

EXEMPTION FROM PROCURMENT 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 2019/20 was as follows:

Printing - £5,354
Postage - £19,309
TOTAL - £24,663

Current Position and Proposal

The Revenue and Benefits Service remains committed to using the in-house print service to undertake the annual billing and posting of the Council Tax Bills in future years. It was hoped to use the in-house team from 2020/21 onwards but it has not been possible to finalise this, with capacity issues currently being reviewed to determine when it will be possible for the in-house team to commence this work. It is hoped that the necessary work can be undertaken by the in-house team from 2021/22.

With the above in mind it is proposed to secure the services of an external printing company for one further year to undertake the printing and posting of the Council Tax Bills in 2020/21.

Given the significant reputational risk of moving to an alternative supplier for what may be only for one further year, it is proposed to use the existing supplier (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 2019/20 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 2020/21, 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