

SCARBOROUGH BOROUGH COUNCIL

LEADERS PORTFOLIO

INDIVIDUAL CABINET MEMBER DECISION

Date: Thursday, 3 March 2011

DECISION


1. FRAMEWORK CONTRACT FOR SUPPLY OF PRINTING SERVICES REF SBC/LS/17971 (Pages 1 - 10)

To consider a report by the Head of Legal and Support Services (Reference 11/139 attached)

These details are published for information only. The decision will be taken by the Cabinet Member who will receive Officer advice in private. A statement of the decision taken, with any appropriate supporting information, will be published as soon as reasonably practicable afterwards.

(N.B. If you have any questions, need further information about the meeting or require special facilities in order to attend, please contact Gill Wilkinson, Democratic and Administrative Manager, Town Hall, St. Nicholas Street, Scarborough – 01723 232303 Fax 0870 238 4159 or e-mail Gill.Wilkinson@scarborough.gov.uk)

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	<p>THE LEADER</p> <p>3 MARCH 2011</p>
	<p>Key Decision YES</p> <p>Cabinet Portfolio Holder Cllr Tom Fox</p>
<p>Corporate Priority All</p>	<p>Date of Decision/ Referral to O&S 3 March 2011</p> <p>Deadline for call-in 8 March 2011 5.00pm</p> <p>Implementation Date (if no call-in) 9 March 2011</p>

REPORT OF: HEAD OF LEGAL AND SUPPORT SERVICES – 11/139

WARDS AFFECTED: ALL

SUBJECT: FRAMEWORK CONTRACT FOR SUPPLY OF PRINTING SERVICES REF SBC/LS/17971

RECOMMENDATION (S)

The Cabinet Member is requested to:

- (a) approve the offer for tender of a contract to the named companies identified through a compliant pre-qualification process; and
- (b) approve entry into contract with the successful Tenderers.

REASON FOR RECOMMENDATIONS

To:

- (a) Comply with EU Procurement Rules and the Council's Financial and Contract Procedure Rules.
- (b) Ensure that there is a competent identified supplier appointed to provide the services.
- (c) Achieve cost savings.

HIGHLIGHTED RISK

- Risk of failing to comply with EU Procurement Rules and The Council's Financial and Contract Procedure Rules.
- Failure to formally tender the contract may result in the Council entering into an agreement on uncompetitive terms and not achieving Best Value in our procurement exercises.
- Risk of appointing unqualified supplier and risk of service delivery.

1. INTRODUCTION

- 1.1 Scarborough, Harrogate Richmond, Borough Councils, and Calderdale Metropolitan Borough Council have partnered with Selby, Ryedale, Hambleton Craven District, Councils, York City Council and Scarborough and North East Yorkshire NHS Trust to create what is a comprehensive list of Printing requirements. We are therefore looking for a range of suppliers, with proven track records, to meet our requirements over the next 4 years.
- 1.2 Scarborough Borough Council (SBC) set up its first stand alone Printing Services framework back in 2006. However the recent Central Government initiative, Total Place, encourages all public sector bodies to work together to share costs and generate combined savings. With this in mind, and with a genuine desire to form a working relationship with other like minded organisations, we have extended the framework to include Harrogate Richmond, Borough Councils ,Calderdale Metropolitan Borough Council Selby, Ryedale, Hambleton Craven District, Councils, York City Council and Scarborough and North East Yorkshire NHS Trust.
- 1.3 All orders for Print or Printing Services will be placed by the Individual Authority. Because of the number of authorities and the range of requirements, we have broken the framework into thirteen lots; each lot is then broken down into Sections.
- 1.4 Because of our wide range of requirements, we may look to award each lot to more than one supplier. The estimated/potential value of the contract, excluding VAT, for all authorities is 4.1 Million over 4 Years.
- 1.5 A detailed contract and contract specification for this tender has been prepared. The opportunity to meet that specification has been advertised and a number of potential tenderers have applied to be considered for the work and have been assessed for consideration on a restricted list of tenderers.
- 1.6 This report seeks authority to tender the work to named companies and subsequent authority to enter into a contract with the successful company.

2. CORPORATE AIMS/PRIORITIES AND THE COMMUNITY PLAN

- 2.1 Effective procurement is identified as a key aim toward improving the Council.

3. BACKGROUND AND ISSUES

- 3.1 The Restricted Procedure is being used where the Invitation to Tender is to be limited to Companies who reply to a public notice advertising the Contract, and this approach has been applied to this contract.
- 3.2 Contract notices have been placed in the local press, together with contract notices on the Council's Tendering website (SCMS) detailing the proposed contract. The contract notice informed companies that they needed to

register their initial interest in the contract and return their completed Pre-Qualification Questionnaire (PQQ) by the relevant closing dates.

- 3.3 As a consequence of that procedure the following companies are recommended for inclusion within a restricted list for the tender:

Lot 1 - General Offset Litho Full Colour/Mono

Adare Ltd
Adverset Media Solutions Ltd
Axis Printing Ltd
B&D Print Sevices Services Ltd
Bellmont Press Limited
Bemrose Booth Limited
Cliffe Enterprise
Digitronix and Ryedale Print Works (Combined Bid)
Dryden Smith Print Limited
DSI Billing Services Limited
Financial Data Management Limited
Image Data Group Limited
Jade Press Limited
Leeds Graphic Press Limited
Lion-FPG Limited
Whitesprint Group
Mortimer Print Trading as Protaprint Scarborough
Pilling Printers
Pindar PLC
Print Image Networks Limited
Ricoh UK Limited
Smith Print Design
Spellman Walker Limited
Stones the Printers
Wyndenham Gait

Lot 2 Print & Fulfilment

Adare Ltd
Belmont Press Limited
Bemrose Booth Limited
Finacial Dat Management Limited
Image Data Group limited
Liberty Services Limited
Pindar PLC
Ricoh UK Limited
Smith Print Design
Wyndenham Gait

Lot 3 High Volume, offset/web full Colour Print

Adare Limited
Belmont Press Limited
Bemrose Booth Limited
Finacial Dat Management Limited

Harmsworth Printing Limited
Image Data Group
Pindar PLC
Ricoh UK Limited
The Horton Print Co Yorkshire
Wyndenham Gait

Lot 4 Full colour digital/large format

Adare Limited
Adverset media Solutions Limited
Belmont Press Limited
Bemrose Booth Limited
Digitronix and Ryedale Print Works (Combined Bid)
Financial Data Management
Image Data Group Limited
Pindar PLC
Ricoh UK Limited
Smith Print Design Limited

Lot 5 Roll ticket printing

Bemrose Booth Limited
Castlefield Business Forms Limited
Financial Data Management
Liberty Services Limited
Office Team Limited (Ozyestraker)
Pirotto Labelling Limited
Print Data Solutions Limited
Univel Limited
Venridge Limited
Web Mart Limited

Lot 6 Pressure sealed

Liberty Services Limited
Financial Data Management
Bemrose Booth Limited
Pindar PLC
Adare Limited
Leeds Graphic Press Limited
Print Image Networks Limited
Print Data Solutions Limited
Office Team Limited (Ozyestraker)
Integrity Print

Lot 7 Envelopes

Financial Data Management
Bemrose Booth Limited
Ricoh UK Limited
Pindar PLC
Encore Envelopes Limited

Mail Solutions Uk Limited
DSI Billing Services Limited
Whitesprint Group
B&D Print Services Ltd
GSB Print and Design Limited

Lot 8 Newspapers

Harmsworth Printing Limited
The Horton Print Co (Yorkshire) Limited
Pindar PLC
Print Data Solutions Limited
Cumbrian Newsprint
Prasan Limited
Newsquest Media Group
Office Team Limited (Ozyestraker)
Web Mart Limited
Team 4 Marketing Limited

Lot 9 Parking Specialist Print

Liberty Services Limited
Bemrose Booth Limited
Print Image Network Limited
Print Data Solutions Limited
Integrity Print
Castlefield Business Forms Limited
Templeton Print Solutions

Lot 10 Plastics

Bemrose Booth Limited
Digitronix and Ryedale Print Works (Combined Bid)
Adare Ltd
Print Data Solutions Limited
Jones Brooks Limited
East Coast Plastics Limited
OfficeTeam Limited (Ozyestraker)
Systematic Print Management Limited
WebMart Limited
Venridge Limited t/a Contrac

Lot 11 Labels and Stickers

Financial Data Management Ltd
Bemrose Booth Limited
Digitronix and Ryedale Print Works (Combined Bid)
Ricoh UK Limited
Image Data Group Ltd
Leeds Graphic Press Limited (LGP)
Print Image Network Limited
Whitesprint Group Ltd
B&D Print Services Limited

GSB Print and Design Ltd

Lot 12 Specialist

Financial Data Management
Bemrose Booth Limited
Ricoh UK Limited
Pindar PLC
Leeds Graphic Press Limited
Print Image Networks Limited
B&D Print Services Ltd
Hill Print Media Limited (Trading HPM)
Platinum Print Limited
Print Data Solutions Limited

Lot 13 Electoral Specialist Print

Adare Limited
Smith & Ouzman Limited
Financial Management Limited
Print Image Network Limited
Print.uk.com (Print for Business Limited)
Opt 2 Vote Limited
Aero- Vote Limited

4. CONSULTATION

- 4.1 Consultation has been undertaken with officers from all participating authorities that the specification for the contract meets the requirements of the Council.

5. ASSESSMENT

- 5.1 A contract is required to ensure that the Council complies with its Contract Procedure Rules and also that it has suitably one or more qualified suppliers it can rely upon to undertake the supply of the services to the Council's requirements and commit to any subsequent service levels as agreed.
- 5.2 A detailed specification has been prepared with the intention of ensuring that the contract will deliver best value.
- 5.3 A comprehensive quality based assessment has been carried out of the potential suppliers by the Procurement and Print Team. Companies considered to meet the assessment criteria were also subject to a financial assessment carried out by the Council's Chief Accountant.

6. IMPLICATIONS

Policy

- 6.1 There are no policy issues arising from this report.

Financial

- 6.2 Initial estimates on anticipated annual expenditure for Scarborough over the length of this Contract will be £796,000 over the full Term of the 4 year contract. This expenditure can be broken down into the 13 Categories as Detailed below:

General print - £360,000
Print+ fulfil - £35,000
High volume - £120,000
Large format - £12,000
Roll tickets - £2,000
Pressure seal - £40,000
Envelopes - £20,000
Newspapers - £32,000
Parking - £53,000
Plastics - £8,000
Labels - £4,000
Specialist - £8,000
Electoral - £102,000

Legal

- 6.3 The tender process complies with the Council's Financial and Contract Procedure Rules. Officers within Legal Services have prepared of relevant contract notices, pre-qualification questionnaires and tender specification documents. This report is part of that process.



Ian Anderson
Head of Legal and Support Services

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Background Papers:

None

IF YOU HAVE ANY QUERIES ABOUT THIS REPORT OR WISH TO INSPECT ANY OF THE BACKGROUND PAPERS, PLEASE CONTACT Mark Allen, contact details as above

Risk Matrix

Appendix A

Issue/Risk	Consequences if allowed to happen	Likeli-hood	Impact	Mitigation	Mitigated Likelihood	Mitigated Impact
Failure to comply with the Council's Financial and Contract Procedure Rules.	There could be a challenge which may delay the implementation of the contract.	Not Likely	Medium	Legal Services has been consulted and involved in the preparation and publication of the Contact notice to comply with the Councils constitution.	Very Low	Minor
Failure to tender the contract may result in the Council entering into a contract on uncompetitive terms.	The revenue expenditure could be outside the budget framework.	Not Likely	Minor	The contract is being tendered and so competitive terms should be maintained.	Not Likely	Low
Recruitment of unqualified personnel.	Legal issues, potential impact on image of the Council.	Not Likely	Medium	.Legislation, efficient contract management, monitoring of supplier performance.	Not Likely	Medium

Likelihood:
 Very Low
 Not Likely
 Likely
 Very Likely

Impact:
 Low
 Minor
 Medium
 Major

Likelihood:
 Very Low
 Not Likely
 Likely
 Very Likely

Impact:
 Low
 Minor
 Medium
 Major

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