

Date of Meeting	9 <sup>th</sup> November 2006
Title of Report	Corporate Stationery Contract 2007 - 2010
Portfolio	Democracy and Governance
Link to Corporate Priorities	Customer Focus, Equality and Diversity & Partnership Working
Key Decision	Yes
Executive Workplan Ref	B310
Public Report	YES

**Summary of Report**

This report seeks consideration and approval to work in partnership with Gloucester and Wiltshire District Councils on a joint corporate stationery contract to achieve the same quality and service but better prices. This latest enterprise is part of the Council's Procurement Strategy to activate collaborative procurement opportunities to achieve quality supply of goods at competitive prices.

**Officer Recommendations**

1. **Members endorse the Council working in partnership with Gloucester and Wiltshire District Councils to put in place a joint corporate stationery contract to commence in February 2007;**
2. **Approval be given to let the joint corporate stationery contract by reverse auction;**
3. **The appointment of GS Auctions to carry out the reverse auction be approved;**
4. **Authority be delegated to the Corporate Services Strategic Manager to accept the bid(s) of the successful tenderer(s).**

Other than those implications agreed with the relevant Officers and referred to below, there are no other implications associated with this report.

Financial Implications	Legal Implications	Community & Environmental Implications	Human Resources Implications	Equality & Diversity Implications
YES	NONE	NONE	NONE	YES

<b>Contact Officer</b>	Wendy Gubbins; Corporate Administration and Member Support Team Leader; (01249) 706606; wgubbins@northwilts.gov.uk
------------------------	-----------------------------------------------------------------------------------------------------------------------

**1. Introduction**

- 1.1 This report is seeking Members approval to work in partnership with Gloucester and Wiltshire District Councils on a joint corporate stationery contract to achieve the same quality and service but better prices.
- 1.2 Members of the Executive will also be aware that this is line with the Wiltshire wide Customer First Board's recommendations to embrace opportunities to work more effectively through joint procurement, joint provision and collaborative partnerships.

**2. Options and Options Appraisal**

- 2.1 Option 1: To go out to tender on our own for a new stationery contract. This would involve resourcing in terms of finance and staff time ourselves.
- 2.2 Option 2: To work in partnership with Gloucester and Wiltshire District Councils where the South West Centre of Excellence will pay for us to undertake a reverse auction and also for GS Auctions to set this up, train the interested suppliers and run auction for us. This is the preferred option.

**3. Background Information**

- 3.1 At the present time we have a corporate stationery contract with Origin Business Supplies which commenced in 6 October 2003. This contract can continue until a new contract is set up.
- 3.2 Efficiency gains of approximately £10,000 have already been made over the last year through the introduction of purchasing cards.
- 3.3 We have also reduced the number of small orders being raised throughout the Council per annum (in the region of 300) which generated an invoice costing approximately £65 in resource cost. We now place a maximum of 2 orders per month for each Business Area using a purchase card which utilising this method costs £33 per order.
- 3.4 During work with the Wiltshire Procurement Federation an opportunity for collaborative procurement arose for the corporate stationery contract. This will involve working in partnership with Gloucester and the Wiltshire District Councils agreeing a joint contract.
- 3.5 Suppliers have been invited to tender (ITT) and will go through a strict pre-qualifying qualification (PQQ). A strict criteria has been set which will result in us achieving the same service and quality that we have at the present time but improved prices.

**4. Financial Implications**

- 4.1 The current spend on stationery and related items is in the region of £70,000 per annum.
- 4.2 It is estimated that potential savings of 10% could be achieved with collaborative purchasing. Working in partnership will mean we have more bargaining power.

**5. Equality and Diversity Implications**

5.1 This is taken into account initially in the PQQ and then in the actual contract. However, it is recognised that there will be the need for an Equality Impact Assessment.

**6. Risk Analysis**

6.1 If a new stationery contract is not signed as a joint partnership enterprise, the Council will have to organise its own contract without the consequent purchasing power of Gloucestershire and Wiltshire District Councils.

<b>Appendices:</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Background Documents Used in the Preparation of this Report:</b>	<ul style="list-style-type: none"> <li>• Contract specifications and details as provided in joint tender exercise.</li> </ul>

**Previous Decisions Connected with this Report**

<b>Report</b>	<b>Committee &amp; Date</b>	<b>Minute Reference</b>
<ul style="list-style-type: none"> <li>• None</li> </ul>		