Provision of postal services - Physical mail – Award of contract approved.

4 There was submitted a report by the Director of Legal and Administration regarding tenders received for the privison of postal services, physical mail, advising

(1) that in 2021 this Council's spend on the provision of postal goods and services was £1.8m and that this direct award of contract related to the provision of postal services of individual items posted out via onsite collection from Council locations at a cost of £0.3m which equated to 17% of the overall spend;

(2) that following this evaluation this Council approved a review of its print and mail services, including bulk mail, onsite collection and franking machines, with the aim of achieving significant financial savings, operational benefits, better customer journeys and a reduced carbon footprint, and that a project team had been formed to develop the sourcing strategy and deliver a new contract;

(3) of the services that would be provided under this contract, as detailed in the report, that the contract was for 14 months to allow for a smooth transition to hybrid mail, and that the duration of the contract was from 16th September 2022 to 30th November 2023; and

(4) of the criteria and weightings that the evaluation had been based on and of the the evaluation scoring and estimated annual value of supplier which had been recommended for award.

After consideration the committee approved the direct award of a contract for the provision of postal services, physical mail to Whistl UK Ltd at a total estimated value of £301,079 over the 14-month period.