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Award

Managed Print Service

The Highland Council

F15: Voluntary ex ante transparency notice

Notice identifier: 2025/S 000-052604

Procurement identifier (OCID): ocds-h6vhtk-0590d5

Published 29 August 2025, 4:53pm

Section I: Contracting authority/entity

I.1) Name and addresses

The Highland Council

Glenurquhart Road

Inverness

IV3 5NX

Contact

Andrew Collins

Email

cpssprocurement@aberdeencity.gov.uk

Telephone

+44 1467530600

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

<http://www.highland.gov.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00045

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Managed Print Service

II.1.2) Main CPV code

- 79800000 - Printing and related services

II.1.3) Type of contract

Services

II.1.4) Short description

Provision of managed print services to sites throughout the Highland Council area, including (but not limited to) Council offices, schools, and other Council facilities. Supply, installation, and maintenance of multi-functional devices (MFDs) and supply and installation of consumables (excluding paper).

A managed print contract has been in place with the supplier since (2014) and this modification is proposed for an additional 2 years to the current 6 year contract to allow for a programme of work to be conducted.

There is a requirement to move to a fully cloud print solution as part of the council technology roadmap to deliver their ICT Strategy. The combination of this change and network redesign will increase council resilience and ensure that printers will continue to work on council sites.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £3,929,000

II.2) Description

II.2.2) Additional CPV code(s)

- 30121100 - Photocopiers

- 30120000 - Photocopying and offset printing equipment
- 79820000 - Services related to printing
- 30000000 - Office and computing machinery, equipment and supplies except furniture and software packages

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

II.2.4) Description of the procurement

Provision of managed print services to sites throughout the Highland Council area, including (but not limited to) Council offices, schools, and other Council facilities. Supply, installation, and maintenance of multi-functional devices (MFDs) and supply and installation of consumables (excluding paper).

A managed print contract has been in place with the supplier since (2014) and this modification is proposed for an additional 2 years to the current 6 year contract to allow for a programme of work to be conducted.

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II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Negotiated without a prior call for competition

- The works, supplies or services can be provided only by a particular economic operator for the following reason:
 - absence of competition for technical reasons

Explanation:

The existing contract is being modified on the grounds of:

1. Reg 72(1) (b) (additional works, supplies or services by the original contractor)
2. Reg 72(1)(e) PC(S)R 2015 (non-substantial variation)

The nature and scope of the services are unchanged compared to what is envisaged in the existing contract.

The modification does not change the economic balance of the contract in favour of the contractor.

The modification does not extend the scope of the contract or framework agreement considerably, the value does not exceed 50% of the initial contract value.

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

Section V. Award of contract/concession

A contract/lot is awarded: Yes

V.2) Award of contract/concession

V.2.1) Date of conclusion of the contract

25 August 2025

V.2.2) Information about tenders

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor/concessionaire

Xeretec Office Systems Ltd

1 Cromwell Road

Inverness

IV1 1SX

Country

United Kingdom

NUTS code

- UKM - Scotland

The contractor/concessionaire is an SME

Yes

V.2.4) Information on value of contract/lot/concession (excluding VAT)

Total value of the contract/lot/concession: £3,929,000

Section VI. Complementary information

VI.3) Additional information

(SC Ref:808228)

VI.4) Procedures for review

VI.4.1) Review body

Inverness Sheriff & Justice of the Peace Court

Sheriff Court House

Inverness

IV2 3EG

Country

United Kingdom