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**ENCircle print and distribution three year contract specification**

This specification stipulates the requirements of the three year contract for printing and delivering the East Northamptonshire Council (ENC) quarterly publication to all domestic properties in East Northamptonshire. The contract will start in June 2017.

The ENCircle publication has been going for three years, is published quarterly and aims to provide residents with the latest council news and service information.

**Publication dates for 2017**

Summer 17/06/17

Autumn 09/09/17

Winter 02/12/17

Spring 10/03/18

**Print requirement**

Size: A4 portrait

Colour: Full colour throughout

Pagination: 8pp

Material self cover - 130gsm silk

Finish: Seal and saddle stitched, 2 wires

Quantity: 40,000 copies

PDF file supplied by ENC to contractor

**Distribution requirement**

Previously, ENCircle has been delivered with a local free newspaper to part of the district and solus to the remainder. The contractor must acquire consent from ENC to deliver ENCircle with any other publication.

The contractor will deliver:

* A copy to every domestic property in East Northamptonshire, 39,600\* copies approximately, within two weeks of the publication the dates stated above.
* 100 copies to the Council Offices, Cedar Drive, Thrapston on the dates stated above.
* 300 copies to following libraries – Higham Ferrers, Irthlingborough, Oundle, Rushden, Raunds and Thrapston (50 copies per library) on the dates stated above.
* All copies to all the specified delivery points and to domestic properties, must take place between 7am and 7pm and to all domestic properties within two weeks of the publication dates stated above.

\*It is the responsibility of the contractor to ensure that distribution rounds are kept up to date with regards to new properties in the district.

**Performance management**

The contractor must provide a distribution report four weeks after each publication date (as stated above) and must include:

* Proof of delivery of the specified number of copies to the Council Offices, Cedar Drive
* Proof of deliver of the specified number of copies to the specified libraries
* Proof of delivery to all domestic properties in East Northamptonshire
* Proof of delivery to all sites and domestic properties on the dates stated above and within the specified time period

ENC may carry out performance management checks of delivery of ENCircle in the designated timescale.

ENC expects a response from the contractor to any distribution queries within five working days of logging the query.

Any queries that require input from any sub-contractors is to be managed by the contractor.

No sub-contractor may be appointed without ENC’s consent.

The contractor and ENC will meet on an agreed basis to discuss any contract issues.