

REPORT

To: GENERAL PURPOSES COMMITTEE	Subject: PRINTING AND REPROGRAPHICS - BEST VALUE REVIEW AND PROPOSED VARIATION OF EXISTING CONTRACT WITH XEROX	
From: DIRECTOR OF ADMINISTRATION		
Date: 8 th October 2002	Ref: JAF/AC	

1. Purpose of Report

1.1 The purpose of this report is to advise the General Purposes Committee of a review of the quality and type of equipment suitable for printing and reprographics and to advise of the outcome.

2. Background

- 2.1 The General Purposes Committee, at its meeting on 26th January 2000 considered a Best Value Review Report by the Director of Administration on the printing service provided by the department. From the approved Improvement Action Plan arose issues associated with enhancing the printing process and identifying the full range of requirements appropriate to provide a full service to the Council.
- 2.2 To enhance the printing process, the General Purposes Committee, at its meeting on 22nd November 2000 considered proposals to replace the high volume copiers in the Motherwell Print Room to facilitate the scanning of documents for printing and publication, as part of the Council's approach to the publication of its agenda and minutes etc., on the Intranet. The Committee authorised the Director of Administration to enter into an Agreement with Xerox (UK) Limited and this was done.
- 2.3 There was a natural progression from the publication of the Council's agenda and minutes on the Intranet to the inclusion in the department's Service Plan of proposals to explore the possibility of publication on the Internet as part of the Modernising Government Agenda. A software package was developed to suit the Council's needs and, with the simultaneous scanning of documents for printing and publication, access became available to Committee decisions and papers by this process.

3. Considerations

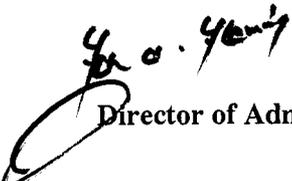
- 3.1 The report by the Director of Administration to the General Purposes Committee on 8th May 2002 gave an indication of the status of the Improvement Action Plan for the development of the printing service, including a key action for the further enhancement of the facilities available to meet the needs of the Council and the departments of the Council using the service.
- 3.2 In reviewing the range of requirements appropriate to provide a full service to the Council and the departments, it became clear that there was a necessity to examine the way in which colour printing services were provided. The absence of a quality colour finishing process has resulted in the outsourcing of printing business which might otherwise have been undertaken 'in-house'.
- 3.3 The changes in the democratic process and the revision of the Committee cycle from a six weeks to an eight weeks cycle has resulted in a reduction in print volume and has thus provided capacity to extend the role of the Print Room to be extended to colour printing. The introduction of a high quality colour printing service should lead to the capability of providing the Council and departments of the Council with a service more cost effective and productive than is the case presently.
- 3.4 New colour technology should extend the capability of the Print Room to new applications such as printing on to a range of high quality stock, print on demand with quick turnaround times and an additional service improvements to the departments of the Council.

4. Financial Considerations

- 4.1 Xerox are the major suppliers of copying equipment in the Print Room and they are able to meet the Council's requirements to conjoin the provision of colour printing into the existing agreement which is in place. Towards this end, preliminary discussions have taken place with representatives of Xerox (UK) Limited to review the terms of the present financial arrangements with the company associated with the existing Print Room equipment and how that might be enhanced to incorporate the anticipated improved service provision.
- 4.2 The present installation consists of two large high-volume copiers, including digipath for the MARS system, colour copier and small volume multi-user copier. What is proposed is the retention of the two large high-volume copiers, but the replacement of the existing colour copier and small volume multi-user copier by a DocuColor 2000 Series printer. The cost of the present arrangement is £35,640.98 per quarter. The cost of the recommended proposals is £35,589.06 per quarter, a saving of £51 per quarter.

5. Recommendation

- 5.1 The Committee is asked to approve the proposals and to enter into a revised contract with Xerox (UK) Limited to instal the equipment proposed at the cost mentioned.


Director of Administration

Members seeking further information on the contents of this report are asked to contact John Fleming, Head of Central Services, on extension 2228.