

Report of the Assistant Director Office of the Chief Executive to the meeting of Corporate Overview and Scrutiny to be held on Thursday 10 October 2019

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Subject:

TENDERING OF FRAMEWORK AGREEMENT FOR THE SUPPLY OF PRINT SERVICES.

Summary statement:

In line with the requirements of Contracts Standing Order 4.7.1 to report all proposed procurement exercises with a total estimated contract value of over £2million prior to commencement of the procurement tendering process:

Marketing & Communications wish to inform the relevant Overview and Scrutiny Committee of the procurement project that they intend to undertake over the following six months period, supported by Commissioning and Procurement and thereby give Members the opportunity to engage in the process prior to inviting tenders from the marketplace.

This report sets out the details of the procurement enquiry that Marketing & Communications – Design & Print Procurement Services proposes to tender and the relevant timelines to ensure compliance with the Council's Contracts Standing Orders, Financial Regulations and EU procurement legislation.

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1. SUMMARY

- 1.1 Marketing & Communications – Design & Print Procurement Services has a requirement to put a framework agreement in place for the supply and delivery of a full range of visual, graphic and printed products with a total value in excess of £2 million to meet the requirements of the Council and its service users and to ensure that the Council remains compliant with Contracts Standing Orders, financial regulations and EU/UK legislation due to the value of the services required.
- 1.2 The aim of the Framework Agreement is to appoint a range of highly skilled, competitive and experienced print companies that can provide the Council with a comprehensive range of high quality printed material as and when required. This will include the supply, storage and distribution of printed material.
- 1.3 The length of the framework agreement will be three years, with an option to extend for a further one year period.
- 1.4 Based on previous annual expenditure, it is estimated that the Council spends approximately £700k per annum on Print Services. The estimated value of the framework/contract excluding VAT is £2,800k over the Framework period including any extensions.

2. BACKGROUND

The Print Services Framework was previously tendered in 2015 for a three year period and subsequently extended for a further one year extension period in 2018.

The framework is still being used for print service requirements, but has recently expired and now needs to be retendered, as the Council has an ongoing requirement for printed products.

The proposed timetable to undertake the procurement exercise is set out below:

Matter	Date(s)
Issue of ITT to Bidder(s)	Monday 14 th October 2019
Deadline for ITT clarification questions	Friday 15 th November 2019 - 14.00 Hours
Return of Tenders	Friday 29 th November 2019 - 14.00 Hours
Completion of evaluation of Tenders	Friday 31 st January 2020
Notification of intention to award the Framework Contract	Monday 17 th February 2020
Standstill Period	Monday 17 th February 2020
Internal approvals process	Friday 6 th March 2020
Framework Contract Award	Monday 9 th March 2020
Framework commencement	Wednesday 1 st April 2020

3. OTHER CONSIDERATIONS

- 3.1 There is a requirement for the printed services to be tendered to ensure that: -
 - the Council's printed products are purchased at competitive prices and Best Value is achieved.
 - Council communications and marketing strategies are delivered to the Bradford district and wider public.

- there is continuity of supply of print services and the Council has access to print suppliers who can turn urgent work requirements around in a short space of time.

3.2 Re-tendering of the current framework will give Design & Print Procurement Services the opportunity to review and take advantage of changes in the market place with suppliers, processes and prices and also innovations in e-procurement processes such as use of purchasing cards etc.

4. FINANCIAL & RESOURCE APPRAISAL

The print services framework is divided into nine lots for specific print categories to encourage SMEs and local suppliers to bid and it is expected that a minimum of three suppliers will be appointed to each Lot on the framework.

The Lots are as detailed below and individually **estimated** to be worth:

Lot No.	Description	Typical Examples	£ Value P/A
Lot 1	Conventional Print	Medium to Large volumes, flat sheets up to B1. Forms, newsletters, leaflets & folders with multiple finishes.	£150k
Lot 2	Digital Print	Low volumes. Reports, agendas, leaflets, posters (below A2), flyers, business cards. A6 Invite printed boards. Booklets folded and stitched. Postcards including variable data.	£80k
Lot 3	Large Format Print	PVC + Mesh banners, roller banners, large posters, window vinyls, display items.	£100k
Lot 4	Jobbing	NCR sets, mono leaflets, pads. Multi-part forms perforated & numbered. Order books, pads, loose sets. Mono newsletters.	£20k
Lot 5	Envelopes	Various types - Window, non-window, pocket, wallets, various sizes printed, self-seal & gummed.	£35k
Lot 6	Security Print	Cheques, BACS, Benefit letters/ statements, Register of Electors data bases supplied for output daily and weekly onto pre-printed stationery. Pressure seal base stock. Mail Sort and Walk Sort facility a must .	£170k
Lot 7	Promotional Items	Staff uniforms, event T Shirts, cotton bags.	£25k
Lot 8	Labels	White vinyl self-adhesive products such as domestic bin stickers.	£25k
Lot 9	Fulfilment & Mailing Services	Specialist fulfilment & mailing services including bespoke addressing & packaging of mail with multiple inserts to the Council's Theatres customers.	£95k

The framework will be pro-actively managed by the Design & Print Procurement Services. Call-off contracts will be awarded for individual print jobs following further mini-competitions based on price and the supplier's capacity to complete the work, thereby continuing to ensure that the Council gains best value throughout the duration period of the framework.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

No risks have been identified as a result of Design & Print Procurement Services implementing their proposed recommendation to re-tender the framework for the supply of Print Services.

5.1 However, the following risks have been identified if Design & Print Procurement Services were not to re-tender this framework: -

- There will be no framework/contract in place for Print provision for the Council.
- Non-compliance with Contracts Standing Orders, National and EU legislation for the supply of goods and the Council may be exposed to unnecessary risk.
- Risk of failing to ensure continuity of printed materials to the Council's service users.
- Loss of higher discounts received from current suppliers.
- Less control over Council departments' demand, ordering and expenditure than is currently in place for managing and awarding print work.
- May result in higher prices paid by services, as print jobs may not be tendered through mini-competition.
- Reduced supplier management through loss of regular performance monitoring, and review meetings.
- The Council's print work would not be produced by any local suppliers if a decision was made to use a collaborative framework.

6. LEGAL APPRAISAL

6.1 There is a requirement to advertise and re-tender the contracts under the Council's Contracts Standing Orders and Procurement Strategy and to ensure compliance with EU legislation due to value of the individual contracts.

6.2 'EU Procurement Rules' are the Directives and Regulations implemented in the UK to set out the law on public procurement. EU Financial Thresholds at which the EU Procurement rules are applicable:

"As of 1st January 2018 these are: Works (maintenance and construction) £4,551,413 and Services and Supplies £181,302".

6.3 Contracts Standing Orders (4.7) state that:

"Before inviting tenders or quotations, the Authorised Officer must:

4.7.1 for contracts with a total estimated contract value in excess of £2m, report details to the relevant Overview and Scrutiny Committee using the standard Committee report template."

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

There are no issues arising from the Council's Equality & Diversity Strategy to

consider as part of this report.

However, the Council's Marketing & Communications team will endeavour to ensure that printed publications are available in a range of alternative and accessible formats wherever possible.

7.2 SUSTAINABILITY IMPLICATIONS

The Print Services tender documents and specification have been updated to ensure that they include details of the Council's commitment to reducing its carbon footprint through promoting sustainable best practice and through working with Contractors who are actively taking steps to minimise the impact of their activities on the environment.

Through tendering the Print Services framework, the Design & Print Procurement Services would seek suppliers that are able to demonstrate how they would support the Council on its sustainability policy through ensuring that: -

- All print paper and card is certified as FSC (Forestry Stewardship Council) and traceable back to source wherever possible thereby meeting the Council's World Wildlife Fund (WWF) Silver pledge.
- All chemicals, inks and other print products are environmentally friendly and wherever possible come from sustainable sources and must not adversely affect the health of production operatives, the Council's services users, customers/clients including members of the public.
- Production processes and operations are energy efficient and environmentally friendly as possible.

The Print Services framework also contributes to the Council's policies on sustainability by designing and delivering printed material on recycling, cleaner and greener neighbourhood campaigns etc.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

The procurement of Print Services has an impact on the Council's and wider District's carbon foot print through distribution, print production methods and products used etc.

By undertaking a tendering exercise Design & Print Procurement Services would seek to minimise future environmental impact, through selection and contract management of suppliers who propose sustainable and environmentally friendly products (as appropriate), alternative fuel efficient vehicles etc. and that manage their work activities to minimise any environmental impact through energy/resource conservation, efficient route planning etc.

7.4 COMMUNITY SAFETY IMPLICATIONS

None - There are no community safety implications arising out of the recommendations within this report.

7.5 HUMAN RIGHTS ACT

None - There are no Human Rights Act implications arising out of the recommendations within this report.

7.6 TRADE UNION

There are no Trade Union implications arising from this report.

7.7 WARD IMPLICATIONS

None - There are no Ward or area implications to be considered as part of this report.

7.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS (for reports to Area Committees only)

N/A - There are no Area Committee Action Plan implications to be considered as part of this report.

7.9 IMPLICATIONS FOR CORPORATE PARENTING

N/A - There are no Corporate Parenting implications arising from this report.

7.10 ISSUES ARISING FROM PRIVACY IMPACT ASSESSMENT

Tender documents and specification have all been brought into line with the latest requirements of the General Data Protection Regulations (GDPR), Data Protection Act 2018 and the Council's technical security requirements for Data, Information Systems & Confidentiality.

8. NOT FOR PUBLICATION DOCUMENTS

8.1 None - There are no Not for Publication Documents to be considered as part of this report.

9. OPTIONS

9.1 Continued use of current framework, but the previous agreement has expired, and there are no further extensions available. This is also not an option as the annual spend exceeds EU limits and there is a requirement to follow EU legislation.

9.2 Use of other collaborative frameworks, managed by CCS, ESPO, YPO (Crown Commercial Services, Eastern Shire Purchasing Organisation and Yorkshire Purchasing Organisation), however no collaborative agreements have been found that meet the requirements of the Council, or include any local suppliers.

9.3 No other suitable existing frameworks have been identified that would meet the Council's current requirements.

9.4 Design & Print Procurement Services expects that through completing an open competitive OJEU tender via YORtender there will be a compliant framework in place that meets the Council's requirements and achieves best value. Recommendation that an open OJEU tender be undertaken by the Council with the framework split into lots to encourage SMEs and local Bradford suppliers to bid for the Council's print services.

10. RECOMMENDATIONS

That the report is noted and the option to undertake the tendering exercise and publish the Print Services framework procurement enquiry also be noted.

11. APPENDICES

None – There are no additional appendices to this report.

12. BACKGROUND DOCUMENTS

None – There are no background documents to this report.