

West Sussex County Council

Proposed Executive Decision for **26 March 2020** call-in deadline **5 p.m. on 6 April 2020**

The following proposed decision has been endorsed by the Cabinet Member and will come into effect at the end of the call-in period unless the call-in procedure is activated.

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| Decision Title & Ref No: | Procurement of Print Management Service Contract ECR04 19-20 |
| Cabinet Member responsible for Decision | Katharine Eberhart - Director of Finance and Support Services |
| West Sussex Plan priority | A Council that Works for the Community |
| Electoral Divisions | All Divisions |
| Key Decision | Yes |
| Purpose | The County Council currently contracts with Xerox to provide print services at the County Councils 190 smaller sites around the county. The contract is due to end in October 2020. The Cabinet Member will be asked to endorse the commencement of procurement of a print management contract using a procurement framework. The Cabinet Member will be asked to delegate authority to the Director Finance and Support Services to award the contract and a further key decision will be published as appropriate. |
| Decision | The Cabinet Member has: <ol style="list-style-type: none">1. Approved the procurement of a contract to supply multifunction devices and desktop printers, plotters and related equipment using the Crown Commercial Framework contract the contract to commence 31 October 2020 for a period of three years with the option to extend for a further two years; and2. delegated authority to the Director Finance and Resources to award the contract. |
| Interest and nature of interest declared | None |
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| Background Papers | See report for details |