

Record of officer decision

Decision title:	Decision to Award Library Stock Supply Contracts
Date of decision:	06/03/2025
Decision maker:	Corporate Director, Community Wellbeing
Authority for delegated decision:	The Chief Executive's Scheme of Delegation
Ward:	Countywide
Consultation:	No consultation required
Decision made:	That following a full procurement process, the contract for the supply of library stock materials (adult) for Herefordshire county library service is awarded to Askews and Holts Library Services; and the contract for the supply of library stock materials (children) is awarded to Peters Limited. Contract duration: 1 April 2025 to 31 March 2028 (with options to extend up to 31 March 2030). Total value of contract (including optional years) £547,500.
Reasons for decision:	<ul style="list-style-type: none"> • The acquisition and development of appropriate library stock is part of Herefordshire Council's statutory responsibility to provide a comprehensive library service. • Herefordshire Council has procured library stock as part of the West Mercia consortium for several years. This has enabled the library service to source and purchase appropriate library stock and achieve best value for money. • The current contracts for the supply of adult and children's library stock expires 31st March 2025. • A competitive tender process has been conducted using ESPO Framework Agreement 376F_22 Library Stock by West Mercia Library Stock Consortium (Herefordshire Council, Staffordshire Council, Shropshire Council, Telford and Wrekin Council, and Worcestershire County Council). • The contract will run from 1 April 2025 to 31 March 2028 (with options to extend up to 31 March 2030).
Highlight any associated risks/finance/legal/equality considerations:	Financial risk if new contracts are not procured that the cost of purchasing library stock will increase. No Health & Safety risks have been identified.
Details of any alternative options considered and rejected:	<ul style="list-style-type: none"> • Negotiate individual contracts as an individual authority <p>This option would not achieve best value for money</p>

Details of any declarations of interest made:	If any officers or members involved or consulted in the decision-making have declared an interest you should include the declaration here.
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Signed..... Date: