

REPORT

To: GENERAL PURPOSES COMMITTEE	Subject: PRINTING AND REPROGRAPHICS - Proposed variation of contract with Xerox	
From: DIRECTOR OF ADMINISTRATION		
Date: 21 February 2005	Ref: JAF/AC	

1. Purpose of Report

- 1.1 The purpose of the report is to advise the Committee of a review of the equipment provision for printing and reprographics and to advise of the outcome.

2. Background

- 2.1 The Improvement Action Plan under the Best Value regime for Administration included enhancing the equipment links between the printing facility and printing users and continuing to review the type of equipment installed to ensure that the facilities provided met the requirements of the Council.
- 2.2 The General Purposes Committee, at its meeting on 8 May 2002, approved a report by the Director of Administration on the enhancement of the facilities in the Civic Centre Print Room by the development of the 'MARS' system providing Intranet and Internet access to the business papers of the Council and its Committees and Sub-Committees.
- 2.3 Thereafter, at a meeting on 23 October 2002, the Committee approved proposals to enter into a revised contract with Xerox (UK) Limited to conjoin the provision of colour printing into the agreement which was then in place.

3. Considerations

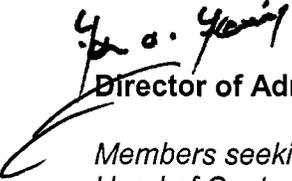
- 3.1 The present installation comprises two large high-volume monochrome copiers and a colour series printer. It is the arrangement for the two high-volume monochrome copiers which is the subject of this report and it is that part of the existing agreement which it is proposed to adjust.
- 3.2 The rental agreement for one of the two monochrome copiers terminates on 31 March 2005: the other rental agreement expires on 31 October 2007. The opportunity is available to instal monochrome digital technology with high levels of image quality and productivity and to replace one of the copiers. The requirements on the Council to maintain the standard of scanning of documents and the printing and publishing of Council and Committee papers is essential and a new copier printer will enhance that capability.

4. Financial Considerations

- 4.1 The cost of the present installation where the number of copies is approximately 1.5 million copies per quarter is £36,256.39, exclusive of excess print charges. The proposed agreement with Xerox to replace and upgrade the older of the two copiers, including the additional provision of a booklet maker for colour and monochrome output, would result in a quarterly cost of £31,444.94, thus an annual saving on the present contract arrangements of just under £20,000 [£19,245.80].

5. Recommendations

It is recommended that the Committee approves the proposals set out in the report and agrees to enter into a revised contract with Xerox (UK) Ltd to instal the equipment mentioned.



John A. Fleming

Director of Administration

Members seeking further information on the contents of this report should contact John Fleming, Head of Central Services on Extension 2228.