



## Report to Council

Date: 22 June 2005

Author: S M Sale - Head of Legal and Democratic Services

---

### Waiver of Contract Standing Orders - Purchase of Photocopiers

#### Purpose of the Report

To seek approval for the waiver of Contract Standing Orders which require that the procurement of items over £50,000 is subject to the invitation of tenders in accordance with Standing Order 4,5 or 6.

#### Background

The photocopiers in the Central Print Room were acquired in June 2000 and the equipment having been in use for five years is now at the end of its useful life.

It is intended to purchase:

- 2 x 72 copy/minute photocopiers
- 1 x 65 copy/minute photocopier
- 1 full colour 8020 copier together with the appropriate software to enable the equipment to be networked to the Council's Intranet.

This will represent increased capacity and accessibility and an improved finish for the departments of the Council.

An alternative procurement method has been explored using the English Shires Purchasing Organisation (ESPO). This provides benefits based on 'best value' which in turn is based on a global tender potential throughout five countries of over 14,000 print machines. This course of action gives the Council access to a wider marketplace and prices based on bulk buying discounts.

#### Resources

The estimated total cost of the machinery is £58,900 and provision has been made in the 2005/06 Capital Programme.

Council are **recommended**:

To waive Contract Standing Orders to allow the purchase of photocopiers including software from ESPO without inviting further tenders.

