

REPORT TO: POLICY AND RESOURCES COMMITTEE - 16 AUGUST 2004

REPORT ON: PHOTOCOPIER CONTRACT

REPORT BY: DIRECTOR OF EDUCATION

REPORT NO: 518-2004

1.0 PURPOSE OF REPORT

1.1 To report to Council recommendations arising from a review of the current photocopier contract between Dundee City Council and Xerox (UK) Limited.

2.0 RECOMMENDATIONS

2.1 To seek approval for Dundee City Council to let a contract for photocopiers for a period of 4 years commencing 1 October 2005 with an additional 1 year if required.

2.2 Dundee City Council approve participation in a composite photocopier contract along with Angus Council, Perth and Kinross Council and other qualifying bodies, eg Police, Fire Services, Colleges etc., the contract to run for a period of 4 years from 1 October, 2005 with the option of an additional 1 year if required.

2.3 Act on behalf of other participants with their agreement as the Contract Co-ordinator. The main participants are Dundee City Council, Angus Council, Perth & Kinross Council, Police, Fire Service, Colleges and various voluntary bodies.

2.4 In any negotiations with contractors, Dundee City Council act as the co-ordinating authority, as agreed by the other participants. The Director of Education on behalf of Dundee City Council has the delegated power to adopt a monitoring role through the use of the Education Contracts Officer to be known as the 'Co-ordination Manager' for contract purposes to ensure the efficient operation of the contract and, therefore maximise the benefit to the Council and participating members.

2.5 In any negotiations, the interests of voluntary bodies to be taken into account, whether they are to be part of the contract or not, in order that they receive similar value for money copy charges. Voluntary bodies to be billed directly by the contractor.

3.0 FINANCIAL IMPLICATIONS

3.1 To be detailed in a further report, once the contract has gone out to tender and contractors bids are submitted for consideration.

4.0 LOCAL AGENDA 21 IMPLICATIONS

4.1 As outlined in Questionnaire (Part 3) of the tender documents, the successful contractor will be required to provide photocopiers which are capable of using recycled paper and contain recycled or recyclable components.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 None

6.0 BACKGROUND INFORMATION

6.1 The Dundee City Council at a meeting of the Policy and Resources Committee on 28 August 2000 approved a recommendation in Report No 556-2000 by the Director of Education to accept an offer for the provision of a photocopying service to Dundee City Council, Angus Council, Perth and Kinross Council and other participating local organisations.

6.2 The main participants in the existing contract are Dundee City Council, Angus Council, and Perth and Kinross Council, Police, Fire Services, Colleges and various voluntary bodies partly/fully funded by the Councils.

6.3 Confirmation has been received from participating members in the current contract that the existing management arrangements continue for any further contract. It was also agreed that Dundee City Council act as Contract Co-ordinator through the delegated power of the Director of Education.

6.4 The existing contract generates approximately 80 million copies per annum, using 1000 copiers.

6.5 In order to maximise best value on copying costs, a composite contract based on the accumulated volumes of the three main authorities and others, offers the best option for Dundee City Council.

6.6 An agreed co-ordinating authority would allow a single contract to be let on behalf of all participants.

7.0 CURRENT ACTION

7.1 A working group comprising representatives from the Education Department (current managers of the existing contract) Dundee City Council, Management Services, Legal Services of the three Councils are currently working to:

- i. Identify the number of authorities and other qualifying bodies willing to participate in a composite contract, based on total annual volume of copying, to establish best value and take advantage of the economies of scale accruing;
- ii. Agree that Dundee City Council be the co-ordinating authority subject to the approval of the Council, with the authority to negotiate and liaise with contractors/manufactures on behalf of participants;
- iii. Agree a timetable of action to be taken by the co-ordinating authority and participants in identifying copier needs by authority and location;
- iv. Identify/agree numbers and machine specifications to be allocated to each location within the authority and prepare schedules to this effect for inclusion in the tender;
- v. Liaise with legal and financial services of participating member authorities with regard to contractual terms and financial conditions;

- vi. View where appropriate new equipment as a result of the introduction of new technology and advise participating authorities of any implications which may have a bearing on the contract;
- vii. Establish a timescale for advertising the contract and identify the appropriate media.

8.0 CONSULTATION

8.1 This report has been subject to consultation with the Chief Executive, Depute Chief Executive (Finance) and the Depute Chief Executive (Support Services).

9.0 BACKGROUND PAPERS

9.1 None

ANNE WILSON
Director of Education

7th July 2004

AHW/BR/CP