

**To:** Finance, Resources and Customer Service Policy Board

**On:** 14 September 2023

---

**Report by:** Director of Finance and Resources

---

**Heading:** Contract Authorisation Report for Managed Print Service (Reference: RC-CPU-23-059)

---

## 1. **Summary**

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a Contract for a Managed Print Service.
  - 1.2 The recommendation to award the Contract follows a procurement exercise conducted as a Further Competition in accordance with Scottish Procurement's Managed Print Solutions Framework Agreement SP-21-046 and the Council's Standing Orders Relating to Contracts for an above Threshold Services contract.
  - 1.3 A Contract Strategy was approved by the Head of Digital, Transformation and Customer Services on 14 June 2023 and the Strategic Commercial and Procurement Manager on the 19 June 2023.
- 

## 2. **Recommendations**

It is recommended that the Finance, Resources and Customer Services Policy Board:

- 2.1 Authorise the Head of Corporate Governance to award the Contract for a Managed Print Service to Canon (UK) Limited following a further competition exercise under Scottish Procurement's Managed Print Solutions Framework Agreement SP-21-046.
  - 2.2 The Call-off Contract will be for an initial period of 4 years from the Call-off Commencement Date and will include an optional extension period of up to two additional one year periods. The Call-off Commencement Date will be 1 January 2024.
  - 2.3 The Contract value for the initial 4 year Period of Contract will not exceed £1,237,455.90 excluding VAT. Where the first optional extension period is utilised, the additional value for that period will not exceed £260,857.93 excluding VAT and where the second optional extension period is utilised, the additional value for that period will not exceed £261,935.93. Where both extension periods are utilised by the Council, the total Contract value will be £1,760,249.76 excluding VAT.
- 

### 3. **Background**

- 3.1 The Council has a requirement for a Managed Print Service which includes the installation, maintenance, repairs and removal of print devices at various locations throughout the Renfrewshire Council estate. The current contract for this requirement is due to expire on 31 December 2024. Due to the need to exchange the Council's old printing devices for the new devices offered under this Contract, the new Contract will commence on 1 January 2024 to ensure the new service is fully mobilised by the expiry of the current contract.
- 3.2 The Council has introduced a Green Print Strategy which reviews the aim to reduce the amount and cost of the Council's printing. As part of these Green Print objectives, this new Managed Print Service Contract will assist the Council in delivering change that will support the reduction of the use of print, more cost-effective printing options and ultimately deliver cash savings across the Council by considering options such as the use of remanufactured print devices and devices which allow the use of recycled paper.
- 3.3 The procurement exercise for this contract was conducted as a mini-competition under the Scottish Procurement's Managed Print Solutions Framework Agreement SP-21-046 and in accordance with the procedures for use of frameworks under the Council's Standing Orders Relating to Contracts.

The mini-competition was issued via the Public Contracts Scotland – Tender portal on 16 June 2023 with the tender deadline of 20 July 2023.

- 3.4 All nine (9) Suppliers on the Framework were invited to tender and by the tender deadline, five (5) responses were received.
- 3.5 All five (5) Suppliers completed an SPD as part of the tendering process for the Framework.
- 3.7 All 5 Supplier tender submissions were evaluated against the Award Criteria of 70% Quality and 30% Price.
- 3.8 The scores relative to the Award Criteria for the tender submissions are noted below:

Tenderers Name	Quality Score (70%)	Price Score (30%)	Total Score (100%)
Canon (UK) Limited	47.34%	30.00%	77.34%
Xerox (UK) Limited	50.40%	25.67%	76.07%
Ricoh UK Limited	41.13%	28.05%	69.17%
Capital Document Solutions Limited	43.84%	23.59%	67.43%
Workflo Solutions (Scotland) Limited	29.40%	14.61%	44.01%

Canon (UK) Limited's tender submission was identified as the most economically advantageous tender following this mini-competition.

- 3.9 Costs under this Call-off Contract will be funded by the ICT revenue budget.
- 3.10 Canon (UK) Limited has committed to deliver the following community benefits as part of this Call-off Contract:

Community Benefit	No of People/ Activity
Industry Awareness Event	4
Industry Skill Transfer to Schools	24

---

## Implications of the Report

1. **Financial** - The financial status of Canon (UK) Limited was assessed which confirmed that the organisation satisfied the Council's requirements in relation to financial stability.
2. **HR & Organisational Development** – The Council's current Managed Print Service is inclusive of a full-time onsite Fleet Manager. Therefore, there will be TUPE transfer between the current provider and the new supplier as a result of this recommended award.
3. **Community/Council Planning –**  
  
Green - leading Renfrewshire to Net Zero- This Contract will deliver the objectives outlined in the Council Plan 2022-2027 as it will follow the recommendations of the Green Print Strategy by reducing the amount of printing, relying on recycled paper and by introducing remanufactured printing devices.
4. **Legal** - The procurement was carried out in accordance with Scottish Procurement's Managed Print Solutions Framework Agreement SP-21-046 and the Council's Standing Orders Relating to Contracts.
5. **Property/Assets** – The Council will lease the printing devices provided for the period of the Contract, including the optional extension periods if utilised.
6. **Information Technology** - The delivery of this Contract will involve introducing new printing devices and a change in the deliver of the current service in accordance with the Green Print Strategy.
7. **Equality & Human Rights** -  
  
(a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** - Canon (UK) Limited Health and Safety Policy was assessed by Health and Safety and met the Council's minimum requirements.
9. **Procurement** – The procurement was carried out as a further competition exercise in accordance with Scottish Procurement's Managed Print Solutions Framework Agreement SP-21-046 SP-21-046 and the Council's Standing Orders Relating to Contracts.
10. **Risk** – Canon (UK) Limited insurance cover was assessed by Corporate Risk and met the Council's minimum requirements for insurable risk.
11. **Privacy Impact** - No Privacy Impact implication has arisen or is anticipated.
12. **Cosla Policy Position** – No Cosla Policy Position implications have arisen or are anticipated.
13. **Climate Risk** – The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and is considered to be of medium risk due to the transport and use of printing devices. However, this Contract is anticipated to reduce climate risk impact by reducing the number of devices used, and how often the printing devices are used.

---

### List of Background Papers

None

---

**Author** Rachel Davison, Category Manager (ICT),  
rachel.davison@renfrewshire.gov.uk