

28 day notice
Notice issued 18 December 2023

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Notice is given of the following proposed Key Decisions (whether proposed to be taken in public or in private) and of Executive Decisions (including key decisions) intended to be considered in a private meeting:-

Item no.	Matter in respect of which a decision is to be made	Decision-maker (if individual, name and title, if body, its name and see below for list of members)	Key Decision Y/N	Anticipated date of decision/ period in which the decision is to be taken	Private meeting Y/N	Reasons for the meeting to be held in private	Documents submitted to the decision-maker in relation to the matter	Address to obtain further information
231218/864	Procurement and award of the Multi-Functional Devices (MFD) and Print Contract	Director of Smart Cities & Enabling Services	Yes	Between 31 January 2024 – 16 February 2024	N/A	N/A	Report of the Director of Smart Cities and Enabling Services	Democratic Services City Hall Plater Way Sunderland SR1 3AA committees@sunderland.gov.uk

Note; Some of the documents listed may not be available if they are subject to an exemption, prohibition or restriction on disclosure. Further documents relevant to the matters to be decided can be submitted to the decision-maker. If you wish to request details of those documents (if any) as they become available, or to submit representations about a proposal to hold a meeting in private, you should contact Democratic Services at the address below. Subject to any prohibition or restriction on their disclosure, copies of documents submitted to the decision-maker can also be obtained from the Democratic Services team City Hall, Plater Way, Sunderland, SR1 3AA, or by email to committees@sunderland.gov.uk

Who will decide: Director of Smart Cities & Enabling Services

Elaine Waugh,
Assistant Director of Law and Governance

18 December 2023

PROPOSED RENEWAL OF THE MULTI-FUNCTIONAL DEVICES (MFD) AND PRINT SERVICES CONTRACT

18 December 2023

REPORT OF THE DIRECTOR OF SMART CITIES & ENABLING SERVICES

1. Purpose of the Report

- 1.1 To seek approval for the proposed procurement and award of the Multi-Functional Devices (MFD) and Print Services contract.

2. Background and Proposal

- 2.1 In 2019, the Council awarded a contract to Konica Minolta Business Solutions (UK) Limited to lease MFDs, which includes all Toners, Staples, Parts, Labour, Servicing and Callouts. This contract was awarded via a direct call-off process undertaken from the Crown Commercial Service (CCS) Multifunctional Devices, Managed Print and Content Services and Records and Information Management Framework (RM3871).
- 2.2 The MFD contract is used across the entire Council estate, including The Port of Sunderland, Sunderland Care and Support (SCAS) and Together for Children (TfC).
- 2.3 Due to the pandemic and the move to City Hall, the Council has reduced the number of MFD's across the estate. It is anticipated that further MFD reductions will be identified.
- 2.4 The current contract was for a period of 5 years, which is now due to expire on 18th April 2024.
- 2.5 It is intended that the forthcoming procurement process will be undertaken utilising the CCS Multifunctional Devices (MFDs), Print and Digital Workflow Software Services and Managed Print Service Provision Framework (RM6174), which allows the Council to undertake a further competition process to award a new contract, in compliance with the Public Contract Regulations 2015.
- 2.6 It is intended the procurement process will be completed and the contract awarded in January 2024. It is anticipated the total contract value over the five year-period may exceed £500,000.
- 2.7 The cost of the contract will be funded through the revenue budget within the ICT service. Any devices, and associated print costs, located at The Port of Sunderland, SCAS and TfC are paid by the respective business areas.

3. Reasons for the Decision

As the current contract is due to expire and the above contract underpins the day-to-day functions across the Council, a new contract for the lease of MFDs and Printing Services is required.

4. Alternative Decisions

The alternative option not to proceed with the renewal of the MFD contract has been considered. However, this option is not recommended as this is a corporate contract, which underpins the day-to-day-functions across the Council.

5. Recommendation

It is therefore recommended that the Director of Smart Cities & Enabling Services approves the award of a new MFD contract via the proposed further competition process.