

### Record of officer decision

<b>Decision title:</b>	Supply and Maintenance Services For Library Self-Service Kiosks
<b>Date of decision:</b>	April 8 <sup>th</sup> 2019
<b>Decision maker:</b>	Richard Ball
<b>Authority for delegated decision:</b>	The Chief Executive's Scheme of Delegation
<b>Ward:</b>	Countywide
<b>Consultation:</b>	None Required
<b>Decision made:</b>	That, following a full procurement process, the contract for the above be awarded to 2CQR Ltd from 1 <sup>st</sup> May 2019.  The value of the contract over a four year period is £54,850.
<b>Reasons for decision:</b>	Herefordshire Council currently has eight free standing self-service kiosks (with coin boxes) at seven sites across the county. These kiosks are approaching the end of their serviceable life. We are planning to replace these eight kiosks with new units with secure card payment facilities. This work will be phased over a two year period. The successful supplier will also be expected to provide reactive maintenance for the existing kiosks until they are replaced.
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	If contract is not awarded then financial risk due to unplanned maintenance and repair costs and risk of system failing due to its advancing age
<b>Details of any alternative options considered and rejected:</b>	Doing nothing – not recommended as the possibility of system failure increases as time goes on.
<b>Details of any declarations of interest made:</b>	None

Signed..... Date: