

	Decision of Cabinet Member for Resources
	Report from the Strategic Director of Customer and Digital Services
Authority to amend extension provisions of contract for printing and multifunctional devices	

Wards Affected:	All
Key or Non-Key Decision:	Non-key
No. of Appendices:	None
Background Papers:	None
Contact Officer(s): (Name, Title, Contact Details)	Philippa Brewin Procurement and Contracts Manager Shared Technology Services

1.0 Purpose of the Report

- 1.1 This report concerns an extension to the contract with Ricoh (UK) Limited for office printers at Brent, Lewisham, Southwark and the Local Government Association. This report requests individual Cabinet Member approval to amend the extension provisions of the contract, in accordance with paragraph 13 of Part 3 of the Constitution.

2.0 Recommendation(s)

That the Cabinet Member for Resources having consulted with the Leader:

- 2.1 Agrees to amend the extension provisions in the printing contract in accordance with paragraph 13 of Part 3 of the Constitution to provide for the ability to extend by one or more extension periods up to a total of 3 years.

3.0 Detail

- 3.1 Brent has entered into a contract with Ricoh (UK) Ltd for printing services, including the provision of multifunctional devices for office printing, the Civic Centre Print Room, off-site bulk printing and hybrid mail. The contract commenced on 1 May 2019, and expires on 30 April 2023.

- 3.2 The contract states that the term can be extended for up to three single further years.
- 3.3 In order to enable flexibility in extension negotiations with the supplier and achieve the best value for money for the organisations that use the contract, it is now preferable that the contact is able to be extended in increments other than the three single years.
- 3.4 It is proposed that the contract extension provisions be changed from three single years to any periods up to a total of three years, therefore not changing the total amount previously agreed by Cabinet.
- 3.5 In accordance with paragraph 13 of Part 3 of the Constitution, the Cabinet Member is required to consult the Leader in connection with the Recommendations.
- 3.6 The individual Cabinet Member is asked to give approval to these proposals as set out in the Recommendations and in accordance with the Constitution.
- 3.7 Subject to obtaining Cabinet Member approval to amend the contract, the revised extension provisions will be agreed with the contractor and the amendment formalised.

4.0 Financial Implications

- 4.1 None.

5.0 Legal Implications

- 5.1 The contract for office printers has an end date of 30 April 2023 but this may be extended by three one year periods. For the reasons detailed in paragraph 3.3, Officers wish to have flexibility to extend the contract by one or more periods up to a total of three years. As the proposal to extend the contract is not in accordance with the provisions currently provided for in the contract, approval to amend the extension provisions is required.
- 5.2 In accordance with paragraph 13 of Part 3 of Brent's Constitution, the Leader has delegated certain functions to Cabinet members to be exercised within their portfolio area in consultation with the Leader. This delegation includes agreement of extensions of contracts where the decision is excluded from Officer delegated power because the extension is not in accordance with the extension provisions in the contract and the proposed extension exceeds a period of one year.
- 5.3 The changes to the extension provisions do not affect the permitted term of the contract and are not considered substantial in accordance with Regulation 72(8) of the Public Contracts Regulations 2015. The changes proposed to the

extension provisions are not therefore considered to be breach domestic or EU law or the Council's own procedures.

- 5.4 In reaching any decision to amend the extension provisions of the contract for office printers, the Cabinet Member in consultation with the Leader should have regard to the reasons Officers have set out in Section 3 of the report.

6.0 Equality Implications

- 6.1 The proposals in this report have been subject to screening and officers believe that there are no equality implications.

7.0 Consultation with Ward Members and Stakeholders

- 7.1 The Shared Technology Services councils have been consulted on the matters leading to the requirement for the extension provisions to be amended.

8.0 Human Resources/Property Implications (if appropriate)

- 8.1 None

Report sign off:

PETER GADSDON
Strategic Director of Customer and Digital Services