

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: Report on Mail and Printing Contract
Meeting: Central Scotland Valuation Joint Board
Date: 17th February 2017
Author: Pete Wildman, Assessor & Electoral Registration Officer

1.0 INTRODUCTION

- 1.1 This report is to seek the Board's permission to enter into a call off contract for mail printing and postage from the Scottish national Framework Agreement.
- 1.2 The Board's Contract Standing Orders at 13 (1) requires Board consent for the acceptance of any contract in excess of £250,000.

2.0 BACKGROUND

- 2.1 The Board has previously used the Scottish Government's Mail Framework agreement to enter into call off contracts with the successful suppliers.
- 2.2 Following the re-tendering of the national Agreement in 2016, Royal Mail has been successful in winning the contracts for both physical and hybrid mail and scheduled/regular bulk mail.
- 2.3 As an interim measure the Assessor entered into a short call off contract for both services from 01 January 2017 to 31 March 2017.
- 2.4 This is proving to work satisfactorily and follows on from the Planned Mail service with Royal Mail and hybrid mail service with Whistl that expired on 31 December 2016.
- 2.5 As can be seen from the budget report the Board currently spends approximately £180,000 per annum on mail services.
- 2.6 The national framework offers efficiencies of scale and also avoids the Board having to carry out a full tender for mail services which would be very resource intensive.

3.0 PROPOSED ACTION

- 3.1 I would like to seek approval to enter into a call off contract with Royal Mail for physical and hybrid mail and scheduled/regular bulk mail until 30/09/2019 which is the expiry date of the framework agreement.
- 3.2 As the value of this call off contract will be in the region of £420,000 Board approval is sought in terms of the Board's Contract Standing Orders.
- 3.3 I have consulted with the Procurement Officer at Clackmannanshire Council and the Treasurer in preparing this report.

4.0 RECOMMENDATION

- 4.1 That the Board authorises me enter into a call off contract with Royal Mail until 30/09/2019.

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Pete Wildman
Assessor & Electoral Registration Officer
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