DECISION RECORD

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)

<table>
<thead>
<tr>
<th>Staff Contact: James Conway</th>
<th>Executive Member: David Williams</th>
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<tbody>
<tr>
<td>Tel: 01707 292357</td>
<td>Portfolio: Resources, Property and the Economy</td>
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1. Decision

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

The most advantageous tender when evaluating against the following criteria:

- 100% Price

3. Alternative options considered and rejected

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

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4. Consultation

(a) Comments of Executive Member

No Comments

(b) Comments of other consultees

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: ..............................

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) to the Democratic Services Manager - Room 213 County Hall; democratic.services@hertfordshire.gov.uk

1 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"

2 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.

3 for guidance see Chief Legal Officer's note "Taking Decisions"

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

5 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

6 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

7 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.