

Public Document Pack

Officer Decisions

Friday, 12th August, 2022

Time Not Specified

AGENDA

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Date Published: Friday, 12th August, 2022
Denise Park, Chief Executive

RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16



DELEGATED OFFICER DECISION TAKEN BY:	Paul Fleming
PORTFOLIO AREA:	Digital and Customer Services

SUBJECT: Procurement Route for contract for MFD's

1. DECISION

That the Strategic Director Resources approves the use of Crown Commercial Services framework RM6174 Lot 2 for the procurement of the replacement MFD fleet.

2. REASON FOR DECISION

A Multi-Function Device (MFD) combines printing, scanning and copying facilities into a single device. The Councils core site MFD's contract is at an end with devices now at the end of their lifespan, the central print management software is also end of life and needs to be replaced.

Over the course of the pandemic the Council has seen the quantity of prints across the business reduce as departments have moved to more digital ways of working. This, accompanied with the decommissioning of the Tower Block accommodation, has allowed the opportunity to retender this service with a reduced requirement for devices. It is proposed that the amount of devices at core sites will reduce from 42 (current) down to 21. As part of the decision to reduce the number of MFD's heads of service across the Council have been engaged as part of the process.

Currently, devices at outlying sites are standalone and are not linked through to the central system which users access with their Council ID badges. The tender will be including the option for these devices to be added where required, which will allow staff to print from other locations without IT intervention.

The Crown Commercial Services framework has a range of both manufacturers and resellers as listed below;

- Canon (UK)
- HP inc UK
- Konica Minolta
- Kyocera Document Solutions
- Ricoh UK
- Specialist Computer Centres
- Vision Group
- Xerox
- XMA

Tenders will be evaluated using a method known as MEAT (Most Economically Advantageous Tender). Tenders will be evaluated based on non-price as well as price factors, the proposed breakdown will be 50% price and 50% quality.

For the quality element 30% will be allocated to technical requirements, user requirements, reporting, training, customer service, software and innovation/added value. A further 5% will be allocated to sustainability & environment and 15% to social value.

There are no known local suppliers that would be competitive in any tender process.

3. BACKGROUND

The Council currently has two elements to its MFD fleet;

1. Core site MFD's which are supplied through a managed print service and cover the Tower Block, Duke Street, Cathedral Square, the Bungalow and Earcroft. There are currently 42 devices through this agreement.
2. Outlying sites which are on contracts mainly with Xerox and Canon. There are currently 31 Xerox devices and 8 Canon devices with a further 3 devices on order from Ricoh to replace some of the Xerox devices which are causing issues. As part of the tender we will include the devices which are currently out of their main contract and in extension period which amounts to 32 of these devices.

4. KEY ISSUES AND RISKS

- The current contracts are at an end and need to be replaced to keep the Council compliant with procurement rules.
- The centralised print management solution used by the Council needs to be upgraded in order to remain secure.
- The current devices are ageing and parts are becoming difficult for the supplier to source and repair devices.
- Devices at core sites are beyond their normal life expectancy with the devices not providing a fast and effective scanning process which is now a key requirement with many areas having moved to electronic storage of records.
- Continuing with the current solution will not allow for the reduction of the number of devices currently deployed, to reflect the movement out of the Tower Block.

5. FINANCIAL IMPLICATIONS

The department currently has a budget of £80k for core site MFD's. From initial supplier pricing it is expected, based on a 5 year rental agreement, that this cost will reduce to £45k per annum due to the reduction in devices. The potential savings are already factored into the Council's savings target for the 2023/24 financial year.

For the outlying sites MFD's it is expected that the costs for these will increase slightly due to the increase in component and consumable costs seen in the marketplace as well as the requirement for card readers.

The current estimated full tender value is £400k over the five years however this may increase as the tender will request costs both for a five year rental and also for outright purchase of the devices. The finance department will then review these costs to look at the most cost effective way to proceed.

6. LEGAL IMPLICATIONS

The procurement process complies with the regulations of the Council's Contract and Procurement rules and the Public Contract Regulations 2015. All contracts and contract variations will be in a form approved by legal officers in the Commissioning and Procurement team.

7. OPTIONS CONSIDERED AND REJECTED

The following options were considered for the procurement;

Full FTS tender process – Rejected as this approach can be both time and resource consuming as there are many suppliers in the market.

Other frameworks - There are a number of other frameworks in the marketplace including ESPO, CPC and KCS. It was felt however that the CCS framework has a better selection of providers including the key manufacturers of devices.


Do Nothing – This is not an option due to the key risks and issues identified above and the expected cost savings that will be generated by tendering.

Further information is available from the report author

8. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

VERSION:	1
CONTACT OFFICER:	Peter Hughes
DATE:	03/08/2022
BACKGROUND DOCUMENTS:	None

Signed: 	
Paul Fleming, Strategic Director Resources	Date: 05/08/2022

RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16



DELEGATED OFFICER DECISION TAKEN BY: Martin Eden, Director of Place
PORTFOLIO AREA: Environmental Services

SUBJECT: Award of the contract for Road Salt (2022-2026)

1. DECISION

It is recommended that the above contract is awarded to Compass Minerals UK Ltd for a four year period from July 2022 – July 2026.

2. REASON FOR DECISION

The Council's existing 4 year contract for road salt is due to expire on 20th July 2022 and following a further competition exercise Compass Minerals UK Ltd are the successful supplier for the new agreement.

3. BACKGROUND

Previously the Council has procured its road salt via the Yorkshire Purchasing Organisation's (YPO) framework of suppliers. This has worked well with the Council obtaining both a good service and competitive pricing for their winter road salt. Therefore approval is sought to use YPO again for the new contract. Their current Winter Maintenance Products and Services agreement began this year and it offers the Council the following benefits:

- a saving in administrative costs because YPO carry out the tendering process on behalf of the Council.
- YPO have increased buying power as they purchase for a number of Councils.
- there are a limited number of suppliers for road salt in the UK and so being part of a consortium strengthens the Council's position.
- YPO's contract terms and conditions give the Council increased protection should there be any issues with the supplier during the lifetime of the contract.

In May 2022 YPO asked for bids from the suppliers on their framework and Compass Materials was the successful bidder.

4. KEY ISSUES AND RISKS

- The new contract includes a fuel surcharge with a starting fuel base rate of £1.116 per litre; this is taken from 1st January 2022. Therefore there will be some fluctuation in the price the Council pays dependent on fuel prices. This surcharge will be based on the Road Haulage Association's average weekly fuel price.
- There are limited suppliers of brown salt however the risk of supply is mitigated by using the YPO agreement because they are one of the biggest purchasers of brown rock salt in the

country and should there be a supply issue their clients would be prioritised by the contract supplier.

5. FINANCIAL IMPLICATIONS

It is difficult to estimate the annual cost because it is dependent on the winter weather. The estimated annual cost under the new contract is £206,000. This is an increase of approximately £22,000 per annum compared with the current price. The Council did benchmark the price with another framework agreement and it confirmed the new tendered price is competitive.

6. LEGAL IMPLICATIONS

The proposed arrangement is compliant with Public Contracts Regulations 2015 and the Council's Contract Procurement Procedure Rules.

7. OPTIONS CONSIDERED AND REJECTED

The Council carries out its own tendering exercise. This was rejected because the Council would not be able to obtain better pricing than can be achieved consolidating its usage with other Councils on the YPO framework agreement.

6. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

VERSION:	1
CONTACT OFFICER:	Chris Aston/Les Smith
DATE:	10.8.22
BACKGROUND DOCUMENTS:	

Signed:



Director – Martin Eden

Date: 10/8/2022