



Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Marianne Hesketh, Service Director Performance and Innovation	Councillor Alan Vincent, Resources Portfolio Holder	14 February 2019

Contract for the Supply of Stationery

1. Purpose of report

- 1.1 To seek Portfolio Holder agreement for an exemption to the Council's contract procedures in order to place a new contract with Lyreco for the supply of stationery to Wyre Council.

2. Outcomes

- 2.1 To set up a new contract with the current provider, Lyreco, for the continued supply of stationery to Wyre Council.

3. Recommendations

- 3.1 Lyreco will be granted a new contract for two years with an option to extend for one year to supply stationery to Wyre Council.
- 3.2 That approval is given to proceed under the exemption to Contract Procedures contained within the Financial Regulations and Financial Procedure Rules on the grounds that exceptions may apply where "a framework agreement is available that necessitates the Council not having to go out to tender and the goods, works or services will still provide the Council with best value for money."

4. Background

- 4.1 The Council's current stationery suppliers are Lyreco. This agreement was obtained in a call off from the YPO Framework after a mini-competition. The original contract ran until July 2018 and a one year extension was put in place until July 2019.

4.2 Research has been carried out exploring the market for price comparisons with new suppliers. In this particular sector there is a great deal of reluctance to make any long term commitments, particularly for the supply of paper, with many suppliers only making prices available for three months.

4.3 Meetings with Lyreco confirmed that they could offer a six month price hold on the current prices for paper and printer consumables, with a 12 month price hold on all general office products which is considered to offer the Council best value for money.

5. Key issues and proposals

5.1 To place a new contract with Lyreco for the supply of stationery to Wyre Council would secure fixed prices on key products for between six and 12 months depending on their nature. The council's average spend is forecast to be £19,485 per annum and this would help to ensure spend remains within existing budgets.

6. Delegated functions

6.1 The matters referred to in this report are considered under the following executive function delegated to the Resources Portfolio Holder (as set out in Part 3 Financial Procedures Rules of the council's constitution): To consider departures from Rules relating to financial and contractual matters if appropriate.

Financial and legal implications	
Finance	Current stationery and printing consumables cost the council an estimated £19,485 each year. The new contract would allow for greater certainty over costs in the short-term and help to maintain spend within existing budgets.
Legal	The award of the contract complies with the exemptions contained in the Council's contract procedures contained within the Financial Regulations and Financial Procedure Rules (Appendix F).

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

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List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

None

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