant Portfolio Holder, or in their absence the Chair of the Executive.

<b>Estimate Contract Value £</b>	<b>To be awarded by</b>
Up to 200,000 ( <b>or up to 500,000 in the case of Tenders for building repairs</b> )	Head of Service/Director
200,001 – 400,000 ( <b> or 500,000 - 1m in the case of Tenders for building repairs</b> )	Head of Service /Director in consultation with the relevant Portfolio Holder (subject to call-in under 14.2)
400,001 plus ( <b>or 1m plus in the case of Tenders for building repairs</b> )	Executive

---

## 14.2 Call in Procedure

Acceptance of tenders between £200,001 and £400,000 **(or between £500,000 and £1m in the case of tenders for building repairs)** is subject to call-in under the Council's scrutiny procedure rule 14(a) to (g). See Section 3 of the Procurement Toolkit and/or refer to the Head of Democratic Services for further advice