

## ANGUS COUNCIL

## RESOURCES AND CENTRAL SERVICES COMMITTEE – 16 JUNE 2005

## PHOTOCOPIER CONTRACT

## REPORT BY THE DIRECTOR OF LAW AND ADMINISTRATION

**ABSTRACT**

This Report advises the Committee of the pending expiry of the composite photocopying contract in which Angus Council participates along with Dundee City Council and Perth and Kinross Council amongst others and seeks approval to enter into a further photocopying contract in participation with these bodies.

**1. RECOMMENDATION**

It is recommended that the Resources and Central Services Committee notes and approves the contents of this Report and recommends to Dundee City Council as “coordinator authority” the acceptance of the tender received from Xerox (UK) Ltd including the take up of the option of one additional year with no increase to the original rate quoted for a 3 year contract.

**2. BACKGROUND**

At local government reorganisation in 1996 Tayside Regional Council had in place a contract to supply photocopiers to all Council establishments and certain voluntary bodies funded by the Council. The Personnel and Property Services Committee of 28 February 1996 approved participation in a composite photocopying contract along with Dundee City Council, Perth & Kinross Council and other bodies including the Police and Fire Services and Colleges and various voluntary bodies funded by the Councils.

It was further agreed that Dundee City Council would act as “coordinator authority” in this joint arrangement.

The Personnel and Property Services Committee of 31 August 1999 approved continued participation in this arrangement and a further contract was subsequently placed effective from 1 October 2000 for a 4 year period. An option for a 1 year extension was taken up and the current contract is due for renewal from 1 October 2005.

**3. CURRENT POSITION**

Officers of Angus Council have actively participated in consortium discussions leading up to an invitation to tender being issued to interested contractors for provision of the service for a 3 year period effective from 1 October 2005.

Tenders were received from the following contractors, and after application of cost per copy to the most recent usages available, the total value per annum of the bids to Angus Council are as follows.

Company	Cost Per Annum	Annual Saving to Angus Council	Total Savings Over Contract Term
XEROX (UK) LTD	£213,724.00	£31,900.00	£127,600.00
CANNON (UK) LTD	£332,388.00	Nil	Nil
NRG GROUP (UK) LTD	£488,056.00	Nil	Nil
LANIER (UK) LTD	£462,536.00	Nil	Nil

**4. PROPOSAL**

Having examined in detail all tenders received and taking into consideration the reputation and previous performance of the lowest bidder, the officers recommend acceptance of the lowest tender from Xerox (UK) Ltd. It was also agreed to approach the successful contractor Xerox (UK) in respect of an option for a further 1 year extension to the contract period contained within their original offer and they have agreed to provide the service for a further year at the same rate.

**5. FINANCIAL IMPLICATIONS**

Based upon current usage, it is estimated that the Council can achieve an overall annual saving of £31,900 per annum which, extended over a 4 year period could, if usages remain constant, realise a saving of some £128,000.

**6. HUMAN RIGHTS IMPLICATIONS**

There are no direct human rights implications arising from this Report

**7. CONSULTATION**

The Chief Executive and the Director of Finance have been consulted in the preparation of this Report.

CATHERINE A COULL  
DIRECTOR OF LAW AND ADMINISTRATION

**NOTE:** 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 preparation of this report.