

EXEMPTION FROM PROCUREMENT RULES

Council Tax Annual Billing – Printing and Postage

Background

Over recent years, the Council has used the Services of CFH Docmail Ltd for the purposes of printing, enveloping and posting Council Tax and Business Rate annual bills.

The Cost for 2018/19 was as follows:

Printing - £7,964
Postage - £21,130
TOTAL - £21,094

Current Position and Proposal

The Revenue and Benefits Service is currently investigating using the in-house print service to undertake the annual billing and posting of the Council Tax and Business Rate Bills.

It is proposed to do this on a phased approach with the in-house service undertaking the printing and posting of the Annual Business Rate Bills for 2019/20, with Council Tax Bills following in 2020/21.

With the above in mind it is proposed to secure the services of an external printing company for just one further year to undertake the printing and posting of the Council Tax Bills in 2019/20 only.

Given the significant reputational risk of moving to an alternative supplier for what may be only for one year, it is proposed to use CFH Docmail Ltd to undertake this work given their good performance in prior years.

CFH Docmail Ltd has indicated that their prices would remain broadly similar to 2018/19 as set out above, but would reflect inflationary uplifts such as for postage costs.

The price provided would therefore remain competitive compared with the existing position.

To enable the necessary Council Tax Billing work to be placed with CFH Docmail Ltd for 2019/20, an exemption from procurement rules is requested which requires the concurrence from the Finance and Corporate Resources PFH for expenditure less than £50,000.

Recommended

Signed

Richard Barrett

If you concur with the above and an exemption from procurement rules is appropriate / justified, please confirm agreement below:

Signed

Cllr G Guglielmi
Portfolio Holder for Finance and Corporate Resources