

# Approval to extend the existing contract for the provision of postal goods and services.

Date: 3 November 2022

Report of: Assistant Head BSC – Mail, Print and Records Management

Report to: Director of Resources

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

## Brief summary

On 3 December 2021 the Director of Resources approved the decision to enter into a twelve-month contract with Whistl UK Ltd (effective 1.2.2022) for the provision of postal services. The decision included an option to extend the contract for two further twelve-month periods.

This report seeks to extend the existing contract from 1 February 2023 for a period of twelve-months.

The 'Approval to award a new contract for the provision of postal goods and services' report dated 23 November 2021 was approved as a Key Decision, this subsequent decision is a Significant Operational Decision.

The annual contract value is estimated to be approximately £850,000 for Leeds City Council for the period.

## Recommendations

- a) It is recommended that the Director of Resources approves the extension of the contract with Whistl UK Ltd for the provision of postal goods and services for a period of one year (from 1 February 2023 to 31 January 2024) with an expected contract value of £850,000.

## What is this report about?

- 1 Extending the council's existing postal services provision with Whistl UK Ltd for a period of twelve-months.

## What impact will this proposal have?

- 2 The extension of this contract supports the delivery of the Best Council Plan in contributing to becoming a more efficient and enterprising Council.
- 3 It will ensure the smooth ongoing provision of the Council's postal requirements.

## How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 4 This procurement will support Council Policies and Best Council Plan objectives. Specifically, it will help deliver “An Efficient, Enterprising and Healthy Organisation”.
- 5 Climate Emergency - the supplier is required to have achieved the environmental standard, ISO 14001:2015. This is a certified environmental management system for organisations who want to enhance their environmental performance.

## What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted?

Yes

No

- 5 This contract was awarded following a collaborative procurement with 22 other Local Authorities led by Kirklees Council and procured by the Yorkshire Purchasing Organisation (YPO) on our behalf.
- 6 The Council’s Procurement and Commercial Services were consulted throughout.

## What are the resource implications?

- 7 The collaborative approach enabled the participating local authorities to aggregate requirements thereby achieving better value through economies of scale.
- 8 YPO managing the further competition procedure and contract represents a resource saving. However officers in the Business Support Centre and Procurement and Commercial Services are consulted on a regular basis.

## What are the key risks and how are they being managed?

- 9 Failure to extend the contract would result in a significant increase in postal costs for the Council as the collaborative approach to the contract with 22 local authorities ensures preferential rates.

## What are the legal implications?

- 10 This is a Significant Operational Decision as a direct consequence of a Key Decision granting authority to procure which was taken on 3 December 2021 (ref D54673).
- 11 The CCS framework was procured under the EU Public Contracts Regulations (2015) and is therefore considered legally compliant.
- 12 The further competition was conducted by YPO as a collaborative exercise involving a number of Local Authorities throughout Yorkshire and Humber.

## Options, timescales and measuring success

### What other options were considered?

13 No other options have been considered as the collaborative approach enabled the participating local authorities to aggregate requirements thereby achieving better value through economies of scale.

**How will success be measured?**

14 Contract performance will continue to be evaluated.

**What is the timetable and who will be responsible for implementation?**

15 The extension will begin on 1 February 2023 and will be managed by the Assistant Head BSC, Mail, Print and Records Management.

**Appendices**

**Background papers**

- Link to key decision - [Council and democracy \(leeds.gov.uk\)](https://leeds.gov.uk/council-and-democracy)