

**South Lakeland District Council**  
**Delegated Executive Decisions**

**Date of Proposed Decision: Thursday, 9 September 2021**  
**Print Fleet and Print Room Equipment - Contract Award**

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<b>Portfolio:</b>	Customer and Locality Services Portfolio Holder
<b>Decision Maker:</b>	Director of Customer and Commercial Services
<b>Report Author:</b>	Vicky McDonald – Operational Lead Case Management
<b>Wards:</b>	<b>N/A</b>
<b>Forward Plan:</b>	Key Decision included in the Forward Plan as published on 31 <sup>st</sup> July 2021

**Links to Council Plan Priorities:**

The proposal ensures that delivery of Council functions covered by the print fleet and print room equipment will continue to be delivered, and improved technology and continual improvement to operational processes

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**1.0 Expected Outcome**

- 1.1 A new contract in place providing print room and multi-functional printing devices located within South Lakeland House and outlying locations.
- 1.2 The new equipment will improve printing functionality, capability and efficiency, and remove the requirement for excessive maintenance and repair of existing machines.

**2.0 Proposed Decision**

**2.1 It is recommended that:-**

**(1) The contract for the print fleet and print room equipment and associated software is awarded to the preferred bidder identified in the Part II appendix to this report for a contract term of 3 years with an optional 2 year extension.**

**3.0 Background and Proposals**

Please note that in accordance with Section 100B(2) of the Local Government Act 1972, copies of the appendix to this report are excluded from inspection by members of the public as they contain information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:-

*- Information relating to the financial or business affairs of any particular person (including the authority holding that information). (Paragraph 3)*

- 3.1 The procurement route for the print fleet and print room equipment including associated software is through the Crown Commercial Services Data and Application Solutions Framework (RM3821) Lot 2.

Framework RM3821 provides access to a range of software-led office systems covering services for the public sector including software licenses, associated hardware, app-related consultancy services, software support and maintenance.

Lot 2 of the framework specifically covers equipment and services for printing, scanning, copying and storage. It includes multifunctional devices (MFDs) and print-management software.

- 3.2 There are 8 suppliers included in Lot 2 of the framework and as such all had the option to respond as part of the procurement process.
- 3.3 The existing equipment within the council has been in operation for a number of years is now outdated, inefficient, and costly and subject to frequent maintenance and repair due to general wear and tear and usage.
- 3.4 The existing contract is due to reach its expiry with no further optional extensions available.
- 3.5 It is considered that 3 years would be the preferred contract term. Although this would result in expiry of the contract in August 2024, it is felt that it would be inappropriate to commence a procurement exercise during 2023 due to the implications of LGR and so soon after the formation of a new authority, as it may be difficult to, at that time, have a clear indication of printing requirements. The proposed contract term would allow for a further procurement to be based on the formation of the new authority. The contract will however, allow for the reduction or increase of devices during the contract term.
- 3.6 The new equipment will, in addition to providing printing functionality across the council, allow the provision of an increased commercial printing service and will allow potential leaseholders of office space to access a professional and efficient printing service should it be required.
- 3.7 The council received two responses to the tender invitation and have been through a comprehensive process to assess the responses. The outcome of that process is the recommendation being made in this report and the Part II Appendix to the report.
- 3.8 The preferred supplier of the new system and full costs are attached in the Part II Appendix.
- 3.9 The installation and implementation will commence as soon as possible after contract negotiations are complete.
- 3.10 The proposal to procure the system has been on the Procurement Schedule approved by Council and Cabinet. Further the contract award has been on the Forward Plan and the changes to the delegated decision making on the 30<sup>th</sup> June 2020 are being followed. This provided that for contract awards relating to procurement decisions authorised by Cabinet and Council on the procurement schedule that the relevant Director now has the delegated authority to award the contract. In cases which are a key decision the proposal to award the contract should also be placed on the Forward Plan.

#### 4.0 Appendices Attached to this Report

Appendix No.	Name of Appendix
1	Part II Appendix – contract details and costs

#### 5.0 Consultation

5.1 To ensure the system being purchased and implemented is fit for purpose, the specification used to perform the procurement process was created with full involvement of colleagues from SLDC's Printing Team who are directly involved in both leading and delivering the service functions.

#### 6.0 Alternative Options

6.1 The option being recommended is as a result of a compliant procurement process using a recognised procurement framework which is managed by Crown Commercial Services. This is in line with procurement best practice and preferred over other options.

6.2 An alternative option would be to use an alternative framework or to select a different preferred supplier, however this is not recommended because the procurement exercise and analysis has identified the preferred supplier on the chosen framework for the reasons set out in the Part II appendix.

6.3 A further alternative option would be to start a new procurement from scratch. However, it is unlikely that savings would be achieved over the national framework, and there would have been significant resource implications to do so, resulting in little or no financial gain.

6.4 The only alternate option would be to do nothing. This isn't a viable option as we will be unable to deliver printing services and functionality which are crucial to business as usual activity.

#### 7.0 Implications

##### Financial, Resources and Procurement

7.1 The total cost for the solution over 3 and 5 years and all associated costs are detailed in the Part II appendix and will be covered by existing revenue budgets allocated to photocopier rentals.

7.2 The procurement is included on the procurement schedule under the title of MFD Printers/Scanners.

7.3 It is recommended that the contract be awarded for an initial term of 3 years with the option to extend a further 2 years once the initial 3 year period is concluded.

##### Human Resources

7.4 Existing staffing resource will support the installation and implementation of the devices.

##### Legal

7.5 Rule 4 of the contract Procedure Rules allows the Council to use a framework agreement to fulfil its printing and software requirements. In this case Framework RM3821, Lot 2 was used. Legal will advise on the framework call off terms and conditions and any appropriate amendments in order to protect the Council's position and to comply with the Council's Contract Procedure Rules.

## Health, Social, Economic and Environmental

- 7.6 Have you completed a Health, Social, Economic and Environmental Impact Assessment? No
- 7.7 Should the contract be awarded to the preferred supplier, it is anticipated that there would be benefits to the environmental impacts, in line with the preferred suppliers long term environmental plan, which includes the quantification of total emissions associated with each registered device, contribution to carbon offsetting projects and provision of advice in reducing emissions, recycling of consumables and a procurement approach that is consistent with the principles of, 'A Green Future', the UK government's 25 year environment improvement plan published in 2018.

## Equality and Diversity

- 7.8 Have you completed an Equality Impact Analysis? No
- 7.9 The systems being implemented are principally used internally to perform the functions covered in the scope.

## Risk

Risk	Consequence	Controls required
The existing equipment is out of contract and no longer supplied, supported or maintained by the supplier	The service functions are undeliverable, impacting on all council services	Approve the recommendation in this report

## Contact Officers

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## Appendices Attached to this Report

Appendix No.	Name of Appendix
1	Part II Appendix – contract details and costs

## Background Documents Available

None

## Tracking Information

Signed off by	Date sent	Date Signed off
Legal Services	06/08/2021	10/08/2021
Section 151 Officer	06/08/2021	16/08/2021
Monitoring Officer	06/08/2021	10/08/2021
CMT	06/08/2021	12/08/2021

Circulated to	Date sent
Lead Specialist	06/08/2021
Human Resources Lead Specialist	N/A
Communications Team	N/A
Leader	N/A
Committee Chairman	N/A

<b>Circulated to</b>	<b>Date sent</b>
Portfolio Holder	N/A
Ward Councillor(s)	N/A
Committee	N/A
Executive (Cabinet)	N/A
Council	N/A

**Note – Report authors must consult the relevant Portfolio Holder, members of the Corporate Management Team, the Monitoring Officer, and any other interested parties before a decision can be taken. If any objections are received, they must be reported at the meeting before the decision is taken.**

<b>Signed by:-</b>	<b>Title:-</b>

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