

Report of: Helena Phillips, Chief Officer, Shared Services

Report to: Alan Gay, Deputy Chief Executive

Date: 25 September 2013

Subject: Request to award the contract for supply of stationery and office products

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| Are specific electoral Wards affected? If relevant, name(s) of Ward(s): | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Are there implications for equality and diversity and cohesion and integration? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Is the decision eligible for Call-In? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number: | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Summary of main issues

1. The current framework contract LCC7501 for the supply of stationery and office products expired on 31 October 2012.
2. A waiver report has been put in place to extend the contract to 31 December 2013 to allow time for a new contract to be put in place.
3. A tender exercise has since been conducted using a framework contract of Dartford Borough Council.

Recommendations

4. The Deputy Chief Executive is recommended to award the contract for supply of stationery and office products to Lyreco.

1 Purpose of this report

- 1.1 The purpose of this report is to seek approval to award the contract for supply of stationery and office supplies to Lyreco.
- 1.2 The framework will be a two year contract with an option to extend for a further two years. The contract will be effective from 01 January 2014.

2 Background information

- 2.1 Council staff utilise the stationery contract on a daily basis to help perform their duties.
- 2.2 There is currently a framework contract in place in for the supply of stationery and office products. This contract expired on 31 October 2012. North Yorkshire County Council (NYCC) was due to extend the framework contract, but informed LCC too late that they were not going to extend the current contract.
- 2.3 Prior to the contract expiry a decision was taken to waive CPR13 to support continued use of the Lyreco contract until 31 December 2013, allowing time to review the framework contract of Dartford Borough Council.
- 2.4 The total value of this contract is estimated at £300,000 per annum.
- 2.5 LCC has performed a tendering exercise under Dartford Borough Council's existing framework. Lyreco were the only supplier, but still had to prove that they were still the most cost effective solution.
- 2.6 Following an evaluation exercise under taken by members of the Business Support Centre, it is recommended that the contract is awarded under this framework to Lyreco.

3 Main issues

- 3.1 The current contract is due to expire on 31 December 2013.

3.2 Consequences if the proposed action is not approved

No contract will be in place and the opportunity to manage current price levels and savings would be lost.

3.3 Advertising

All the frameworks considered have been advertised in the OJEU

4 Corporate considerations

4.1 Consultation and engagement

Public consultation is not applicable as this decision relates to the ordering of office stationery and products, and does not impact directly on the public.

A survey was conducted with all council officers involved in the purchasing of office supplies as to how the current contract was performing as part of the consultation exercise.

4.2 Equality and diversity / cohesion and integration

Equality and diversity issues are not relevant to this report, as indicated in the attached screening document.

4.3 Council policies and city priorities

The contract is designed to be the best value for money, saving money for the Council so it can be spent elsewhere.

4.4 Resources and value for money

The review of existing framework contracts identified a comparative saving of approximately £40,000 over the existing contract with the same supplier – Lyreco.

4.5 Legal implications, access to information and call in

We have complied with LCC CPR's and all relevant EU regulations.

4.6 Risk management

Risk has been managed by consulting the ordering hubs and using the same contractor.

5 Conclusions

5.1 The contract has delivered a cost effective solution within an appropriate legal framework.

5.2 The contract will enable the Council to continue to benefit from the efficiency savings already being realised.

6 Recommendations

6.1 The Deputy Chief Executive is recommended to approve the awarding of the contract for stationery and office supplies to Lyreco, under the Dartford Borough Council's existing framework contract.

7 Background documents

7.1 Equality, diversity, cohesion and integration screening form attached