

OFFICER DECISION FORM

**DECISION TO BE TAKEN BY: ASSISTANT DIRECTOR – LEISURE,
LIBRARIES AND CUSTOMER ENGAGEMENT**

KEY DECISION: No

DIRECTORATE: NEIGHBOURHOODS

WARDS AFFECTED: All

SUBJECT: Floral Pavilion Seasons Guide Printing & Fulfilment

1.0 DECISION:

The Assistant Director – Leisure, Libraries and Customer Engagement has agreed to award the Floral Pavilion Seasons Guide Printing & Fulfilment contract to Sterling Press Ltd. This will be for a three-year term and is to commence subject to contract on 1 February 2023.

2.0 REASONS FOR THE DECISION

A detailed specification of requirements was issued in October 2022 and a tender exercise undertaken. 10 bids were received. The bids were scored on a Most Economically Advantageous Tender (MEAT) basis taking into account the following criteria – price/quality/social value with Sterling Press Ltd meeting the necessary requirements and being the highest scoring bidder

3.0 STATEMENT OF COMPLIANCE

The recommendations are made further to legal advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been completed. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance

4.0 DECLARATION OF INTEREST

The officers involved in the commissioning and procurement of this contract have no interests to declare.

The Theatre, Catering & Hospitality Manager as the nominated officer for this decision has no interest to declare.

Signed:

Officer: Andy McCartan

Title: Assistant Director – Leisure, Libraries and Customer Engagement

Date: 4th January 2023

A list of background papers on this issue is held with:

Contact Officer: Jeanette Larkin
Date: 21/12/2022

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