

ANGUS COUNCIL

RESOURCE AND CENTRAL SERVICES COMMITTEE - 6 MAY 2004

PRINT & DESIGN UNIT - RENEWAL OF EQUIPMENT

REPORT BY THE DIRECTOR OF LAW AND ADMINISTRATION

ABSTRACT

This Report advises the Committee of two purchases of equipment made by the Print & Design Co-ordinator under the special rules applying to opportunity purchases in accordance with Section 4 of the Policy Statement governing the use of the Fund.

1. RECOMMENDATIONS

The Committee is requested to note the actions of the Print & Design Co-ordinator in negotiating purchases of a Mogana Digi/Creasefold finishing machine and a Canon CLC3200 colour photocopier on the most advantageous terms available

2. INTRODUCTION

At its meeting on 2 September 1997, the Finance and Information Technology Committee approved a Policy Statement on the management of the Print & Design Unit's Renewal and Repair Fund which was also approved by the Policy and Resources Committee of 9 September 1997.

Section 4 of the Statement makes provision for opportunity purchases to be made when special opportunities arise in tandem with identified need.

3. BACKGROUND

A folding facility has always been a requirement within the Unit. Until recently it has been impossible to produce equipment, within the Unit's price range, which would ensure that material did not crack during the folding process. Following a particularly serious complaint by a user department in respect of seam cracking on a finished piece of work the Print & Design Co-ordinator has researched the matter, and identified that the Mogana Digi/Creasefold machine would provide the solution at a cost of £10,300 which was within the Unit's acceptable price range. This machine is only made by one manufacturer with patents that appear to exclude competition. Quotations were obtained and an acceptable trade-in allowance negotiated in respect of an old folder transferred from Tayside Regional Council in 1996. When enquiries regarding availability were made it was stated that unless a firm order was received within 2 weeks no specific delivery date could be guaranteed. Given that the supplier was the only source for this piece of equipment, the negotiated price including trade-in allowance was acceptable and a machine was available for immediate delivery, it was felt that no benefit could be gained by resorting to a competitive tendering situation with the sole supplier.

The Print & Design Co-ordinator has for a considerable time been searching for a viable means of producing short run colour work by photocopying, at a cost that users could afford, which would be cheaper than output by way of a desktop printer.

A number of possible solutions were tried and tested and competitive quotes were received from four companies. An assessment of quality of product and price indicated that best value was the purchase of a Cannon CLC 3200 colour photocopier. An agreement was successfully concluded with Canon to the effect that should a trial machine prove successful it would be left on site at the previously agreed price.

The purchase at the agreed price of £16,600 is a comparatively low cost opportunity for the Unit to use a colour photocopier rather than offset lithography for short runs of certain types of work.

4. FINANCIAL IMPLICATIONS

The total cost of the equipment of £26,900 has been met from balances in the Unit's Renewal and Repair Fund. The remaining balance in the Fund prior to the addition of interest for the year 2003/2004 is £140,414.

5. HUMAN RIGHTS

There are no human rights implications arising from this Report.

6. CONSULTATION

The Director of Finance has been consulted in releasing payment from the Fund and on the contents of this Report. The Chief Executive has also been consulted on the Report.

7. CONCLUSION

The opportunity purchases made provide the Print & Design Unit with a far superior finishing capability and the opportunity to take advantage of the advances made in colour photocopying technology to move away from traditional print techniques for a range of small jobs.

CATHERINE A COULL
Director of Law and Administration

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.