**Contract Award Report**

1. **Background**

|  |  |
| --- | --- |
| Contract / framework title | Revise/Re-instate Fire Dampers |
| Reference number | BLDFMP21-055 |
| Contract Manager | Karen Evans |
| Budget Approved? | Yes (attach confirmation) |
| Category of Spend | FMP |

Brief summary of the project and contract requirement:

Revision and re-instating fire dampers at Horizon House in line with report by Interserve dated 2nd March 2015.

1. **Terms and Conditions**

Normal Defra terms and conditions.

1. **Request for Quotation submissions**

* The deadline for quotation responses was noon on 16th June 2022.
* One quote was received by the deadline:
  + Onyx Services Group
* The quote was submitted containing cost and quality information. The evaluation of the proposals was carried out by Angus Jeffrey and Karen Evans.

1. **Use of Evaluation**

Having received only one quote, an evaluation process was not required.

1. **Conclusion**

This contract was advertised on Contract Finder and 9 number of companies expressd an interest.

All parties were invited to an open day at Horizon House on the 1st June 2022.

Only one company, Onyx Services Group, attended the open day.

Only one company, Onyx Services Group, submitted a quote for the works..

1. **Award Details**

Value *(whole life of contract)* £42,336.66

Supplier: Onyx Services Ltd

Start Date: 18/07/2022

End Date: 08/08/2022

Contract Manager: Karen Evans

Contract Management Arrangments:

Please details below your contract management plans, including risks still to be managed through contract award.

*Attach the Risk Management plan if appropriate.*

1. **Approvals**

|  |
| --- |
| I approve the above detailed contract award - Customer  Attach approval email chain |

I confirm that I have all the necessary FSoD approvals, due process has been followed and that I have secured good value for money and managed the commercial and sustainability risks associated with the contract.

*Please attach your award report to your purchase requisition*