

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

**On: 28<sup>th</sup> September 2017**

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**Report by: Chief Executive and the Director of Finance and Resources**

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**Heading: Contract Authorisation Report: Supply and Delivery of Managed Print Service**

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## **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 This procurement exercise has been tendered in accordance with the further competition requirements under Scottish Government National Framework for Office Equipment (SP-16-013) and Renfrewshire Council's Standing Orders Relating to Contracts.
  - 1.3 A Contract Strategy was approved by the Head of ICT and Strategic Commercial Procurement Manager in respect of this requirement.
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## **2. Recommendations**

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorise the Head of Corporate Governance:
  - a) To award the Contract for a Supply and Delivery of a Managed Print Service RC-RC-282-17, awarded following a mini-competition under the Scottish Government National Framework for Office Equipment (SP-16-013) to Xerox (UK) Limited;

- b) For four years with the option (at the discretion of the Council) to extend for up to twelve (12) months on two (2) separate occasions;
  - c) With an anticipated date of award of contract of 1 January 2018 or as confirmed in the letter of acceptance;
  - d) At a contract value for the initial four years of £2,018,737.76, excluding VAT or where both extension options are utilised £2,636,367.60 excluding VAT.
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### **3. Background**

- 3.1 The Council has a requirement for a managed print service, this includes; the installation, maintenance, repairs and removal of print devices at various locations throughout the Renfrewshire Council estate. Xerox (UK) Limited are the current provider of this service, the current contract expires on 31 December 2017.
- 3.2 The procurement exercise was tendered as a mini competition under Scottish Government National Framework for Office Equipment (SP-16-013). The procurement exercise was conducted in accordance with the further competition requirement under the Scottish Government National Framework for Office Equipment (SP-16-013) and the Council's Standing Orders Relating to Contracts clause 29.5 use of existing Framework Agreement. The Mini Competition tender was published via the Public Contracts Scotland Tender portal to all approved suppliers on the framework agreement on the 19 June 2017, with a submission deadline of 12 noon on 28 July 2017.
- 3.3 All eight (8) suppliers were invited to tender and by the closing date five responses were received.
- 3.4 The five suppliers tender submissions in relation to qualification were evaluated by Scottish Government at the time of awarding places to onto the Framework Agreement and were deemed to meet the minimum requirements. Quality scores were not restricted to the Scottish Government Framework therefore this enabled Renfrewshire to apply specific scoring for the methodology and approach to the Managed Print Service.
- 3.5 The five tender submissions were evaluated against a set of Award Criteria which was based on 70% Technical and 30% Commercial.
- 3.6 The scores relative to the Award Criteria for each of the five tenderers are noted below:

	Price (%)	Quality (%)	Total (%)
Xerox (UK) Limited	27.69	56.75	84.44
Ricoh UK Ltd.	30.00	45.69	75.69
Canon (UK) Limited	25.52	44.35	69.87
Konica Minolta Business Solutions (UK) Ltd	24.18	35.40	59.58
Exsel IT & Communications Ltd	26.82	23.06	49.88

- 3.6 The evaluation of tenders received identified that the tender submitted by Xerox (UK) Limited is the most economically advantageous.
- 3.7 Xerox (UK) Limited have committed to deliver the following community benefits as a result of delivery of this contract:

Community Benefit Description	No of People/ Activity
<b>Employment Benefits</b>	
New Entrant	1
Indirect New Entrant	1
<b>Skills and Training</b>	
Further Education Visits	4
Work Experience Placements (14-16 years of age)	4
School Visits	10
Careers Event	4
<b>Supply Chain Development</b>	
Supply Chain Briefings with SME's	1
Meet the buyer events	1
<b>Community Engagement</b>	
Financial Support for a Community Project	1
Non financial support for a Community Project	2

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## Implications of the Report

1. **Financial** - All suppliers' tender submissions in relation to financial stability were evaluated by Scottish Government at the time of awarding places to onto the Framework Agreement and were deemed to meet the minimum requirements
2. **HR & Organisational Development** – No TUPE implications have arisen or are anticipated
3. **Community Planning** – The community benefits submitted under this Contract are listed within section 3.7 of this report.
4. **Legal** – The procurement of this contract has been conducted in accordance with with the further competition requirements under Scottish Government National Framework for Office Equipment (SP-16-013) and the Council's Standing Orders relating to Contracts including the use of third party framework agreements.
5. **Property/Assets** – None
6. **Information Technology** – The outcome and delivery of this contract will ensure alignment with the Councils ICT strategy.
7. **Equality & Human Right** -
  - (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.
8. **Health & Safety** – There are no health and safety implications associated with the award of the contract
9. **Procurement** - The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk** – All suppliers' tender submissions in relation to insurances were evaluated by Scottish Government at the time of awarding places to onto the Framework Agreement and were deemed to meet the minimum requirements
11. **Privacy Impact** - No Privacy Impact Assessment requirements were identified within this procurement.
12. **Cosla Policy Position** – not applicable

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**List of Background Papers**

(a) None

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