

## DECISION RECORD <sup>1</sup>

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution) **Council's Constitution**

**Subject: Dynamic Purchasing Systems for the supply of Copier Paper (In collaboration with Hampshire County Council)**

Staff Contact: James Conway

Executive Member: David Williams

Tel: 01707 292357

Portfolio: Resources, Property and the Economy

### 1. **Decision** <sup>2</sup>

That a Dynamic Purchasing System for the Supply of Copier Paper be awarded to the following Suppliers:

**AltoDigital Networks Ltd.**

Carlton Chambers  
5 Station Road  
Bromley  
Kent  
BR2 0EY

**Antalls Ltd**

Gateway House  
Interlink Way West  
Coalville  
Leicestershire  
LE67 1LE

**Nuco International**

5 Villiers Court  
Meriden Business Park  
Coventry  
West Midlands  
CV5 9RG

**Premier Paper Group Ltd**

Premier House  
Unit 5, Mercury Park  
Barton Dock Road  
Manchester  
M41 7PA

**Ricoh UK Limited**

Ricoh House  
800 Pavilion Drive  
Northampton Business Park  
Northampton  
NN4 7YL

### 2. **Reasons for the decision** <sup>3</sup>

The most advantageous tender when evaluating against the following criteria:

**100% Price**

### 3. **Alternative options considered and rejected** <sup>4</sup>

Details are held in the Tender document - file reference **HCC1709962**, held in Hertfordshire County Council's archive facility.

DECISION RECORD

4. Consultation

- (a) Comments of Executive Member <sup>5 6</sup>  
**No Comments**
- (b) Comments of other consultees <sup>7</sup>  
**Not Required**

5. Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.

Signed: \_\_\_\_\_

Title: **Head of Herts FullStop**

Date: .....29/6/18.....

6. Copies of agreed document to:

- All consultees
- All members of the County Council (Democratic Services to send)
- Hard & electronic copy (for public inspection both at County Hall and on [hertfordshire.gov.uk](http://hertfordshire.gov.uk)) to the Democratic Services Manager - Room 213 County Hall; [democratic.services@hertfordshire.gov.uk](mailto:democratic.services@hertfordshire.gov.uk)

<sup>1</sup> Please refer to the Call-in and Contract Award Process for officers to determine if notice on this decision record for successful and unsuccessful bidders is exempt information and is therefore subject to inclusion in Annex 'A'

<sup>2</sup> If this decision relates to the award of contract, please provide a summary of the evaluation process and reasons for the award of contract to the successful bidder.

<sup>3</sup> for guidance see Chief Legal Officer's note "Taking Decisions"

<sup>4</sup> details of any alternative options considered and rejected by the officer at the time the decision was made

<sup>5</sup> record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without taking advice from the Chief Legal Officer

<sup>6</sup> If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of The Council will need to be consulted

<sup>7</sup> If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by email) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.