

## OFFICER DECISION RECORD SHEET

**Name of decision maker:** Assistant Director Neighbourhood Delivery

**Service Area:** The Forum, The Marlowes, Hemel Hempstead

**Title of Decision:**

Approval to award contract for Stray Dog Kennelling & Re-homing Service

**Decision made and reasons:**

**Decision:** The approval to award contract for Stray Dog Kennelling & Re-homing Service for a 5 year period to Appledown Kennels.

**Reason:**

The Council has a legal duty to collect and detain stray dogs and the requirements of this contract are:

- To keep all stray dogs seized by the council safe and secure for a statutory 8 day time period on behalf of the council.
- On completion of the eighth day statutory detention period the Contractor must take on the responsibility of re-homing the dog.
- The commitment and ability of the contractor to take on unwanted strays and attempt to find new homes for them is a particularly important part of this contract. The Council will work closely with the Contractors kennels to reach a satisfactory outcome for the stray dogs' welfare.
- Kennels must be open to Council Staff and members of the public who have found a stray dog 24 hours a day, 7 days a week.

This tender was advertised as an Open (below WTO threshold) process on the Supply Hertfordshire portal and on Contracts Finder in accordance with the Public Contract Regulations 2015.

One tender was received from Appledown Kennels who are the current service provider. Appledown Kennels scored highly on quality criteria and have maintained the same price levels so the service is expected to operate within the existing budget.

**Reports considered:**

The Procurement report is attached.

**Officers/Councillors/Ward Councillors/Stakeholders Consulted:**

Assistant Director of Neighbourhood Delivery  
Group Manager of Commissioning, Procurement & Compliance

**Financial Comments:** The budget for Kennelling is £19,000 per annum.  
Clare Dempsey Team Leader (Financial Planning & Analysis)

**Deputy Monitoring Officer Comments:**

The proposed award of contract follows a procurement process which was compliant with the Council's procurement standing orders.

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Officers should ensure that an appropriate contract is completed prior to commencement of services

**Deputy S151 Officers Comments:**

This contract award follows a process compliant with the Council's contract standing orders. Contract costs are within available budget.

**Implications:**

**Value for Money:**

A competitive tender process has been carried out in accordance with PCR 2015. Although only one bid was received the bidder scored highly for the quality evaluation criteria and the prices are maintained at current levels.

**Financial:**

As prices has not been increased, it is expected to operate within existing budgets.

**Risk:** If this contract is not awarded then we will be unable to fulfil our statutory obligations under the Environmental Protection Act 1990.

**Officer Signature:**

Date: