

SHEFFIELD CITY COUNCIL
OFFICER DECISION RECORD

The following decision was taken on 24 April 2024 by the Director of Operational Services.

Date notified to all members: 14/05/2024
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1. **TITLE**

Operation Services - Commissioning - Mail Services

2. **DECISION TAKEN**

It is recommended that the Director of Operational Services:

- Approves the commissioning of a service with an external provider to collect and deliver mail and parcels for the Council over a 4-year period with an estimated value of £3,700,000, as set out in this report.

3. **Reasons For Decision**

Preferred option – to commission the appropriate contract as detailed in this report. This will help enable the Council to continue to provide this key service and will ensure the Council is operating in accordance with the Public Contract Regulations 2015 and achieving best value in its procurement of the services.

4. **Alternatives Considered And Rejected**

Do nothing – This option has been excluded as there is a requirement for mail and parcel services and we have a legal duty to procure a contract for its supply.

Self-Deliver - this is not an option; the Council has neither the capacity nor appetite to deliver its own mail.

Further extend existing contract – this is not an option as we do not currently have a contract.

5. **Documents used in making decision:**

Not used.

6. **Any dispensation granted by the Head of Paid Service**

None

7. **Respective Director Responsible for Implementation**

Director of Operational Services