

**THE OFFICE OF POLICE AND CRIME COMMISSIONER
FOR DERBYSHIRE
DECISION RECORD**

Request for PCC Decision	Received in OPCC Date: AUGUST 2019	OPCC Ref: 56/2019
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FRANKING MACHINE LEASE

Executive Summary:

To recommend approval of the awarding of the contract for the lease of a franking machine to Neopost Limited.

Decision

To agree a new contract and lease agreement for a six year period with Neopost Limited for the upgrade of the franking machine including support and maintenance at the Joint Police and Fire Headquarters despatch office. The cost of the lease will be £26,406 + vat (£1100.33 per quarter).

Declaration

I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct for the Police and Crime Commissioner for Derbyshire. Any such interests are recorded below.

None

The above request has my approval.

Signature

Hardyal Dhindsa

Date AUGUST 2019

PUBLICATION SCHEME CONSIDERATIONS

Is the related Section B report to be published Yes

The report contains commercially sensitive information.

Is the publication of this approval to be deferred No

If Yes, provide reasons below

Date to be deferred to –

NB Statutory Instrument 2011/3050 (as amended by SI 2012/2479) states that: *all decisions made by a PCC are in the types of information that must “be published as soon as practicable after it becomes available to the elected local policing body”.*

OFFICER APPROVAL

Chief Executive or Nominee:

I have been consulted about the proposal and confirm that financial, legal and equalities advice has been taken into account in the preparation of this report.

I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner

Name Andrew Dale

Date AUGUST 2019

STRATEGIC PRIORITIES ASSURANCE BOARD

REPORT TITLE	DP0468 FRANKING MACHINE LEASE
REPORT BY	PROCUREMENT
DATE	24 SEPTEMBER 2019

PURPOSE OF THE REPORT

To recommend approval of the awarding of the contract for the lease of a franking machine to Neopost Limited.

ATTACHMENTS

1. None

RECOMMENDATIONS

To agree a new contract and lease agreement for a six year period with Neopost Limited for the upgrade of the franking machine including support and maintenance at the Joint Police and Fire Headquarters despatch office. The cost of the lease will be £26,406 + vat (£1100.33 per quarter).

CONTACT FOR ENQUIRIES

Name: Jennifer Cawkwell
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OVERVIEW

The Force currently leases a franking machine from Neopost Limited on a 3 year lease which is due to end in February 2020. The current machine is running approx. 95000 cycles per year which is in excess of its maximum specification of 84,000. Neopost have put forward a proposal to upgrade the machine to one which has a greater capacity for numbers of postal items per year and allows for auto franking rather than manually feeding the machine as we do currently.

There is also agreement that the Fire Service post will now be franked by the Police dispatch office which will increase the number of items franked, taking our account in to the next price bracket and thereby reducing our postage costs from 61p to 50p for first class and from 41p to 33p for second class.

SUMMARY

It is our recommendation to award the contract for a 6 year lease to Neopost Limited.

BACKGROUND PAPERS