

Appendix A

Waiver for Print & Mail Services

In August 2016, Cabinet approved the outsourcing of Print and Mail Services. The goal was to make cost savings and improve efficiencies. It also included for the disposal of 9 Willway Street and loss of 10 staff. In December 2016, the service was going to the market for tender with the objective of having a contract in place by March 2017. Six staff left under voluntary redundancy in 2017 and this has meant that work practices have been altered to accommodate reduced resources and still maintain a service.

The savings declared at the time (2016) were based on inaccurate information and were over projected. The savings would also facilitate a capital receipt for Willway Street that would be reported via the Property disposal tracker.

CPG (CPG1121-A) gave approval on 21 June to procure an external contract for Print and Mail Services, but a further waiver needs to be approved to continue the service until the procurement process is concluded and a contractor is appointed. The procurement process and full implementation is likely to take between 18 months to 2 years.

A waiver is required in order to continue to use the following suppliers:

Supplier	Service	Annual Cost
ROYAL MAIL	mail collection service, recorded & special delivery, licences, & stamp procurement;	£800,000
BASCOM	printing service (Council Tax bills, parking fines, housing benefit letters);	£350,000
MAILADOC	printing service (Council Tax letters & housing benefit letters);	£135,000
VELOPOST	alternative mail collection service using bicycles and electric vehicles. Best value for mail delivery in the Bristol area;	£50,000
PRIORITY EXPRESS	courier service (over size packages);	£15,000
NEOPOST	equipment provider for franking machines;	£13,000
DX	legal courier service (secure mail to solicitors);	£7,000
BRISTOL BUSINESS FORMS	printing of pay slips.	£15,000