

**EXECUTIVE DECISION NOTICE**

<b>Decision Maker</b>	Chief Officer	Decision Date: 08 May 2019
<b>Decision Maker Name</b>	Executive Director of Finance and Public Protection	

<b>Decision Record</b>	
Status	Recommendations Approved
Decision Reference No:	I017888
Title	<b>Office Supplies</b>
Report reference	1.0
Record of Decision	<p>That the Executive Director approves:</p> <ol style="list-style-type: none"> <li>(1) that the contracts for paper and general office supplies are amalgamated, and re-procured as one contract with a 4+2 years duration and the Council awards a contract to Banner through Lot 1 of the Dartford Framework;</li> <li>(2) that next day delivery is only used by exception, and the majority of orders are placed on a weekly schedule;</li> <li>(3) that the Council continues to purchase the Steinbeis recycled paper;</li> <li>(4) that pictures are loaded into BWOn! for the 75 most commonly used items;</li> <li>(5) that the need for a punch-out is considered as a requirement within the BWOn! rebuild project.</li> </ol>
Options considered	As detailed in the report.
Reasons for decision	As detailed in the report.
Records of conflicts of interest	N/A

Dispensation	N/A
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Date of publication: 08/05/2019

The above Chief Officer decisions are not subject to call in, in accordance with Call In procedure Rule 15 (i) (vi), as the Overview and Scrutiny Management Board considered the same report at its meeting on 25/04/2019. The decisions are therefore effective from 08/05/19.