

## London Borough of Hammersmith and Fulham Record of Officer Decision

**The Decision below was subject to call-in which expired on: 9 July 2020 at 3pm**

- ❖ Draft Decision List published on: 6 July 2020
- ❖ Confirmed Decision List published on: 9 July 2020

1. **TITLE: Approval To Award A Corporate Stationery Contract**

2. **DECISION MADE BY:** Strategic Director Finance & Governance

3. **DECISION:**

1. That appendix 1 is not for publication on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) as set out in paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended).
2. To award a contract to Staples UK Ltd for the supply of office stationery including photocopy paper, equipment, educational and electronic for a four-year period, commencing on 15 January 2019, for the total cost of £400,000.
3. That, in line with the H&F Climate Change Agenda, only recycled paper will be made available for purchase by council staff.

4. **REASON FOR DECISION:**

It is necessary to replace the existing contract for the supply of office stationery including photocopy paper, equipment, educational and electronic supplies under a legally compliant agreement. Participating in the framework agreement for the supply of stationery means the Council will continue to benefit from amalgamating its spend with other London authorities, The Bank of England and other public bodies to deliver lower prices, rebates and discounts for ordering supplies through an electronic portal.

5. **ALTERNATIVE OPTIONS CONSIDERED:**

The existing framework agreement for the supply of office stationery was awarded to Office Depot UK Ltd by the LB of Havering (LBH) who acted as the lead authority on behalf of London authorities and other public bodies.

6. **CONFLICTS OF INTEREST DECLARED AND DISPENSATIONS GRANTED:**

None

<b>Date of Decision</b>
05 February 2020