

## Officer Non Key Executive Decision

<b>Relevant Chief Officer (Decision Maker):</b>	Steve Thompson, Director of Resources
<b>Relevant Cabinet Member (for consultation purposes):</b>	Councillor Simon Blackburn, Leader of the Council
<b>Report Author (Officer name and title):</b>	Fraser Cavill, Assistant Procurement and Projects Officer
<b>Implementation Date of Decision:</b>	9 October 2018

### MULTI-FUNCTIONAL DEVICES (MFDS) AND PRINT MANAGEMENT SERVICES

#### 1.0 Purpose of the report:

- 1.1 To seek to approve Konica Minolta Business Solutions (UK) Limited as our supplier of Multi-Functional Devices (MFDs) and Print Management Services.

#### 2.0 Recommendation(s):

- 2.1 To approve Konica Minolta Business Solutions (UK) Limited as the Council's supplier of Multi-Functional Devices and Print Management Services for a period of 3 years starting from 15 October 2018, with an option to extend for a further period of 1 + 1 years.

#### 3.0 Reasons for recommendation(s):

- 3.1 A mini-competition exercise was carried out using the joint Yorkshire Purchasing Organisation (YPO) and Crown Commercial Services (CCS) Framework RM3781 Multi-Functional Devices and Print Management Services, in order to select the most suitable supplier.

4 companies provided a submission as detailed below:

- Konica Minolta Business Solutions (UK) Ltd – Warrington
- Ricoh UK Ltd – Northampton
- Vision (Office Automation) Ltd – Hertford
- Xerox (UK) Ltd – Middlesex

The submissions were evaluated by a panel consisting of representatives from the Council's ICT Service, and moderated by members of the Council's Procurement Team.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:  
None.

#### **4.0 Council Priority:**

4.1 The relevant Council Priorities are:

- "The economy: Maximising growth and opportunity across Blackpool"
- "Organisational Resilience: Ensuring the efficient and effective running of the organisation to enable us to deliver quality services"

#### **5.0 Background Information**

5.1 This is a recurrent procurement requirement. The contract will provide a new fleet of Multi-Functional Devices across all of Blackpool Council's working locations, the accompanying print management software and any necessary servicing and maintenance, as and when existing equipment reaches the end of each current lease.

5.2 Does the information submitted include any exempt information? No

#### **5.3 List of Appendices:**

None.

#### **6.0 Legal considerations:**

6.1 The process was undertaken in line with Public Contract Regulations 2015 and is in line with the Council's Contract Procedure Rules. Authority has been sought from the Head of Procurement. The Council will enter into a contract with Konica Minolta.

#### **7.0 Human Resources considerations:**

7.1 None.

#### **8.0 Equalities considerations:**

8.1 None.

**9.0 Financial considerations:**

9.1 The costs associated with the delivery of this contract will be met within existing budget.

**10.0 Risk management considerations:**

10.1 Replacement of the fleet will be phased which will mitigate the risk of impact on service delivery. Failure to replace the equipment as they reach the lease expiry date could result in increased likelihood of failing equipment and 'down time'.

**11.0 Ethical considerations:**

11.1 The supplier has already signed Blackpool Council's Supplier Charter.

**12.0 Internal/ External Consultation undertaken:**

12.1 The submissions were evaluated by a panel consisting of representatives from the Council's ICT Service, and moderated by members of the Council's Procurement Team

The Head of Procurement has remained informed throughout the process.

**13.0 Decision of Chief Officer**

13.1 To approve Konica Minolta Business Solutions (UK) Limited as the Council's supplier of Multi-Functional Devices and Print Management Services for a period of 3 years starting from 15<sup>th</sup> October 2018, with an option to extend for a further period of 1 + 1 years.

**14.0 Reasons for the Decision of the Chief Officer**

14.1 Konica Minolta provided the most economically advantageous tender, which also fully met the requirements of the service.