

Record of decision taken under delegated powers by a council officer



Title:	SCC Print Services - Corporate Print
Divisions Affected:	Corporate Services, IT&D
Key Decision:	No
Decision taken under delegation by virtue of:	Committee decision – Cabinet 17 December 2019 Min ref: 218/19 Annual Procurement Forward Plan 2020-21 – authority delegated to relevant Executive Director or Head of Service (as appropriate) to make contract award decision.

Summary

This contract covers all the Council's printing requirements from publicity and promotional material to corporate stationery and printed forms where required by the business. Apart from the corporate stationery and forms all the print requirements are bespoke material, one-offs and hugely varied in their requirements. Over the life of the previous contract the Council's print spend has been driven down through a combination of better buying through the contract and a move to digital communications, but there is still a need for printed material to communicate with residents.

The new contract is for an initial period of three (3) years and has two (2) optional two (2) year extensions.

A full OJEU procurement has been carried out and following the evaluation of the seven (7) responses received, the response from Corporate Document Services Ltd, scoring highest for both quality and price, has been identified as the most economically advantageous tender.

Decision made

Decision made:

It was AGREED that:	A contract is awarded to Corporate Document Services Ltd for Corporate Print for £2.1m (value based on initial period plus the optional extensions)
Contract duration:	3 years with 2 extension options of 2 year each. 1st April 2022 to 31st March 2025 (to 31st March 2029 including the optional extensions)
Reasons for Decision:	Corporate Document Services Ltd scored highest for both quality and price and has been identified as the most

economically advantageous tender

Decision taken by:	Leigh Whitehouse, Executive Director of Resources
Decision taken on:	
To be implemented on:	10 January 2022

Alternative options considered

Alternative options were considered for the procurement route and these are listed in the attached Procurement Report.

Summary of any financial implications

The financial implications of this contract are included in the attached Procurement Report.

Declarations of conflicts of interest

None

Consultation/Process Followed

Consultation and processes followed have been as required by the Procurement and Contract Standing Orders (Part 5(4) of the Constitution).

These include:

Alison Sheard, Brand & Design Manager
Richard Neale, Assistant Brand & Design Manager
Sarah Mills, Office Moves & Managed Print Coordinator

A competitive open tender was undertaken and the most economically advantageous bidder is recommended for the award of the contract

Executive director of Resources
Leigh Whitehouse

Background Documents

Exempt:

Procurement Report Attachments: Procurement report	Yes not to be published
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