

AGENDA ITEM NO:

CONTROLLED

DERBYSHIRE COUNTY COUNCIL

CABINET

13 October 2015

Report of the Strategic Director of Corporate Resources

CONTRACT FOR THE SUPPLY AND MAINTENANCE OF MULTI FUNCTIONAL DEVICES (MFD'S) AND PRINT ROOM EQUIPMENT AND ASSOCIATED SERVICES (Council Services)

1 PURPOSE OF THE REPORT

For Cabinet to note progress towards the procurement of Multifunctional Devices (MFD's) for use throughout the Council and seek approval to invite tenders.

2 INFORMATION AND ANALYSIS

MFD's are multifunctional devices, which are capable of printing, copying, faxing and scanning documents. Printing is currently enabled using MFDs, desktop printers, a Print Room using high volume printers and additionally 45 libraries provide print, copy and scan services to the public. There are also some sites that the Council shares with its Partners, where a Council provided MFD is attached to either the Council or the Partner's data communications network.

A Print Room is situated in the Derbyshire Business Centre (DBC) at County Hall. It provides a comprehensive in-house high volume print service to Departments. MFDs are managed by the DBC and on a 'day to day' basis by the Departments where they are sited, however, there is limited management information currently available on usage.

Procedures have been in place over the past four years to reduce and rationalise the number of printing devices by restricting the purchase of new desktop printers, scanners, copiers and fax devices. This has resulted in:

- The annual spend on printers and printer consumables reducing from £200,000 to £80,000; and
- The printing equipment in Council establishments reducing from 650 to 430 MFDs and from 1300 to 720 desktop printers.

This procurement seeks to replace previously unknown print costs with predictable rental charges based upon an all-inclusive cost-per-page price, which negates the need to retender the printer consumables contract when it expires.

The existing MFDs have been provided under a contract with Ricoh which has now expired, the MFDs having been rented on a five year basis within the period of the contract. A procurement exercise has commenced and the top 5 scoring suppliers will be invited to proceed to the Invitation to Tender (ITT) stage.

All Derbyshire schools and academies within its geographical borders, will be able to utilise this contract should they so choose. The previous contract had a high take-up by schools and it is anticipated that this will continue with the new contract.

Whilst the contract award will be based on the delivery and support of MFDs it is proposed to include in the tender an option to purchase print management software.

Print management software would enable:

- The assessment, and management of the print environment to further reduce the Council's fleet of MFDs;
- Automated re-ordering of supplies and fault reporting;
- A way for the Council to control MFDs and significantly reduce printing costs by enhanced management information and system control (eg. not allowing colour print).
- A complete picture of print activity to be gained which will facilitate:
 - A better match of devices to actual user requirements;
 - Changes to user behaviour that will result in more responsible printing;

Other benefits include:

- Documents sent to print can be collected from any MFD.
- Accurate document print/copy/scan costs can be allocated to a department/office/individual via an automated process in support of location independent working.
- Enforced locked printing to support secure use.
- A facility to set and enforce print/copy quotas to individuals.
- A facility to redirect print jobs of a pre-determined size to the print room or other more cost-effective device/s.
- A facility to automatically apply rules e.g.: allocation of colour and enforcing duplex printing.
- Improving document security by automatically deleting unclaimed printing after a pre-determined time.

The print management software solution proposed by the successful tenderer will be the subject of a further business case and report to Cabinet setting out the costs and benefits and seeking approval to award a contract.

3 HR CONSIDERATIONS

The contract management of the MFD fleet including the print room contract will be undertaken within the Derbyshire Business Centre (DBC).

4 FINANCIAL CONSIDERATIONS

The Council's overall expenditure on MFD's for 2014/15 was:

- DCC - £850,000
- Schools - £1,800,000

5 LEGAL CONSIDERATIONS

The procurement is to establish a 4 year framework agreement during which the Council and Schools will be able to call-off 5 year MFD rental contracts.

The Director of Legal Services will ensure that appropriate contracting arrangements are in place with the successful contractor for the provision of MFD's and associated services.

6. OTHER CONSIDERATIONS

In preparing this report the relevance of the following factors has been considered; prevention of crime and disorder, equality of opportunity environmental, health, human resources, property and transport considerations.

7 KEY DECISION

No

8 CALL-IN

Is it required that call-in be waived in respect of the decisions proposed in the report?

No

9 OFFICERS RECOMMENDATION

That Cabinet note progress towards the procurement of Multi-Functional Devices and approves:

- Proceeding to the Invitation to Tender stage of procurement for the Supply and Maintenance of MFD's and Print Room Equipment and Associated Services and,
- Receiving a further report setting out the business case regarding the potential implementation of a print management solution.

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