Provision of postal goods and services - Hybrid and bulk mail – Award of contract approved.

3 There was submitted a report by the Director of Legal and Administration regarding the provsion of postal goods and services – hybrid and bulk mail, advising

(1) that this Council's spend in 2021 on the provision of postal goods and services relating to bulk mail was £1.43m which equated to 79% of the overall spend of £1.8m, which included the onsite collection from Council locations at a cost of £0.3m, 17% of overall spend, and items which were sent via franking machines at a cost £0.1m (4% of overall spend);

(2) that following this evaluation this Council had approved a review of its print and mail services, including bulk mail, onsite collection, and franking machines, with the aim of realising 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) that this Council currently received a bulk and onsite mail collection from the same supplier, Whistl UK Ltd, and as a result of the strategy developed, the decision had been taken to separate this service provision into 2 procurement activities/contracts, for the provision of bulk and hybrid mail and the other for provision of onsite collection and postage of mail, and that this transition from onsite collection to a hybrid mail solution, along with a one stop bulk mail postal service, would offer better value along with assisting with the Climate Action Plan;

(4) of the services that would be provided under this contract, as detailed in the report, that the contract was for 3 years with an option to extend for a 12 month period, and that the targeted start date was 16th September 2022 and would run until 15th September 2026 which was inclusive of the extension; and

(5) of the evaluation process that had been carried out as detailed in the report.

After consideration the committee approved the direct award of a contract for the provision of postal goods and services – hybrid and bulk mail to Critigom Ltd at an anticipated annual value of £1,175,871.