

The Vale of Glamorgan Council

Cabinet Meeting: 23 October, 2017

Report of the Leader

Corporate Printing Strategy

Purpose of the Report

1. To obtain approval to let a tender for the supply of a corporate managed print service.

Recommendations

1. That delegated authority is given to the Head of Finance to approve the issue of tenders for the supply of a corporate managed print service.
2. That delegated authority is given the Head of Finance in consultation with the Leader of the Council to award a contract to the winning bidder of the tendering process for corporate managed print service.
3. That delegated authority be granted to the Head of Legal Services to execute the corporate managed print service contract.

Reasons for the Recommendations

- 1-3. To have an appropriate contract in place for the supply of a corporate managed print service to maintain the ability to print in a cost effective and efficient manner.

Background

2. Cabinet endorsed the Corporate Printing Strategy in 2011 and a tender was subsequently let for the supply of multi-functional devices which have been in operation for the last six years.
3. The basic tenets of that strategy still hold true and this third contract should enable the Council to drive further efficiencies and cost savings. The main advantages of this strategic approach are to reduce the overall number of devices in use to facilitate an overall reduction in the number of prints as compared to current print volumes, save office space, reduce power costs, reduce wasted paper, enforce duplex printing, to control colour printing and to enable better management information.
4. The existing contract is due to expire at the end of March 2018 and a new contract now needs to be let to enable the Council to continue to generate savings and print documents in a cost effective and efficient manner.

5. A project board will be established following the Corporate Project Management Methodology and the tender documentation will be drafted after a corporate print needs audit has been carried out. The project sponsor is the Head of Finance, the project Manager is the Operational Manager (ICT) and the project board consists of representatives from finance, legal, procurement and service users.

Relevant Issues and Options

6. The previous contract focussed on the four main buildings used by the Council, i.e. Civic Offices, Docks Offices, Alps Depot and Provincial House, as well as eighteen other satellite offices including sites such as Ty Jenner, County Library, Ty Pennant, Hen Goleg, etc.
7. Over the last seven years the Council has greatly reduced the number of printers, scanners and photocopiers in use in the buildings covered by the existing contract, which has in turn reduced the volume of prints printed, but there are still further reductions that can and need to be made.
8. A full survey of the buildings to be covered by the new contract will be undertaken by a 3rd party print consultancy free of charge, and a schedule of proposed devices for each location will be prepared following consultation with staff, the results of which will form the basis of the tender specification. Having a print contract in place for the last seven years has provided much more information about the volume of printing that takes place across the Council.
9. Consultation has taken place with other local authorities in the region, but it has not been possible to find a collaboration partner at this time with which the contract could have been shared.
10. It is proposed to publish the tender as soon as is practicable and award the contract in time to allow for implementation at least a month before the expiry of the existing contract on the 31st March 2018 to allow for a period of staff training and snagging before the current printer estate is removed.
11. As it is intended to lease the devices (as per the current arrangements) there is no capital cost, but the lease costs will be recharged to users through a click rate as with the existing contract so that users only pay for what they print. Users will be able to use their door access cards (amongst a variety of authentication methods) to log onto the devices and record the number of prints or copies that are made.
12. There is scope to impose print quotas based on an individuals' printing history and implement an annual reduction target to further reduce the number and therefore the cost of printing in the Authority.
13. Elected Members have been issued with ICT equipment which allows them to view and annotate Committee agendas, reports, minutes, etc., which will facilitate a reduction in the requirement to print these documents. Therefore Elected Members are already leading by example and this will be communicated to staff in the run up to the launch of the new print strategy.
14. The continuation of the use of these multi-function devices (MFD's) helps the Council to achieve other objectives such as carbon management and sustainability and will also assist with other corporate projects such as the Space Project as it will reduce the number of devices in use and therefore save on space, power and the amount of paper and consumables being stored and used.

15. Managers will be able to receive reports showing who is printing what in their departments allowing them to manage printing charges made to their service area, and challenge these charges if required.
16. The management software will allow further control over the ability to print in colour which should help to further reduce the amount of colour printing which is more expensive and default to duplex printing.

Resource Implications (Financial and Employment)

17. There are no direct implications that arise as a result of this report, although the new service will need to lead to further printing savings.

Sustainability and Climate Change Implications

18. A reduction in the number of MFD's in the print estate will reduce the carbon dioxide output generated from using such devices.
19. A reduction in the number of MFD's in the print estate will also reduce the amount of power required to run the devices.

Legal Implications (to Include Human Rights Implications)

20. The Council will need to enter into a contract for the lease and maintenance of the multi-function devices. A representative from legal will be invited to be a member of the project board.

Crime and Disorder Implications

21. There are no Crime and Disorder implications for this report.

Equal Opportunities Implications (to include Welsh Language issues)

22. The printing strategy will enable common functionality and printing costs to be established across the authority.

Corporate/Service Objectives

23. This project comes under the priority outcome of Promoting sustainable development and protecting our environment.

Policy Framework and Budget

24. This is a matter for Executive decision by Cabinet.

Consultation (including Ward Member Consultation)

25. Extensive staff consultation will take place as part of the pre-tender due diligence.

Relevant Scrutiny Committee

26. Corporate Performance and Resources

Background Papers

Vale of Glamorgan Corporate Printing Strategy

Contact Officer

Operational Manager (ICT)

Officers Consulted

Head of Finance / Section 151 Officer

Procurement

Legal

Finance

Audit

Responsible Officer:

Rob Thomas – Managing Director