

# THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

## EXECUTIVE DECISION SIGN OFF SHEET

### **ED5011063 - AWARD REPORT FOR STATUTORY DOCUMENTATION PRINTING SERVICES AND PARKING REMITTANCE PROCESSING AND DOCUMENT SCANNING SERVICE (PARKING SERVICES)**

Regarding the report from the Director of Transport and Regulatory Services following endorsement by the Commercial Assurance Panel and Director of Audit, Risk, Fraud and Insurance in consultation with Head of Procurement: I

1. Approve a waiver from the Council's Contract Regulations from the requirement to undertake a competitive tendering exercise, to permit directly awarding the below contracts.
2. Approve the award of the contract for the provision of Statutory Documentation Printing Services to Capita Business Services Ltd (company number 2299747) for a period of 12 months at a total estimated contract value of £175,000.00 excl. VAT (£210,000.00 incl. VAT).
3. Approve the award of the contract for the provision of Parking Remittance Processing and Document Scanning Services to Paragon Customer Communications (London) Limited (02788181) for a period of 12 months at a total estimated contract value of £49,166.67 excl. VAT (£59,000.00 inc. VAT).
4. Acknowledge that both services commenced on 1<sup>st</sup> January 2025 and that the contracts will continue until 31<sup>st</sup> December 2025.
5. Acknowledge that fees of £210,000.00 (inc VAT) for the period 1<sup>st</sup> January 2025 to 31<sup>st</sup> December 2025 have already been budgeted for under the contract for provision of the Statutory Documentation Printing Services.
6. Acknowledge that fees of £59,000.00 (inc VAT) for the period 1 January 2025 to 31<sup>st</sup> December 2025 have already been budgeted for under the contract for provision of the Parking Remittance Processing and Document Scanning Service.
7. I am taking the above-mentioned decision because I concur in the advice contained in the officer's report.
8. I also declare that I have no personal or prejudicial interest in respect of this decision.

*B Stanford Francis*

**Signed:**

Beau Stanford-Francis, Executive Director for Environment and Neighbourhoods

**Date: 11 February 2025**

**Not before 10 February 2025**