

TO: EXECUTIVE MEMBER FOR CULTURE, CORPORATE SERVICES & PUBLIC PROTECTION

DATE OF MEETING: 25 FEBRUARY 2014

**MULTI FUNCTIONAL DEVICES AND PRINTERS
Director of Corporate Services**

1 PURPOSE OF DECISION

1.1 To approve the decision set out in Annex A - Contract Award Report.

2 RECOMMENDATION(S)

2.1 **That the recommendation set out in Annex A - Contract Award Report is approved.**

3 REASONS FOR RECOMMENDATION(S)

3.1 It is a requirement of the Contract Standing orders that the Director and Executive Member approve any procurement with a value in excess of £400,000. Annex A seeks approval for the contract award process.

4 ALTERNATIVE OPTIONS CONSIDERED

4.1 See Annex A for further detail.

5 SUPPORTING INFORMATION

5.1 The contract will be in place for a maximum of 4 years (3+1) with an anticipated start date of 1 April 2014.

5.2 The procurement was carried out as joint tender exercise with Wokingham Borough Council, using the Central Buying Consortium (CBC) Framework.

5.3 The timescales for the tender exercise were as follows

Issued Invitation to Tender	Friday	4 October 2013
Received Response from Tenderers	Monday	28 October 2013
Supplier Interviews Held	Monday	13 January 2014
Contract Award Approval	Tuesday	25 February 2014
Contract Start Date	Tuesday	1 April 2014

6 **ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

Borough Solicitor

The procurement has been conducted as a call-off under a compliant framework agreement, and in accordance with the Council's Contract Standing orders.

Borough Treasurer

- 6.2 The financial implications of the recommendation are set out in the Annex to this report.

Equalities Impact Assessment

- 6.3 An Equality Screening Record has previously been completed.

7 **CONSULTATION**

Principal Groups Consulted

- 7.1 Council Officers including the Head of Procurement, Borough Solicitor and the Borough Treasurer were consulted during the course of this procurement.

Background Papers

Annex A – Award Report

Contact for further information

Derek Fitz-Gibbon - Principal Procurement Officer
01344 35 2093 Derek.fitz-gibbon@bracknell-forest.gov.uk

Andy Trotter – ICT Project Manager
01344 351770 Andy.trotter@bracknell-forest.gov.uk

Guy Wells – Procurement Officer
01344 352071 Guy.wells@bracknell-forest.gov.uk