


## ED2. EXECUTIVE DECISIONS BY A CABINET MEMBER OR AN OFFICER

<b>A. Report Title:</b> Tendering of Stationery Provision	
<b>B. Report Author(s):</b> Lorraine Surrey	<b>Tel: 01375 652652 ext 5030</b> <b>E-mail: lsurrey@thurrock.gov.uk</b>
<b>C. Decision Maker:</b> Richard Waterhouse	
<b>D. Position held:</b> Director of Transformation	
<b>E. Key decision: YES</b>	<b>F. Delegation ref:</b> Cabinet Report 10 November 2011. Decision number 01006052: 1.1 That approval be given to commence a tendering process for the corporate provision of stationery. 1.2 That Cabinet delegate to the Accountable Director, reporting to the Portfolio Holder, the authority to award the contract and approve the signing/execution of all necessary documentation (on behalf of the Council) subject to an EU and constitutionally compliant tendering exercise.
<b>G. Is the decision urgent? NO</b> , but the award of the contract should be completed as quickly as possible in order to realise the full benefit of this contract.	
<b>H. If yes, state why.</b>	

<b>I. DECISION (strike out whichever does not apply) :</b> 1. <del>I agree the recommendations in the attached report for the reasons given in the report.</del> <b>OR</b>  2. *My decision is:  To award the contract for provision of stationery to LYRECO  *The reason for my decision is: A full OJEU compliant procurement tendering process has been undertaken and the winning tender was selected on the basis of the highest score.  * Continue overleaf or on an additional sheet if necessary.  <b>Signed:</b>  <b>Date:</b> 4/5/11
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### URGENCY

Democratic Services will arrange for the completion of the following:	
<b>J. I confirm that in my opinion a decision on this matter is urgent and cannot reasonably be delayed:</b>	
<b>Signed:</b>	<b>Date:</b>

*To be completed by Democratic Services*

<b>Date decision received by Dem. Services:</b>	<b>Date decision published:</b>
<b>Implementation date:</b>	
<b>Relevant O &amp; S Committee:</b>	