

NORTH LANARKSHIRE COUNCIL

REPORT

To: CORPORATE SERVICES COMMITTEE		Subject: PRINTING AND REPROGRAPHICS UNIT: CIVIC CENTRE
From: HEAD OF CENTRAL SERVICES		
Date: 12 January 2012	Ref: JAF/IL	

1. **Purpose of Report**

- 1.1 The report seeks the authority to negotiate and conclude a contract for the replacement/lease extension of equipment within the Printing and Reprographics Unit, Civic Centre, Motherwell.

2. **Background**

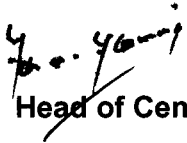
- 2.1 The equipment within the Printing and Reprographics Unit, Civic Centre, Motherwell, is currently provided by way of lease from Xerox UK Limited. The period of lease of a number of items of equipment expires in August 2012 and the period for the remainder in 2015.
- 2.2 The Policy and Resources (Finance and Customer Services) Sub-Committee, at its meeting on 2 March 2011, agreed that, as it is unlikely that any separate exercise by the Council would yield any better outcome compared to the aggregate buying power of the public sector for the products covered by the Framework Agreement established by Procurement Scotland for office equipment, that Framework Agreement be used for the procurement of photocopier and multi-functional devices. That Framework Agreement covers, also, printing and reprographic equipment and among the companies who are parties to that Framework Agreement is Xerox UK Limited.

3. **Proposal**

- 3.1 It is desirable that equipment be compatible with the remaining equipment within the unit – and, while an analysis of current and future needs has identified advantages in replacement of certain of the current equipment, the conclusion is that for the period until 2015 it would be advantageous to extend the lease of one of the existing items of equipment.
- 3.2 Preliminary negotiations have been undertaken with Xerox UK Limited which have led to an offer to replace the equipment requiring to be replaced at a leasing price lower than that of the Procurement Scotland Framework Agreement and to extend the lease of the equipment to be retained on existing terms. This would enable the unit to undertake a wider range of work and can be accommodated within existing budgets and comparison with the Framework Agreement confirms that the proposal represents best value for the Council.

4. **Recommendation**

- 4.1 It is recommended that the Committee authorise the Executive Director of Corporate Services to negotiate and conclude a contract for the extension of lease of part of the printing equipment and a lease of replacement equipment for the period to 2015 with Xerox UK Limited in line with or at prices lower than those specified in the Procurement Scotland Framework Agreement.



Handwritten signature of John Fleming in black ink, appearing as 'J. Fleming' with a stylized flourish.

Head of Central Services

Members seeking further information on the contents of this report are asked to contact John Fleming, Head of Central Services on Extension 2228.