

# **THE SUPPLY & DELIVERY OF OFFICE SUPPLIES**

**REPORT TO;** the Assistant Chief Executive Business Support (CS); Justine Brooksbank and the Head of Business Support (CS); Kevin Tharby.

**DECISION DATE:** Monday 8<sup>th</sup> November 2021.

**SUPPORTING ANNEX;** None.

## **PROPOSED RECOMMENDATION**

It is recommended that the Authority direct award the contract to Lyreco under the YPO Office Supplies Framework for The Supply and Delivery of Office Supplies.

The scope of this procurement is to award a contract for the supply and delivery of office supplies.

## **BACKGROUND TO SUPPORT THE RECOMMENDATION**

This procurement is a re-procurement of the existing Office Supplies and Equipment contract which expires on 14 January 2022.

In 2017, the Authority carried out a further competition under the YPO 696 – The Supply of Office Stationery Framework. Lyreco ranked first place following the competitive exercise and were subsequently awarded the contract.

Lyreco currently deliver to 76 sites across the County however, as a result of Covid and with increased home working, Lyreco have also have to undertake minimal home deliveries.

Based on pricing benchmarking and the supplier performance of the current contract, the recommendation is to direct award the contract to Lyreco through the YPO 1001 Office Supplies framework for the Supply and Delivery of Office Supplies.

## **LEGAL AND GOVERNANCE COMPLIANCE**

As per the Council's Procurement and Contract Procedure Rules, Rule 11 states;

11.1 Tenders for Contracts which exceed the EU Threshold shall be invited and awarded in accordance with the PCRs.

As per Rule 16.3, A Director does not need to invite OJEU Tenders in accordance with Rule 11 and 12, in the following circumstances:

- (a) Purchases via Framework Agreements which have been established either by the Council or by other public sector bodies or consortia and where such Framework Agreements are lawfully accessible to the Council.

The use of an existing Framework Agreement is a compliant route to market

**RECOMMENDATION**

It is recommended that the Authority direct award the contract to Lyreco under the YPO Office Supplies Framework for The Supply and Delivery of Office Supplies.