



## **Agenda Item 7**

### **CENTRAL SCOTLAND VALUATION JOINT BOARD**

**Subject: Report on Mail and Printing Contract**  
**Meeting: Central Scotland Valuation Joint Board**  
**Date: 27<sup>th</sup> September 2019**  
**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 Government's Framework Agreement.
- 1.2 The Board's approval is sought in terms of the Board's Contract Standing Orders.

#### **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 supplier Royal Mail.
- 2.2 The existing call-off contract procured through the Scottish Government's Mail Framework agreement is due to expire on the 30<sup>th</sup> September 2019.
- 2.3 The Scottish Government's Mail Framework Agreement has itself been extended until 30<sup>th</sup> September 2020.
- 2.4 This call-off contract is proving to work satisfactorily and it is therefore proposed that we enter into a new one year contract with Royal Mail with effect from 1<sup>st</sup> October, 2019, to be procured through the Scottish Government Framework Agreement.
- 2.5 As can be seen from the budget report the Board currently spends approximately £165,000 per annum on print and post 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 the Royal Mail for physical and hybrid mail and scheduled/regular bulk mail until 30/09/2020 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 £165,000 Board approval is sought in terms of the Board's Contract Standing Orders.
- 3.3 I have consulted with the Procurement Manager 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 the Royal Mail until 30/09/2020.

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**Pete Wildman**  
**Assessor & Electoral Registration Officer**  
**Date: 16 September 2019**