

## 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**

<p><b>Subject:</b> Dynamic Purchasing System for the Supply of Laminating Pouches (in collaboration with Hampshire County Council)</p>
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<p>Staff Contact: Shabbir Ahmed</p>	<p>Executive Member:</p>
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<p>Tel: 01707 292491</p>	<p>Portfolio:</p>
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### 1. Decision <sup>2</sup>

That a Dynamic Purchasing System Framework Agreement for the Supply of Laminating Pouches be awarded to the following suppliers:

**Acco UK Ltd**  
Oxford House  
Oxford Road  
Aylesbury  
Buckinghamshire  
HP21 8SZ

**Banner Group Limited**  
K House  
Sheffield Business Park  
Europa Link  
Sheffield  
S9 1XU

**Fellowes Ltd**  
Unit 2 Ontario Drive  
New Rossington  
Doncaster  
DN11 0BF

**Gilmex International Limited**  
Unit 40, The IO Centre  
Armstrong Road  
The Royal Arsenal  
Woolwich, SE18 6RS

**Grosvenor House Papers Limited**  
Westmorland Business Park  
Kendal  
Cumbria  
LA9 6NP

**The Hira Company Ltd**  
Elizabeth House  
Elizabeth Street  
Manchester  
M8 8JJ

**VIVID Laminating Technologies Ltd**  
ST Georges House  
Whitwick Road  
Coalville  
Leicester  
LE67 3FA

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

The most advantageous tender when evaluating against the following criteria:

**Price 100%**

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

Details are contained in the Tender document file reference **HCC1709616**, held in **Hertfordshire County Council's Archive Facility**.

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### 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: 7-11-17

### 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 [herfordshire.gov.uk](http://herfordshire.gov.uk)) to the Democratic Services Manager - Room 213 County Hall; [democratic.services@herfordshire.gov.uk](mailto:democratic.services@herfordshire.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.