

# Report

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Report to:	<b>Corporate Resources Committee</b>
Date of Meeting:	<b>15 February 2012</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Framework Agreement for the Provision of External Printing and Promotional Printed Products</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise on action taken, in terms of Standing Order on Contracts No. 20.2, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and ex officio member to enter into a Framework Agreement for the Provision of External Printing and Promotional Printed Products, for the period 1 February 2012 to 31 January 2015, with the top ranked successful tenderers for each Lot

## 2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that the following action taken, in terms of Standing Order on Contracts No. 20.2, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to approve a Framework Agreement for the Provision of External Printing and Promotional Printed Products, effective from 1 February 2012, with the top ranked suppliers detailed in Appendix 1 of the report, be noted.

## 3. Background

- 3.1. Printing services were provided by the Council's in-house printing section and a mixture of external printing services. The Council's print requirements were channelled through the printing section and work that could not be undertaken in-house would be outsourced using this Framework.
- 3.2. The estimated value of the work to be included in the contract over 5 years, including any extension period, is £2.4m. This value is purely indicative and based over the past three years spend.

## 4. Tender Process

- 4.1. In July 2010, an approach was made to the market, by placing an advert in the Official Journal of the European Union (OJEU).
- 4.2. Providers were asked to quote for a contract period of 3 years, with the option for the Council to extend this by a further 12 months, subject to satisfactory performance and available funding. The closing date for responses to the tender was 24 August 2011. However, there was a lack of suitable competition which resulted in the tender process being discontinued.

- 4.3. The tender process was re-started on 20 September 2011 with a revised tender document issued to enter into a Framework Agreement for a period of 3 years, with the option for the Council to extend this by a further 12 months, subject to satisfactory performance and available funding. The closing date for responses to the tender was 17 October 2011.
- 4.4. The tender was split into 5 Lots (see below) and tenderers were invited to tender for all or any combination of Lots. Tenderers were advised that they must be able to supply all items within a Lot. Any offers received which contained incomplete bids for any Lot were given no further consideration.
- Lot 1 – External Litho Printing in Four, Two or One Colour(s)
  - Lot 2 – Exhibition Wide Format Printing
  - Lot 3 – External Digital Printing
  - Lot 4 – External Envelope Printing – Litho
  - Lot 5 – External Printing and Supply of Promotional Items

## **5. Tender Responses**

- 5.1. Of the 47 suppliers who downloaded the tender document, 23 responses were received via the electronic tendering system by the closing date of 17 October 2011.
- 5.2. Two of the submissions were non-compliant because they failed to submit a completed tender document and/or pricing schedule by the closing date/time, so therefore their submission could not be considered further.
- 5.3. Nine of the submissions were non-compliant as they submitted incomplete pricing schedules. Their submissions therefore did not meet the Council's essential threshold requirements and were not considered further.

## **6. Tender Evaluations**

- 6.1. Tenders were invited on a Quality 50% / Price 50% basis and this was comprehensively detailed within the Evaluation Criteria of the tender document but can be summarised as follows:-
- Stage 1 Essential Criteria Assessment
  - Stage 2 Contract Specific Quality Submission
- 6.2. The Stage 1 assessment was undertaken on the compliant bids to ensure that all tenderers had supplied the required initial "Threshold" information/documentation. This information included proof of financial viability, insurance and compliance with the Council's minimum requirements in terms of Health and Safety, Equalities, Freedom of Information, Human Rights and other contract declarations.
- 6.3. After minor clarification, all offers were recommended to proceed to Stage 2 - Contract Specific Quality Submission.
- 6.4. The Stage 2 Quality Assessments were carried out by a panel comprising of the Design and Production Manager and two members of the Procurement Service. Each of the bids were evaluated and scored in accordance with the procedure and weightings as described in the tender documents. The Council stated that this contract was to be awarded on a Framework basis to a maximum of 4 suppliers per Lot. The combined tender evaluation results are detailed in Appendix 1.

- 6.5. All suppliers had their accounts financially appraised by Finance and Corporate Resources who confirmed their financial viability. There is minimum risk presented to the Council as, in accordance with Standing Orders, no monies will be paid to any supplier until satisfactory delivery of goods or services.
- 6.6. The top ranking suppliers, detailed in Appendix 1, were those included on the Framework which was approved, in terms of Standing Order on Contracts No. 20.2, with effect from 1 February 2012. Lots 4 and 5 only had two suppliers that met the required criteria.
- 7. Employee Implications**
- 7.1. There are no employee implications.
- 8. Financial Implications**
- 8.1. This contract is in the form of a Framework and, as such, there is no guarantee of any orders or minimum value of supply being awarded to any contractor appointed to it.
- 9. Other Implications**
- 9.1. The contract carries minimum risk. The risk is mitigated by the fact that no payments will be made until the work has been undertaken, completed and delivered to the Council.
- 9.2. There are no implications for sustainability in terms of the information contained within this report.
- 10. Equality Impact Assessment and Consultation Arrangements**
- 10.1. There was no requirement to carry out an impact assessment in terms of the proposals contained within this report.
- 10.2. Prior to the start of the tender process, consultation took place with Resource personnel involved in the administration of the contract.
- 10.3. The Council's Legal Services section was consulted regarding the proposed contract and compliance with Council Standing Orders.

**Paul Manning**  
**Executive Director (Finance and Corporate Resources)**

30 January 2012

**Link(s) to Council Values/Improvement Themes/Objectives**

- Objective: Efficient and Effective use of Resources
- Values: Accountable, effective and efficient

**Previous References**

None

**List of Background Papers**

- Tender Responses
- SLC's Financial Appraisals
- SLC's Non Scoring criteria spreadsheet
- SLC's Overall Evaluation Scoring sheets

**Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

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APPENDIX 1

**Contract:** *Framework Agreement for the Provision of External Printing and Promotional Printed Products*  
**Contract Ref:** SLC/PS/CORP/11/007A Revised  
**Period:** February 2012 – January 2015

**Combined Tender Evaluation Results for the Successful Tenderers  
Assessed as 50%Quality / 50% Price**

<b>LOT 1 - External Litho Printing in Four, Two and One Colour(s)</b>				
<b>Company</b>	<b>Rank</b>	<b>Quality Score</b>	<b>Price Score</b>	<b>Total Score</b>
21 Colour	1	0.474	0.350	0.824
J Thomson Colour Printers	2	0.382	0.395	0.777
CCB Ltd	3	0.500	0.274	0.774
CG Print Ltd	4	0.500	0.272	0.772

<b>LOT 2 - Exhibition Wide Format</b>				
<b>Company</b>	<b>Rank</b>	<b>Quality Score</b>	<b>Price Score</b>	<b>Total Score</b>
Matic Media Services Ltd	1	0.353	0.944	1.297
Centurion Signs UK Ltd	2	0.228	0.500	0.728
CCB Ltd	3	0.500	0.206	0.706
Hobs Reprographics Plc	4	0.319	0.352	0.671

<b>LOT 3 - External Digital Printing</b>				
<b>Company</b>	<b>Rank</b>	<b>Quality Score</b>	<b>Price Score</b>	<b>Total Score</b>
Ricoh UK Limited	1	0.387	0.500	0.887
CCB Ltd	2	0.500	0.383	0.883
Oce (UK) Limited	3	0.324	0.360	0.684
Elevate You Ltd	4	0.360	0.272	0.632

<b>LOT 4 - External Envelope Printing</b>				
<b>Company</b>	<b>Rank</b>	<b>Quality Score</b>	<b>Price Score</b>	<b>Total Score</b>
Robert Home Group Limited	1	0.500	0.500	1.000
Oce (UK) Limited	2	0.458	0.447	0.905

<b>LOT 5 - External Printing &amp; Supply of Promotional Items</b>				
<b>Company</b>	<b>Rank</b>	<b>Quality Score</b>	<b>Price Score</b>	<b>Total Score</b>
Vernal Pad Printers Ltd	1	0.500	0.500	1.000
Robert Home Group Limited	2	0.427	0.094	0.521