

TONBRIDGE & MALLING BOROUGH COUNCIL

CABINET

13 October 2010

Report of the Central Services Director

Part 1- Public

Executive Non Key Decisions

1 PROCUREMENT ROUTE FOR NEW FLEET OF MULTI-FUNCTIONAL DEVICES

Summary

This report updates Members on the preferred procurement route for a new fleet of multi-functional devices (MFDs) following consideration of this issue at the meeting of the Management Team on Tuesday 12 October 2010.

1.1 Background

- 1.1.1 Management Team recently received the minutes of the Council's ICT and E-Government Officer Study Group, and accepted the recommendation to procure a fleet of 23 new MFDs to replace the existing six year old fleet of 13 and additionally enable the removal of the majority of more expensive desktop printers of various types currently connected to the IT network. Appropriate funding is available within existing Capital Renewal budgets.
- 1.1.2 This proposal, when linked with the introduction of print control software, will show an estimated minimum annual revenue saving of £14,300 giving a £71,500 saving over the five year predicted life of the machines.

1.2 Procurement

- 1.2.1 Following Management Team's decision to proceed with the purchase of 23 MFDs and associated print control software, the Council intends to procure either via a Government (OGC) or Kent County Council (CBC) Framework Agreement. This will entail procurement via a mini tender which we would hope to complete by the end of 2010.
- 1.2.2 Either of these two routes avoids the costs and delays associated with a full EU tendering exercise and takes advantage of discounts already negotiated direct with manufactures on behalf of all public bodies.

1.2.3 Due to the indicative combined capital and revenue costs over the five year life of the equipment being in excess of the £156,442 limit set out in Council Procedure Rule 8.1, approval from the Executive is required before proceeding.

1.2.4 As required by Council Procedure Rule 8.1 we intend to report back in due course on our evaluation of the mini tender, giving full details of appropriate costs, before placing a formal order.

1.3 Legal Implications

1.3.1 The recommended method of procurement complies with the Council's Contract Procedure Rules.

1.4 Financial and Value for Money Considerations

1.4.1 Using Government Framework Agreements avoids the costs associated with a full EU tendering exercise and takes advantage of discounts already negotiated on behalf of all public bodies.

1.5 Risk Assessment

1.5.1 Using Frameworks Agreements avoids the risks associated with using alternative procurement methods.

1.6 Policy Considerations

1.6.1 Procurement

1.10 Recommendations

1.10.1 Members are requested to:-

Endorse Management Team's decision to commence procurement of a fleet of replacement MFDs via a Government (OGC) or Kent County Council (CBC) Framework Agreement.

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Background papers:

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