

Decision Pathway – Report



PURPOSE: Key decision

MEETING: Cabinet

DATE: 02 April 2019

TITLE	Joint Procured Litho & Digital Printing Framework Agreement		
Ward(s)	City Wide		
Author:	Saskia Konynenburg and Phil Sherborne	Job title:	Bristol Design Account Supervisor
Cabinet lead:	Councillor Craig Cheney	Executive Director lead:	Mike Jackson
Proposal origin: BCC Staff			
Decision maker: Cabinet Member Decision forum: Cabinet			
Timescales: This report is due at Cabinet in April 2019. The print tender is scheduled to be awarded in March 2019 and Bristol City Council (BCC) intends to enter into the framework from June 2019.			
Purpose of Report: To obtain Cabinet approval to enter into a new framework agreement, together with our existing partners - Bath & North East Council (B&NES) and The University of the West of England (UWE), for all digital and litho printing at an estimated value of £200,000 per annum for BCC. The suppliers would provide digital and litho printing required by BCC.			
Evidence Base: In 2012 BCC, B&NES & UWE entered into a joint procured print contract for litho and digital print. This joint contract encouraged more printers to tender for the contract resulting in a wider choice of suppliers and competitive pricing. This contract has resulted in an average saving of between 10% to 15% per annum (between £20,000 and £25,000) for BCC. The contract was extended for an additional two years in 2016. A new joint framework has been developed by B&NES, who have decided to close their inhouse Print Service department. The new framework is for a further three to four years and has an increased number of suppliers on the previous contract. By entering into this framework BCC will benefit from a wider choice of contractors and increased savings. The combined spend for 2018/19 across all three organisations is estimated at £745,000 per annum, with a spend of £2.2m over three to four years <ul style="list-style-type: none"> • Bath and North East Somerset Council – £260,000 pa • Bristol City Council – £200,000 pa • University of the West of England - £285,000 pa If BCC decide not to re-enter the joint arrangement, the council will be required to procure individually likely increasing the cost per annum to BCC. This would also reduce our capacity to share work in times of high demand across contractors resulting in a decrease on the current service level.			
Cabinet Recommendations That Cabinet <ol style="list-style-type: none"> 1. Approve proposals set out in this report to enter into the proposed new joint framework for litho and digital printing. 2. Delegate Authority to the Executive Director Resources, in consultation with the Deputy Mayor for Resources, to 			

take all required steps to procure (jointly with partner authorities) and enter in to the proposed framework.

Corporate Strategy alignment: Consideration has been giving to the Council’s Corporate Strategy’s core commitments. This contract specifically supports the following principles:

- Use our assets wisely, generating a social and/or financial return
- Raise money in a fair but business like way
- Maximise opportunities to work with partners and other stakeholders

City Benefits: The award of an external contract will provide a litho and digital print service that benefits colleagues, clients, the democratic process, legal process, and fulfilling contracts with external customers, and a reduction in the production of climate changing gases.

Consultation Details: -N/A

Revenue Cost	£200,000 per annum	Source of Revenue Funding	General fund and some project funds contribute to the cost of print. The cost centres are distributed across the council within many different team/departments.
Capital Cost	£ (as above)	Source of Capital Funding	Capital project funds contribute to the cost of print. The cost centres are distributed across the council within many different team/departments.
One off cost <input type="checkbox"/>		Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input checked="" type="checkbox"/>
		Income generation proposal <input checked="" type="checkbox"/>	

Required information to be completed by Financial/Legal/ICT/ HR partners:

1. Finance Advice: The new contract is expected to include eight printers, compared to the current six. This will enable the partners to gain better value for money without compromising on quality.

Finance Business Partner: Kevin Lock 16 January 2019

2. Legal Advice: The aggregate value of the proposed Framework is over the relevant threshold and it should therefore be procured in accordance with the Public Contracts Regulations 2015. B&NES are leading on the procurement process and appropriate arrangements should be put in place for the proposed joint commissioning project. Legal Services would expect to be included in these and in the drafting of contract documentation.

Legal Team Leader: Eric Andrews, Legal Services, 6.2.19

3. Implications on IT: There are no identifiable IT implications arising from this proposal

IT Team Leader: Ian Gale 15 January 2019

4. HR Advice: No direct HR implications anticipated

HR Partner: James Brereton (People & Culture Manager), 16th January 2019

Background Documents: Section 3 - Print Services Specification Final – Original Print Services Specification paperwork from 2012 contract.

EDM Sign-off	Mike Jackson	14th January 2019
Cabinet Member sign-off	Councillor Craig Cheney	14th January 2019
CLB Sign-off	Mike Jackson	14th January 2019
For Key Decisions - Mayor’s Office sign-off	Simon Cowely	14th January 2019

Appendix A – Further essential background / detail on the proposal

Print Services Framework – ITT – Invitation tender document for the Provision of Print Services Framework for BCC, BANES Council and UWE

YES

Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
Appendix F – Eco-impact screening/ impact assessment of proposal	YES
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO