

POLICE AND CRIME COMMISSIONER FOR LEICESTERSHIRE DECISION RECORD

To be completed in cases where a decision is required

DECISION OF POLICE AND CRIME COMMISSIONER

Date: 18th May 2022

Received in OPCC Date:

OPCC Ref: EXE0014-22

Title: **New Contract for Photocopiers**

Summary of Issue:

A new contract is required from 1st July 2022 for the lease of photocopiers in the Reprographics department.

Background

The current Photocopier lease agreement for equipment in the Reprographics department at Force Headquarters ceases at the end of June 2022. The current arrangement is for 5 years under a Lease agreement with Konica via a direct award under an Eastern Shires Purchasing Organisation (ESPO) Framework

Tender Process

The recommendation is to undertake a direct award to Konica under Crown Commercial Services framework RM6714 Lot 2 Multifunctional Devices, Managed Print and Content Services and Records and Information Management. A direct award can be made if the purchasing authority can demonstrate value for money. In terms of this recommendation value for money is demonstrated as follows:-

1. Costs will be lower per quarter than the current contract charges
2. Reprographics staff will be operating machinery that they are familiar with.
3. The servicing provided by Konica has previously met the Force's requirements.

With regards to these three requirements:-

1. The cost per quarter for the new proposed contract is £712.16 lower than the current contract price.
2. The machinery is a direct replacement of the current solution.
3. Konica have met the Force's requirements in the current contract and have undertaken timely repair/servicing/maintenance for the Force

Summary of costs

	Lease costs per quarter	Software costs per quarter	Service costs per quarter	Average costs per quarter	Total cost over 5 years
Current contract costs	£5,652.75	£3,587.21	£4,148.05	£13,388.01	£267,409.42
Proposed new contract costs	£5,924.30	£1,927.67	£4,806.34	£12,658.31	£253,166.20
Saving over 5 years					£14,243.22

Recommendation(s) presented:

An award to Konica for a 5 year lease at reduced costs is presented.

Key discussion points**It was resolved that:****OFFICE OF PCC APPROVAL****Chief Executive or Chief Finance Officer:**

I have been consulted about the proposal and confirm that appropriate advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner

**Signature:****Name: Kira Hughes****Date: 28/05/2022****Publication Scheme****Decision of Monitoring Officer:**

As Monitoring Officer for the Office of Police and Crime Commissioner for Leicestershire I have determined that:

It is appropriate to publish this record of decision made by the Police and Crime Commissioner : **Yes**

It is appropriate to publish the contents of the report proposing this course of action prepared by either of the senior post holders in the Office of the Police and Crime Commissioner for Leicestershire (i.e. either the Chief Executive or Chief Finance Officer) : **Yes**

It is appropriate to publish details of the decision by the Police and Crime Commissioner for Leicestershire : **Yes**

Reasons for any non Publication (referencing appropriate legislation): None

Signature: 

Name: Elizabeth Starr

Date: 7/6/22

Police and Crime Commissioner for Leicestershire

Having received the advice set out above and reviewed relevant documentation my decision in regard of this matter is:

Signature 

Approved

Date: *8-6-22*

