

Cabinet – 18th April 2007

Contract for the Supply of Photocopiers and Multifunctional Devices

Portfolio: Councillor Marco Longhi

Service: Procurement

Wards: All

Key decisions: Yes

Forward plan: Yes

Summary of report

The west mercia supplies contract for the supply of photocopiers currently utilised corporately is due to expire on 31st March 2007 to ensure compliance with the Finance and Contract Rules the authority to utilise an existing framework contract is required from Cabinet.

Recommendation

1. That authority be given to utilise a framework contract for the supply of Photocopiers and Multifunctional Devices for a four year period.
2. That authority to agree the final award the contract to the framework which offers the best value for money is delegated to David Brown, Executive Director.

Resource and legal considerations

As this is a Council wide call off contract for a minimum 4 year period the value is likely to be in excess of officer delegations, so Cabinet authority is required. Unfortunately a significant amount of this expenditure has been placed outside of the west mercia supplies contract. A review of photocopiers is currently being undertaken to identify the level of savings that can be achieved over the life of the new contract by moving uncompetitive 'non contract' agreements over onto the new corporate contract.

There are various framework agreements available to be utilised which offer competitive rates. Benchmarking is being undertaken across three of these frameworks to identify the most cost effective solution.

The framework selected will meet the changing printing and copying requirements over forthcoming years due to the impact of the Desktop Printing and Corporate Printing Strategy and will meet the needs of the new "model office" and support the desk top printing transformation project.

The current contract expires on 31st March 2007, a new arrangement is required and authority is sought to utilise either the existing Office of Government Commerce (OGC) or an appropriate central purchasing consortium framework and subsequently award this contract, using the current resources available, depending on which framework offers the best value for money. These bodies must adhere to government procurement practices and subsequently all frameworks are tendered and awarded in accordance with UK and European legislation which meets the council's obligations under EU procurement law and the council's finance and contract rules. The process will involve a robust benchmarking exercise across three of the frameworks, namely OGC, west mercia supplies and ESPO (Eastern Shires Purchasing Organisation) to identify the most appropriate solution.

Citizen impact

There is no direct citizen impact.

Community safety

There are no direct community safety implications.

Environmental impact

Frameworks will be benchmarked giving consideration to environmental implications. This will ensure that photocopiers are manufactured from recyclable materials, have power saving features and are able to use recycled and recyclable paper and toner. Consideration will also be given to emission and noise levels.

The use of electronic business processes will also be encouraged to minimise the use of paper.

Performance and risk management issues

Performance management is built into the contract management element of the frameworks, which will enable procurement to monitor the contract to ensure that it continues to meet the required objectives. The appropriate levels of risk and indemnity will be required and agreed with the selected contractor and form part of the contract.

Equality implications

None.

Consultation

Initial consultation has taken place with the Council's ISS Consultant and is ongoing with various service and cost centre managers.

Vision 2008

Upgrading the fleet of photocopiers under this contract will support the council's objectives in relation to transformation.

Background papers

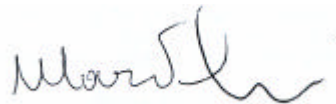
None

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David Brown
Executive Director
19 March 2007



Councillor Marco Longhi
Portfolio holder
2 April 2007