

OFFICER DECISION RECORD

Officer: David Wright, Communications Manager	Service: Post and Reprographics
CMT Officer: Kamal Mehta, Corporate Director and Chief Finance Officer (S151 Officer)	Delegated Power Being Exercised: 'To prepare and submit reports to Cabinet on the projected income, expenditure and resources compared with the approved estimates, and to make any adjustments to the rolling programme between financial years where there is no effect on total forecast expenditure or resources' [Rule 6. B46]
Subject of Decision: Purchase of Multi-Function Devices (MFDs).	

Decision Taken:

To approve the purchase of 20 Kyocera Taskalfa, 1 Sharp MXM905, 1 Sharp MX6580 and associated software at a cost of £64,295.74. The purchase is to be funded from capital resources and incorporated into a revised capital programme.

The supplier of the above devices is Capita Business Services Ltd who were the successful tenderer following a tender exercise overseen by the Council's Procurement Manager.

The decision to purchase from Capita Business Services Ltd was approved by the S151 officer at a meeting held on 18th September 2018.

Reason for the Decisions:

Purchase is required as the Council was given notice by its existing supplier (Konica) on 13 June 2018 that the existing devices would no longer be supported after 13 September 2018.

The new devices the Council has purchased have an expected useful life of 5 years and hence constitute valid capital expenditure. At the time of presenting to members the most recent update to the capital programme on 19 July 2018, no decision had been taken as to how the Council would procure MFDs. Consequently, approval is sought to vary the capital programme to include the purchases set out below.

Replacement of the MFDs was essential to ensure continuity of service. After 13 September 2018 the Council would have had to pay a call-out charge each time one of its printers broke down or required repair. The lead time associated with the ordering and installation of new equipment necessitated a prompt decision after the tender process had been concluded.

Alternative Options Considered (if appropriate):

The Council could have leased the equipment under the terms of an operating lease which would have meant that capital resources were not required to fund the purchase. This was not considered to provide value for money based on the assessment of officers.

Background/Reports/Information considered and attached:

Termination Letter from Konica to Procurement Manager, Fenland District Council, dated 13th June 2018.

Invitation to Tender prepared by Procurement Manager and Policy and Communications Manager, Fenland District Council.

Assessment of Tenders Received prepared by Procurement Manager and Policy and Communications Manager and approved by Interim Corporate Director and Chief Finance Officer.

Portfolio Holder/Officer's Signature

Date: 20 November 2018

Please forward to Democratic Services upon completion

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**Date copy passed to
Democratic Services**

**Implementation Date:
(if not called-in)
(Allow 5 clear working days after publication
of decision)**

Circulation: Democratic Services, Portfolio Holder, Officer and Accountancy.