

Policy and Resources Committee	
Meeting Date	12 th June 2025
Report Title	Postal Goods and Services – Contract Award
EMT Lead	Emma Wiggins Director of Regeneration and Neighbourhoods
Head of Service	Joanne Johnson Head of Place
Lead Officer	Debs Hardy Building Operations and Maintenance Manager
Classification	Open
Recommendations	1. That the Committee approves the appointment of Company B as contractor for the collection and delivery of second-class postal goods from 1 st August 2025 for a period of five years at a total maximum value of £1,100,850.

1 Purpose of Report and Executive Summary

- 1.1 The current contract for the collection and delivery of second-class postal goods expires on 31st July 2025. Place Services carried out a one stage direct framework tender process based on the most economically advantageous tender (MEAT) which was evaluated on 55% price and 45% quality. The selected framework was the Postal Goods & Services Framework Agreement.
- 1.2 This report summarises the procurement process and its results and seeks Committee approval of the recommended contractor.

2 Background

- 2.1 The tender opportunity was advertised in accordance with current contract standing orders, with interested parties asked to complete an Invitation to Tender. Two submissions were received, and scores were allocated according to the criteria explained in the tender document.
- 2.2 The two tenderers submitted tenders with a set of quality questions answered. A panel of three officers scored the tender submissions, before collectively agreeing the final scoring. The scores were as follows:

Company	Price Score	Quality Score	Total
A	54.45	34.00	88.45
B	55.00	37.00	92.00

- 2.3 The tender does come in above budget, but actions have been planned and will be taken following the contract award to bring spend down. This will be achieved

by some internal changes, and by working with the contractor to target action. The predicted spend is lower than current costs, and it is expected that the planned actions will bring the cost within budget.

3 Proposals

- 3.1 That the Committee approves the appointment of Company B as contractor for the collection and delivery of second-class postal goods from 1st August 2025 for a period of five years at a total maximum value of £1,100,850.

4 Alternative Options Considered and Rejected

- 4.1 Not to award the contract. As this is a necessary service, and the current contract is expiring, this is not a viable option and therefore has been rejected.
- 4.2 To automatically use Royal Mail for all 2nd class mail as well as 1st class mail. This arrangement would not conform with public procurement regulations and the associated spend would be classified as “non-compliant”. This option has therefore been rejected.

5 Consultation Undertaken or Proposed

- 5.1 The Procurement team has been consulted regarding this procurement exercise. Feedback has been obtained from service users and opportunities will be taken to improve internal processes that will reduce costs.

6 Implications

Issue	Implications
Corporate Plan	Appointing a contractor that meets a good quality standard and provides best value for money contributes towards the corporate priorities of Running the Council.
Financial, Resource and Property	<p>Anticipated annual spend on the framework agreement for Postal Good & Services contract is £220,170. The total contract value for the five years is therefore, estimated as £1,100,850. We will be concentrating on bringing this spend down and are confident that the measures we have in place and are intending, will be sufficient to bring the work within budget. This will be within the current budget.</p> <p>The Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended (“TUPE”) do not apply to this contract and the implications of this have been addressed in the procurement process.</p>

Legal, Statutory and Procurement	The contract will be drawn up using the Council's current standard Terms and Conditions which have been approved by Mid Kent Legal Services and Finance.
Crime and Disorder	None identified at this stage.
Environment and Climate/Ecological Emergency	Company B has clearly articulated and timebound targets for net zero and landfill.
Health and Wellbeing	None identified at this stage.
Safeguarding of Children, Young People and Vulnerable Adults	None identified at this stage.
Risk Management and Health and Safety	None identified at this stage
Equality and Diversity	None identified at this stage.
Privacy and Data Protection	Company B has full ISO 27001 accreditation and the systems deployed in the business also have ISO 27001 accreditation.

7 Appendices

7.1 None

8 Background Documents

None.