

CORPORATE PURCHASING AND PROCUREMENT ARRANGEMENTS

Description	Coverage	Contact	Contact details
Communications	All forms of communication including specifically all printed or broadcast material, posters, leaflets, press releases and any public statements on behalf of the Council	David Peel Communications Manager	01508 533611 or dpeel@s-norfolk.gov.uk
Graphic design	Leaflets, posters, booklets, magazines	David Peel Communications Manager	01508 533611 or dpeel@s-norfolk.gov.uk
Printing and photocopying	All printing requirements and any photocopying in excess of 10 copies of any one document	Martin Setford, Printing and Communications Manager	01508 533689 or msetford@s-norfolk.gov.uk
Stationery and office supplies	All forms of paper, envelopes, pens, diaries, calendars, planners, etc and minor items of office equipment such as staplers, punches etc	Martin Setford, Printing and Communications Manager	01508 533689 or msetford@s-norfolk.gov.uk
Legal Services	All forms of legal advice and services	Stuart Shortman Solicitor to the Council	01508 533671 or sshortman@s-norfolk.gov.uk
IT equipment and software	Any new or replacement IT equipment. Any new or upgraded software needed to support the Council's business processes	Janet Norman-Philips Head of e-government Services	01508 533871 or jnphilips@s-norfolk.gov.uk

jbagley@s-norfolk.gov.uk"

Computer consumables	Disks, printer ink, toner cartridges etc	Martin Setford, Printing and Communications Manager	X3689 or mailto:msetford@s-norfolk.gov.uk
Car or other vehicle hire	Short or long term vehicle hire	David Renaut Exchequer Manager	01508 533869 or mailto:drenaut@s-norfolk.gov.uk
Car or other vehicle maintenance	Maintenance or repairs to any Council-owned vehicles (except leased cars)	Chaz Scholefield Direct Services Manager	01603 810441 or mailto:cscholefield@s-norfolk.gov.uk
Property Management	Acquisition, valuation, management, improvement or disposal of any operational property	Gayle Hart Property Manager and Valuer	X3920 or mailto:ghart@s-norfolk.gov.uk
Building Maintenance and Facilities Management	Maintenance, repair or improvement to any operational property	Neil Dyball Technical Services Manager	01508 533786 or ndyball@s-norfolk.gov.uk