



Decision Ref. No.
B089/19

DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

Subject: The Supply of Office Books & Pads	
Staff Contact: Glenn Facey	Executive Member: David Williams
Tel: 01707 292364	Portfolio: Resources, Property & The Economy

1. Decision

That a Framework Agreement for the Supply of Office Books & Pads be awarded to the following suppliers:

See Annex A

It has been determined that the Award of contract should not be disclosed to the public as it contains exempt information as defined by Section 100 of the Local Government Act 1972, Schedule 12A the public interest in maintaining the exemption outweighing the public interest in disclosing that information

2. Reasons for the decision

Price 80%
Quality 20%

3. Alternative options considered and rejected ²

Details are contained in the Tender document file reference **HCC1911712** held in Hertfordshire County Council's Archive Facility

4. Consultation

(a) Comments of Executive Member ^{3 4}
No Comments

(b) Comments of other consultees ⁵
Not required

DECISION RECORD

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:

28/5/20.

6. Copies of agreed document to:

- All consultees
- Chairman, and Vice-Chairmen of the Overview and Scrutiny Committee
- hard & electronic copy (for public inspection both at County Hall and on Hertsdirect) Democratic Services Manager - Room 213 County Hall.

¹ for guidance see Chief Legal Officer's note "Taking Decisions"

² details of any alternative options considered and rejected by the officer at the time the decision was made

³ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Chief Legal Officer

⁴ 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

⁵ 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 e mail) 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.

Annex A

Subject: The Supply of Office Books & Pads: Award of Contract	
Staff Contact: Glenn Facey	Executive Member: David Williams
Tel: 01707 292364	Portfolio: Resources, Property & The Economy

That the Product Buyer:

1. Has determined that Annex A of the Decision Record should not be disclosed to the public as it contains exempt information as defined by Section 100 of the Local Government Act 1972, Schedule 12A the public interest in maintaining the exemption outweighing the public interest in disclosing that information

2. Awards the Contract for: The Supply of Office Books & Pads to the following suppliers:

Acco UK – Lots 2,5
Banner Group – Lots 1,2,3,4,5
Bi-Silque – Lot 6
Exaclair – Lots 2,4
Grosvenor House Paper – Lots 1,2,3,4,5,7
Hamlin Brands -Lots 2,4,5
Notes a.s – Lots 1,2
Pukka Pads- Lots 1,2,3,4,5
Snopake – Lot 2
W M Sinclair & Sons – Lots 1,2,3,4,5

With a potential total Contract value up to £779,600 across a 4-year period

3. Approves the award and signing of the contract
4. Notes that the unsuccessful bidders were:

Banner Group – Lot 6
Exaclair – Lot 5
Grosvenor House Paper – Lot 6
HIRA – Lots 1,5
Notes a.s – Lot 5

The Framework Contract was awarded on a single supplier per Lot basis; the evaluation was based on award criteria of 80% Price and 20% Quality.

The 10 suppliers awarded a place on the Framework scored the highest across the aforementioned price/quality criteria for the Lots they were awarded.