



ADUR & WORTHING  
COUNCILS

ADC Executive Member for Resources  
& WBC Executive Member for Digital &  
Environmental Services

Ref: JAW/012/20-21

Date: 24 September 2020

Decision to be taken on or after  
2 October 2020

Key Decision: Yes

Ward(s) Affected: All

**New Contract for MFDs - Copiers & Printers**

**Report by the Director for Digital, Sustainability & Resources**

**Executive Summary**

**1. Purpose**

- 1.1 The current contract for the multifunctional print and copy system is due to expire.
- 1.2 The Council has undergone a procurement process to find the most appropriate solution for the future. This report seeks approval to award the contract to a new supplier.

**2. Recommendations**

- 2.1 The Executive Members are recommended to approve the award of the contract to Alto Digital on the terms set out in this report.

**3. Context**

- 3.1 The current contract for the multifunctional print and copy system is coming to an end. To ensure that any replacement system meets the Councils future requirements a detailed specification was prepared and the council undertook a joint procurement process with ORBIS and the Councils procurement team.

- 3.2 The Councils intend to sign up to a 5 year agreement with the option to extend for a further 2 years at the end. The implementation of such a system is complex, time consuming and expensive, having the ability to extend the contract for a further 2 years ensures the Councils have the flexibility to maximise the benefits of the new contract.
- 3.3 To ensure the new contract meets the Councils needs for the next 5 years plus, a careful analysis of the current and future printing needs was completed taking into account the Councils environmental aspirations. In contrast to the old contract, the proposed contract does not have a minimum print threshold and has advanced reporting functionality on print volumes and equivalent CO2 emissions. It has flexibility to default to 2-sided and black and white printing as well as limiting the size of print runs.

#### **4. Issues for consideration**

- 4.1 The Councils received 5 bids which were then subject to a detailed assessment including seeking references for those bidders who scored the highest. One of the bidders withdrew during the procurement exercise.
- 4.2 The bids were assessed against detailed requirements as set out in the Invitation to Tender document. The tender assessment process was weighted 70% in favour of quality to ensure best fit with the Council's requirements and 30% for price.
- 4.3 The evaluation criteria are summarised below:
- Service & maintenance
  - Information governance & security
  - Sustainability
  - Implementation
  - Experience
  - Social Value
  - Account Management
  - Value for Money
- 4.4 It is recommended that the contract is awarded to supplier 5 (Alto Digital) who scored highest in the assessment.

#### **5. Engagement and Communication**

- 5.1 Officers across directorates were involved in the development of the specification and the assessment of the resultant bids.

5.3 There will be further engagement with officers across the Councils on the implementation and development of the product over the coming months to ensure the product is implemented to meet user needs and any additional requirements are met.

5.4 Further communications will be sent out as product updates and enhancements are released, along with training material and guides to help users make the most of the new system.

## 6. Financial Implications

6.1 The overall budget for the contract over the 7 year contract term is now split into two defined sections, a quarterly rental and maintenance charge and a cost per print charge. This new contract varies from the previous in the fact that there is no minimum print count anymore, put simply, if we don't print a single page we don't pay any printing costs over and above the rental of that device.

6.2 The quarterly rental on the copiers we have installed is £11,796.80 making the total rental costs over the 7 years £330,310.40

6.3 It is very difficult to estimate the printing costs in light of the current change in working arrangements. Based on average figures for the first 6 months of this year forecasting print costs is circa £5,000 per quarter, this will change if printing demand increases.

MFD Budget 2020/21 £	Forecast actuals Rental & Maintenance £	Forecast actuals printing costs £	Paper costs £	Variance against budget £ (Under)/Over spend
114,630	47,190	20,000	10,000	(37,440)

6.4 For information the new printing costs per sheet have reduced significantly as part of this procurement:

Old cost B+W = £0.0036

New cost B+W = £0.0021

Old cost colour = £0.0286

New cost colour = £0.021

6.5 Overall, there will be sufficient budget to fund the new contract.

## **7. Legal Implications**

- 7.1 Section 3(1) of the Local Government Act 1999 (LGA 1999) contains a general duty on a best value authority to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 7.2 s1 Local Government (Contracts) Act 1997 confers power on the local authority to enter into a contract for the provision of making available assets or services for the purposes of, or in connection with, the discharge of the function by the local authority
- 7.3 Under the Public Contract Regulations 2006 (SI 2006/5) where a Public Authority is to enter into a contract for the supply of goods & services, and the value of those goods and services exceeds a financial limit of £189,330, any procurement exercise to contract for those goods and services must be conducted in accordance with the Regulations which have been complied with through the BHCC procurement and use of the framework agreement.
- 7.4 Under the Councils' Contract Standing Orders which form part of the Council's Constitution (Part 4), an Executive Member has the authority to enter into a contract of this value where it is within an approved Revenue Budget.

## **Background Papers**

None

## **Officer Contact Details:-**

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## **Sustainability & Risk Assessment**

### **1. Economic**

Matter considered and no issues identified.

### **2. Social**

#### **2.1 Social Value**

Matter considered and no issues identified.

#### **2.2 Equality Issues**

Matter considered and no issues identified.

#### **2.3 Community Safety Issues (Section 17)**

Matter considered and no issues identified.

#### **2.4 Human Rights Issues**

Matter considered and no issues identified.

### **3. Environmental**

Matter considered and the new contract will provide a more environmentally friendly solution, both in energy efficiency, electronic waste (WEEE) and consumption of consumables such as paper and ink toner.

### **4. Governance**

Matter considered and this contributes to our Platforms For Our Places, Stewarding Our Natural Resources.