

Record of Decisions

MFD and Postal Services Contract

Decision Taker

Cabinet on 19 January 2021

Decision

- (i) That Whistl agree a 6 month extension of the expiring CCS Postal Goods & Services Contract (RM1063 expires 28/2/2021) to include:
- The current service levels subject to our requirements;
 - The current pricing (subject to Royal Mail's normal price increases in January); and
 - A clause with 90 days' notice for the Council to terminate.

At a cost of £110,000.

- (ii) An extension to the MFD contract on the CCS framework until the printing services tender is completed. A clause with 90 days' notice for the Council to terminate will be included. At a cost of £40,000 for six months.

Reason for the Decision

A current tender for Printing Services includes MFD provision and postal services within various lots, future copier and postal volumes could be affected by the tender outcome which would change the volumes and requirements of the current MFD and postal contract, the extension will allow us to make the most financially beneficial decision for the Council.

Implementation

This decision will come into force and may be implemented on 1 February 2021 unless the call-in procedure is triggered (as set out in the Standing Orders in relation to Overview and Scrutiny)

Information

Torbay Council is undergoing a re-design of services and part of that will include a re-design of printing and postal services. A decision is expected in due course which will determine how these services go forward, therefore the Council is unable to commit currently to a longer contract period or have one in place to run concurrently with the expiration of the current contracts. In the interim an extension to the current MFD and postal services contracts is sought.

At the meeting, Councillor Carter proposed and Councillor Morey seconded a motion, that was agreed unanimously by the Cabinet, as set out above.

Alternative Options considered and rejected at the time of the decision

No other options were considered.

Is this a Key Decision?

No – Reference Number: I078875

Does the call-in procedure apply?

Yes

Declarations of interest (including details of any relevant dispensations issued by the Standards Committee)

None.

Published

22 January 2021

Signed: _____ Date: _____
Leader of Torbay Council on behalf of the Cabinet