

Waiver Form Guidance Notes

Please discuss the waiver requirement with your Corporate Procurement Team contact prior to completion. This will help avoid any unnecessary delays at the sign off stage. A list of contacts can be found at the foot of this document.

Once you have completed the form, it needs to be sent to your Finance Manager and Assistant Director for comment. Please then forward the form to procurement@york.gov.uk. We will endeavour to advise you of the outcome within one week. In cases of extreme urgency please make this clear on the email.

General guidance notes and comments can be found in red below:

Name, Tel ext	<i>Mike Gilsenan – x3095</i>
Department	Building Services

Contract Title & Reference Number (if applicable)	<i>Flood damage/drying services</i>
Contract start date & duration (including any potential to extend) (if an existing contract)	<i>Provisional start date 22 February 2016 – duration approximately 10 weeks</i>
Total contract/order value	<i>1. Flats & Houses Project - £108,000 2. James Street Project - £ 60,000 Total Value - £ 168,000</i>
Supplier name	Trustheat Ltd

General description of the waiver required and the context of the request. Include which contract procedure rule to be waived.

- This waiver is required in order to appoint Trustheat Ltd to carry out an accelerated programme of drying to flooded properties to facilitate the earliest return of residents to their homes.*
- This request would waive the requirements of rule 9.4 for procurements over £100k*

Supporting information / Documents / Evidence and any constraints for the request.

- See attached

Finance Manager's Comments

The service has identified that whilst this solution for drying is more expensive than traditional methods there are significant savings from not having to remove and replace plaster work and kitchen fixtures and fittings. There are also less rent lost and temporary accommodation costs. Overall the costs of flood remedial works are

lower using this method of treatment.

I am happy to support the waiver subject to i) the costs at James Street being recoverable against insurance and ii) suitable guarantees from the company regarding the success of treatment

Name Patrick Looker

Date 11th February 2016

Procurement Team Comments

There is a concern that no formal contract is in place and that we are reliant on the standard terms and conditions included within the purchase order. However, given the need to commence the work as soon as possible in order to minimise the amount of time residents are out of their homes, this waiver is supported

Name Debbie Mitchell

Date 11th Feb 2016

Directorate Chief Officer's Comments

Central to the decision to request a waiver to procurement rules is the fact that vulnerable tenants are currently displaced from their homes as a result of flooding. This is placing strain not only on the individuals and their wider families, who in some instances are living in homes that were flooded, but also on the council ability to support homeless families as a result of temporary accommodation being used to house tenants whose homes were flooded.

The proposed approach bring two key benefits, one the length of time tenants are out of their homes is reduced and two, the overall cost of the project is reduced. Critical to both these benefits is the speed with which the new approach can be deployed, having to undertake a full procurement would result in both these key benefits being lost.

Having considered the wider benefits that the new approach to drying out the properties brings, along side the assessment that the overall project cost the new approach delivers a cost saving, I support this recommendation.

Name Steve Waddington

Date 15th Feb 2016