

FAREHAM

BOROUGH COUNCIL

Report to the Executive for Decision 2 December 2013

Portfolio: Policy and Resources
Subject: **Award of Tender - Supply of Multi-Functional Print Devices, Print Room Equipment and Associated Software**
Report of: Director of Finance and Resources
Strategy/Policy: A dynamic, prudent, progressive and best value Council
Corporate Objective:

Purpose:

This report considers the tenders received for the provision of a rental contract for the supply of multifunctional Print devices for the Civic Offices, Ferneham Hall and the Depot at Wallington and recommends an award of contract for the works.

Executive summary:

To put in place a new 5 year rental agreement for the provision of distributed Multi-Functional print Devices (MFDs), central Print Room equipment and associated management software.

This report provides the Executive with information regarding the tenders received for this agreement and seeks an award of contract.

Recommendation:

That the tender submitted by the contractor ranked 1 (as set out in the confidential appendix), being the most advantageous tender received, be accepted and the contract awarded to the company.

Reason:

To provide central and distributed print production facilities for the next 5 years.

Cost of proposals:

The cost of this rental agreement is estimated to be £30,000 p.a. (inclusive of maintenance). This contract is to be funded from the existing ICT revenue budget.

Appendices: **A:** Executive Briefing Paper Tender Prices and Evaluation (*Exempt By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.*)

Background papers: N/A

FAREHAM

BOROUGH COUNCIL

Executive Briefing Paper

Date: 2 December 2013

Subject: Supply of Multi-Functional Print Devices, Print Room Equipment and Associated Software

Briefing by: Director of Finance and Resources

Portfolio: Policy and Resources

INTRODUCTION

1. At the start of 2000 a survey was carried out to identify the multitude of varied and aging individual printers, photocopiers and scanning units distributed around the Council. A total of c.130 various manufacturers equipment were identified, most using a variety of inks, toners and ribbons and many no longer under any maintenance agreement.
2. A decision was made to consolidate the number units deployed into strategically placed Multi-Functional Devices (MFDs) under a single 5 year rental agreement. This reduced the total number of distributed units from c.130 down to 24 identical MFDs and reduced the cost of maintaining a multitude of various consumables and unsupported equipment.
3. The current contract has been in place since 2006 and is in a second year extension period which terminates at the end of March 2014. This equipment is now at the end of its useful working life and technology has moved on over the past 6 plus years the kit has been deployed.
4. In order to achieve a successful transition, the new equipment and supporting software needs to be phased-in during the early part of January 2014. Working with the Councils Procurement Officer, a suitable framework agreement was identified that would provide a wide ranging choice of suitable manufacturers equipment to meet our future needs.
5. An invitation to tender for this project was issued on the 17th October 2013 via the South East Business Portal to the 6 suppliers listed on the Hampshire County Council framework agreement (No. HS/Y11171).

PROPOSAL

6. On the 4th November 2013, three tenders were received and opened by Councillor S Woodward, Executive Leader and the tender price details are presented in the confidential appendix A.

EVALUATION PROCESS

7. The contract documents defined a pre-determined scoring mechanism whereby tenders are assessed on price, service and quality.
8. The tender submissions were evaluated and the scores weighted as specified in the invitation to tender. The scores and ranking for all three tenders received are represented in the confidential appendix A.
9. Tenderers were required to complete a 'Tenderers Compliance and Response' pro-forma. This enabled officers to score the quality and service elements of their submission, assessing their method of approach to delivering the service.
10. Based on the evaluation of the tenders received, the three bids have been ranked in order of economic advantage to the Council. The most advantageous supplier, which achieved the highest overall combined score, is recommended for the award of the contract.

RISK ASSESSMENT

11. Many of the usual and identifiable risks initially present in this type of project have been negated through the council's rigorous and structured procurement process.
12. All suppliers have undergone all of the checks associated in order to be part of the Hampshire County Council framework agreement (No. HS/Y11171) for the provision of this type of work/supply.
13. Regular monitoring and system testing will take place and a series of project progress meetings will be held during the course of the implementation to reduce potential risks.

FINANCIAL IMPLICATIONS

14. The rental and maintenance charges associated with this contract will be financed from existing ICT revenue budgets. The implementation costs will be found from the 2013/2014 ICT capital budget.

CONCLUSION

15. Three valid tenders were received for the provision of a 5 year rental agreement to supply 18 distributed MFDs 2 black and white high-volume units and 1 colour unit within the central Print Room and associated management software. It is recommended that the most advantageous tender received, ranked 1st in the confidential appendix to this report, be accepted and a contract award for the agreement.