

EXECUTIVE BOARD – 25 FEBRUARY 2014

Subject:	Replacement of the existing city-wide fleet of Multi Functional Devices (MFDs) and the Loxley House Print Room machines		
Corporate Director(s)/ Director(s):	Carole Mills, Deputy Chief Executive/Corporate Director for Resources		
Portfolio Holder(s):	Councillor Graham Chapman, Deputy Leader/Portfolio Holder for Resources and Neighbourhood Regeneration		
Report author and contact details:	Paul Ritchie, Procurement Category Manager – Facilities Management Tel. 0115 876 4194 Email: paul.ritchie@nottinghamcity.gov.uk		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons:	<input type="checkbox"/> Expenditure <input type="checkbox"/> Income <input checked="" type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision	<input checked="" type="checkbox"/> Revenue	<input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total value of the decision: £340,000 per annum over 5 years (£1,700,000 in total).			
Wards affected: All	Date of consultation with Portfolio Holder(s): 13 January 2014		
Relevant Council Plan Strategic Priority:			
Cutting unemployment by a quarter			<input type="checkbox"/>
Cut crime and anti-social behaviour			<input type="checkbox"/>
Ensure more school leavers get a job, training or further education than any other City			<input type="checkbox"/>
Your neighbourhood as clean as the City Centre			<input type="checkbox"/>
Help keep your energy bills down			<input type="checkbox"/>
Good access to public transport			<input type="checkbox"/>
Nottingham has a good mix of housing			<input type="checkbox"/>
Nottingham is a good place to do business, invest and create jobs			<input type="checkbox"/>
Nottingham offers a wide range of leisure activities, parks and sporting events			<input type="checkbox"/>
Support early intervention activities			<input type="checkbox"/>
Deliver effective, value for money services to our citizens			<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
<p>The report sets out the Council's intention to enter into a new contractual arrangement with projected savings of £1.2 million over the next 5 years. This report details the plans to replace both the existing city-wide fleet of MFDs and the Loxley House Print Room machines. The Print Room machines are now out of contract and so are the majority of the MFDs.</p> <p>The Corporate Procurement Unit intends to tender the contract(s) via the Official Journal of the European Union to enable this.</p>			
Exempt information:			
<p>An appendix to the report is exempt from publication under paragraph 3 of Schedule 12A to the Local Government Act 1972 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) and, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. It is not in the public interest to disclose this information because it may offer a competitive advantage to other companies tendering for future Council contracts.</p> <p>Appendix 1 shows our current MFD costs and estimated savings over the new contract period</p>			
Recommendation(s):			
1	To approve the OJEU procurement approach and delegate authority to the Deputy Chief Executive/Corporate Director for Resources, in consultation with the Deputy Leader/Portfolio Holder for Resources and Neighbourhood Regeneration, to enter into		

contractual relationships with suppliers to supply and maintain the city wide fleet of MFDs and Loxley House Print Room equipment.

1 REASONS FOR RECOMMENDATIONS

- 1.1 To enable the Council to make savings and replace both the existing city-wide fleet of MFDs and the Loxley House Print Room machines.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 All the Loxley House Print Room machines and the majority of the existing city-wide fleet of MFDs are now out of contract and the Council is required to ensure that a EU compliant contract is in place due to the value of spend. The existing MFD contract was let via a Government Procurement Service (GPS) framework agreement which restricts the number of suppliers that are able to tender for our requirements and it is intended that the Council go to market via a restricted two stage OJEU tender to allow all interested suppliers, including city suppliers the opportunity to submit a proposal for our requirements.
- 2.2 Consultation has taken place with Legal, Finance and Facilities Management (FM) Services colleagues. Legal are preparing the contract terms and conditions, IT are preparing the technical specifications and will support the roll out of the new arrangements, Finance have agreed the mechanism for realising the savings and FM Services - will support the rollout of the new arrangements.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 The other option considered was to go back to market via the GPS framework but this was rejected as this approach would restrict the number of suppliers that would be able to participate in the tendering process including city suppliers..

4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY/VAT)

- 4.1 Contained in the exempt appendix.

5 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)

- 5.1 Legal Services will advise the Corporate Procurement Unit on appropriate terms and conditions of contract with the successful supplier and any other associated documentation for the project. This advice will be to protect the Council's interests and minimise risk wherever possible.
- 5.2 The procurement of the supplier must comply with all applicable EU regulations.

6 SOCIAL VALUE CONSIDERATIONS

- 6.1 The Employment Hub terms and conditions and questionnaire will be included in the tender documents.

7 REGARD TO THE NHS CONSTITUTION

- 7.1 Not Applicable.

8 EQUALITY IMPACT ASSESSMENT (EIA)

Has the equality impact been assessed?

- (a) not needed (report does not contain proposals for new or changing policies, services or functions, financial decisions or decisions about implementation of policies development outside the Council)



9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

9.1 None.

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

10.1 None.

11 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

Sarah O'Bradaigh, Senior Solicitor
Tel: 0115 8764380
Email: sarah.obradaigh@nottinghamcity.gov.uk

Charles Sharpe, Finance Analyst
Tel: 0115 8764133
Email: charlie.sharpe@nottinghamcity.gov.uk

Georgina Lewis, Finance Analyst
Tel: 0115 8764227
Email: georgina.lewis@nottinghamcity.gov.uk

Russell Jackson, Technical Design Officer
Tel: 0115 8763208
Email: russell.jackson@nottinghamcity.gov.uk

Theresa Flower, Facilities and Admin Manager
Tel: 0115 8763258
Email: theresa.flower@nottinghamcity.gov.uk