

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE – 11 July 2017

Subject:	Contract for the supply and delivery of stationery and computer consumables		
Corporate Director(s)/ Director(s):	Andy Vaughan, Corporate Director for Commercial and Operations		
Portfolio Holder(s):	Councillor Graham Chapman, Portfolio Holder for Resources and Neighbourhood Regeneration		
Report author and contact details:	Emilie Peace, Support Services Manager Emilie.peace@nottinghamcity.gov.uk Tel: 0115 8763084		
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 checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input 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: £1,200,000.00			
Wards affected: All wards		Date of consultation with Portfolio Holder(s): 21 June 2017	
Relevant Council Plan Key Theme:			
Strategic Regeneration and Development			<input type="checkbox"/>
Schools			<input type="checkbox"/>
Planning and Housing			<input type="checkbox"/>
Community Services			<input type="checkbox"/>
Energy, Sustainability and Customer			<input type="checkbox"/>
Jobs, Growth and Transport			<input type="checkbox"/>
Adults, Health and Community Sector			<input type="checkbox"/>
Children, Early Intervention and Early Years			<input type="checkbox"/>
Leisure and Culture			<input type="checkbox"/>
Resources and Neighbourhood Regeneration			<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
This report requests authority to retender the current contract for stationery and computer consumables. It further requests to delegate the award of new contracts to Corporate Director of Commercial and Operations to the most economically advantageous tender received. The contract will be managed centrally in order to reduce our overall costs. The contract will be for a period of four years.			
Exempt information:			
None			
Recommendation(s):			
1 To approve the decision to undertake the procurement for a new 4 year contract for the supply of stationery and computer consumables.			
2 To delegate authority to the Corporate Director for Commercial and Operations to award the contract.			

1 REASONS FOR RECOMMENDATIONS

- 1.1 The current contract has expired and in order to comply with the City Councils contract procedure rules and EU procurement legislation it is necessary to go out to market for these goods.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 The contract for stationery has expired. As such it is necessary that a new contract for supply is secured. In order to comply with Financial regulations a tender process will be initiated in order to achieve best value for money .

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Do nothing – This option was rejected as the Council continues to require stationery and computer consumables in order to maintain day to day business.

4 FINANCE COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 4.1 The Council would need to ensure that value for money is a primary focus and that we obtain the right quality of product at the right price.
- 4.2 The Council should look to negotiate a contract that covers a favourable term. ie: one that is long enough to allow us the best prices but short enough that we might be able to come away from it to take advantage of more favourable terms with another supplier.
- 4.3 The Council should accept nothing less than a 30 day credit term (as standard) to facilitate cash flows within the organisation.
- 4.4 The Council should ensure that the supplier is reliable in terms of adhering to their expected 'lead times'. to avoid finding themselves having to purchase outside of contract, on an emergency basis, at additional costs.
- 4.5 The Council should be mindful at the lifetime cost of all consumables bought to ensure there are not additional end of life costs. I.e. Empty ink cartridges should be returned to the supplier free of charge. (As an alternative, the Council could also look to generating income by selling empty cartridges to organisations that refill them.)
- 4.6 There are no VAT implications.

Meagan Milic
Commercial Business Partner
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07/06/2017

5 LEGAL AND PROCUREMENT COLLEAGUE COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

- 5.1 The Procurement Team will assist with the tendering exercise to ensure that a fully compliant value for money contract is entered into.

5.2 This report raises no significant legal issues.

Andrew James
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Legal Services
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6 STRATEGIC ASSETS & PROPERTY COLLEAGUE COMMENTS (FOR DECISIONS RELATING TO ALL PROPERTY ASSETS AND ASSOCIATED INFRASTRUCTURE (STRATEGIC REGENERATION COMMITTEE REPORTS ONLY)

6.1 N/A

7 SOCIAL VALUE CONSIDERATIONS

7.1 The Nottingham Business Charter questionnaire will be included in the tender pack and evaluated accordingly seeking market proposals for local jobs and local spends.

8 REGARD TO THE NHS CONSTITUTION

8.1 N/A

9 EQUALITY IMPACT ASSESSMENT (EIA)

9.1 Has the equality impact of the proposals in this report been assessed?

No



An EIA is not required because this proposal does not seek to implement a change in service or to introduce a new service, it is to establish a supply of goods contract.

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

10.1 N/A

11 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

11.1 N/A