



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Officer Delegated Decision

20 November 2025

Karen Bradford, Chief Executive

Contract Award for Election and Electoral Registration Print Services

To approve the contract award to Adare SEC Limited, trading as Mail Metrics, for the supply of printed materials for elections, referendums and electoral registration. The contract would be awarded for a period of two years with the option to extend for a further two years in annual increments.

Contact

Julie Edwards, Electoral Services Manager

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Decision made by:	Karen Bradford, Chief Executive
Decision:	Approval the award of a contract to Adare SEC Limited trading at Mail Metrics for the provision of print and mailing services for election and electoral registration for a period of two years with the option to extend for a further two years in annual increments. The award is subject to completion of Standstill Period.
Public or Exempt:	Public
Reasons for exemption:	N/A
Conflicts of interest:	No
Policy compliant:	Yes
Details of delegation:	The Chief Executive has delegated authority under Part 3 (c), item 28 (Tendering) of the Constitution to accept tenders and award contracts to contractors on behalf of the Council in the following circumstances: a) Following a tender process strictly in accordance with the Council's Contract Procedure Rules and Financial Regulations

	b) For carrying out works and/or the provision of goods and/or services
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1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance

- 1.1 The costs for this contract will be met from existing annual budgetary allocations for electoral registration and District elections. The costs involved in all other types of elections are recharged and funded by other bodies including the Ministry of Housing, Communities and Local Government in relation to National elections.

Completed by: David Scott – Assistant Director of Finance and Deputy s151 Officer

Legal and Governance

- 1.2 The Chief Executive has the delegated authority to take this decision.

Completed by: James Welbourn, Democratic Services Manager

Procurement

- 1.3 Compliantly tendered by Welland.

Completed by: Helen Baldwin (Procurement Lead).

2. The Purpose of the Report

- 2.1 The contract with the current supplier of election and electoral registration print services comes to an end on 15 February 2026.
- 2.2 The purpose of this report is to seek approval to award the contract to Adare SEC Limited for the supply of printed materials for elections and electoral registration for an initial period of two years with an option to extend for an additional one year plus one year with a contract value of £87,991.32, excluding postage charges, based on the expected number of elections during the period of the contract. The award is subject to completion of Standstill Period.

- 2.3 The contract includes the printing of poll cards, ballot papers, postal vote packs and other election documents together with electoral registration and canvass forms and envelopes.
- 2.4 The supply of printed materials for elections is a specialised area with a limited number of companies having a proven track record.
- 2.5 The production of documentation for elections and electoral registration is a fundamental element to the delivery of a successful election service. Confidence in our print supplier to deliver our print requirements to a very high standard within the agreed timelines is of paramount importance.
- 2.6 During elections, the Returning Officer must adhere to a tight timetable and the supplier must conform rigidly to the dates specified and agreed with accuracy and the highest standards to the agreed specification and in accordance with legislative requirements.
- 2.7 The Crown Commercial Services framework was used for this procurement opportunity with five tenders being received. One bid was discounted after a review of the Pass/Fail Criteria.
- 2.8 The award criteria were evaluated as follows:

Criteria	Weighting
Quality	60%
Price	40%

- 2.9 An evaluation panel was constructed to ensure that individuals assigned to evaluate questions were the most suitable and relevant to the criteria, based on qualifications and experience. Each question was evaluated by two evaluators and their scores and comments recorded.
- 2.10 Following the completion of the evaluation process, a moderation meeting was held by Welland Procurement on 7 November 2025. This was attended by both evaluators and Welland Procurement representative and a final agreed score awarded. The meeting ensured that scoring had been consistent and key points in each question had been accounted for. Average scoring was not used.
- 2.11 Following the completion of the evaluation and moderation process the scores awarded were as follows:

Rank	Bidder	Overall Score
1	Adare SEC Ltd	88.00%
2	Bidder 2	79.26%
3	Bidder 3	74.91%
4	Bidder 4	71.06%

2.12 It is therefore recommended that the contract is awarded to Adare SEC Ltd for the provision of printing services for election and electoral registration.

3. Available Options Considered

3.1 No other options were considered. The Council's Contract Procedure Rules states that the contract should be awarded to the supplier with the highest evaluation score.

4. Preferred Option

4.1 To award the contract to Adare SEC Ltd for a period of 2 years with the option to extend for a further 1 year plus 1 year.

5. Reasons for the Decision(s)

5.1 To ensure the Council has a compliant contract in place for the provision of printing and mailing services for the delivery of the statutory elections and electoral registration service.

7. Appendices

7.1 Welland Procurement Planning Toolkit summary report.

Signed by: **Karen Bradford**

Dated: **20 November 2025**