
Report To: Policy & Resources Committee

Date: 29th March 2011

Report By: Chief Financial Officer

Report No. FIN/29/11/AP/CM

Contact Officer: Brendan Hurrell

Contact No: Ext 2654

Subject: Tender for Print & Design Services Inc High Volume Copying

1.0 PURPOSE

1.1 The purpose of this report is to seek Committee approval to issue tender documents for the Supply and Delivery of Print and Design Services including High Volume Copying. Committee approval is also sought to extend the current contracts to 31st August 2011.

2.0 SUMMARY

2.1 At present the Council has separate contracts for High Volume Photocopying and Printing and Design Services. These contracts expire on the 28th February 2011 and the 31st May 2011.

2.2 In order to capture a volume discount with potential savings for the Council , a new single Framework for Printing and Design Services, including High Volume Photocopying will be advertised.

2.3 With the addition of the High Volume Copying contract the total value of the proposed framework is expected to be £360,000. This exceeds £250,000 and is therefore under Contract Standing Order 1.3, this procurement must be approved by Committee prior to going to tender.

2.4 Approval for an extension to the Printing and Design Services contract is sought in order to allow for the time required for Committee approval, whilst homologation of the decision to extend the High Volume Copying contract is required.

2.3 The Contract will be advertised in the Official Journal of the European Union.

3.0 RECOMMENDATIONS

3.1 The Committee is asked to approve the issue of tender documents for the Supply and Delivery of Print and Design Services including High Volume Copying. Committee approval is also sought to extend the current contracts to 31st August 2011

Alan Puckrin
Chief Financial Officer

4.0 BACKGROUND

- 4.1 At present the Council has separate contracts for High Volume Photocopying and Printing and Design Services.
- 4.2 The Council entered into a framework with 3 suppliers, Inkshop, Print 2000 and Print Search Chester, in September 2008 for Printing and Design Services. The framework was for a period of 2 years, with an option to extend for up to a further year.
- 4.3 A new single framework for Printing & Design Services, including High Volume Photocopying will be advertised with a start date of 1st September 2011 and will be for 2 years with an option of extending for a maximum 12 months
- 4.4 The scope of the new contract will cover a range of core items such as Corporate Stationery, Leaflets, Brochures and High Volume Copying. It is believed that the inclusion of High Volume Photocopying will attract bids from suppliers at a more competitive price due to the increased volumes. Moreover, the increasing price of paper could allow potential suppliers to purchase their supplies at a cheaper rate in order to pass on discounts to the Council.
- 4.5 The Contract will be advertised in the Official Journal of the European Union.
- 4.6 The annual spend for this contract is estimated to be approx £120,000. The maximum estimated value over the lifetime of the contract is therefore £360,000
- 4.7 The new contract will be managed by the Corporate Communications Manager.

5.0 CONSULTATION

- 5.1 Consultations have taken place with the Head of Legal & Democratic Services, Corporate Procurement and the Corporate Communications Manager.

6.0 IMPLICATIONS

- 6.1 The estimated annual costs for the new contract for Printing & Design Services, including High Volume Copying is approx £120,000
- 6.2 Financial Implications - Annual Cost

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
Various	Print & Stationery	2011/12 & on	£360,000	N/A	Estimated at this stage.

Services will either be invoiced directly by new suppliers or recharged by Corporate Communications for corporate stationery or work carried out for services.

7.0 CONCLUSIONS

- 7.1 The approval to extend the Print and Design Services contract and tender for Printing & Design Services, including High Volume Copying will enable the Council to ensure that a competitive tendering exercise is undertaken, best value is achieved and that there is compliance with the Contract Standing Orders.