

Written statement of a key decision
Cabinet member contracts and assets

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| Title | Contract review for printing, scanning and photocopying |
| Decision maker | Cabinet member contracts and assets Information about cabinet, including the names and contact details of the cabinet members, can be found here: http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251 |
| Date of decision | 9 October 2018 |
| Report exemption class | Open |
| Reason for being a key decision | This is a key decision because it is likely to result in the council incurring expenditure which is, or the making of savings which are, significant having regard to the council's budget for the service or function concerned. A threshold of £500,000 is regarded as significant. |
| A notice was served in accordance with Part 3 (Key decisions) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. | |
| General exception or special urgency (as defined in the constitution) | No |
| Purpose | The purpose of this report is to request approval to progress with a review of the requirements for printing and to carry out a procurement of a new contract for 3 years with an option to extend for a further two which will meet the identified requirements. This contract includes printing, photocopying and scanning of documents along with the secure printing using ID cards. |
| Decision | That: <ul style="list-style-type: none"> (a) To procure a replacement print contract for a period of up to five years at a maximum cost of £305,000 per annum, via Crown Commercial Services Framework RM3781; and (b) the Assistant Director Communities be authorised to award a contract. |

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| Reason for the decision | As set out in the report. Documents relating to this decision are available at http://councillors.herefordshire.gov.uk/mglIssueHistoryHome.aspx?IId=50026832 |
| Options considered | <ol style="list-style-type: none"> 1. It would be possible to allow individual departments to make their own arrangements for printing and scanning, however it is recommended that this is not progressed as the following benefits have been identified with the existing contract which was entered into during 2014. <ol style="list-style-type: none"> a. There has been a financial benefit from a combined and consequently larger procurement with a reduction in rental costs from £86,220 to £57,853. b. Individual printer purchases would also not allow reports to be created showing the use made of devices by users. This reporting has enabled each department/directorate to understand where printing is being carried out and has resulted in reductions to be made both with the environmental impact (less paper and power) and the cost of printing. c. Reporting on the use of individual printers has enabled work to be undertaken to ensure that the best use is being made of the variety of printers, and that printers have been moved to address issues where devices have been over or underutilised. d. By having a central management system for the printers and printing it has been possible to provide both a secure printing system using the ID cards but also for any user to send their printing to and collect from any printer providing both security but also resilience. |
| Declarations of interest (see below) | |
| Call-in expiry date (decisions are not subject to call-in where special urgency provisions apply) | 15 October 2018 |

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| Councillor: | Date 9 October 2018 |
| Cabinet member contracts and assets (Councillor H Bramer) | |

- a record of any conflict of interest declared by any executive member who is consulted by the member which relates to the decision;

and

- in respect of any declared conflict of interest, a note of dispensation granted by the relevant local authority's head of paid service.