

## REPORT

To: CORPORATE SERVICES COMMITTEE	Subject: PRINTING AND REPROGRAPHICS - Proposed replacement of Print Room equipment
From: EXECUTIVE DIRECTOR OF CORPORATE SERVICES	
Date: 7 August 2007	Ref: JAF/AC

**1. Purpose of Report**

- 1.1 The purpose of the report is to advise the Committee of a review undertaken of the equipment provision for printing and reprographics as the current lease/rental agreement comes to an end and of proposals to replace the existing equipment to meet the requirements of the service.

**2. Background**

- 2.1 The General Purposes Committee, at a special meeting held on 19 March 2007, as part of a report reviewing the services provided by the Administrative Services Section of the Central Services Division, noted detailed information regarding the operation of the Printing and Reprographics Unit. In particular, the Committee noted that, with usage of 51%, the major function of the unit remained the provision of support of the democratic process and that, while the percentage of volume of business required therefor remained consistently high, the overall volume of business within the unit was decreasing. The review had identified that this afforded the opportunity to explore the potential of providing a wider range of services.
- 2.2 In the first instance, action was taken to identify services currently outsourced which could be provided in-house at a lesser cost and to establish the capacity to undertake such services. An early initiative in that respect was the production of business cards for elected members and officers of the Council. The equipment needed to provide this additional service in-house, has been procured, and this service is now provided in-house at a lesser cost than that of outside suppliers.
- 2.3 The Committee, at the same meeting, agreed that, having regard to the greater flexibility and enhanced efficiencies which could be obtained by merging the printing unit with the mail and courier unit, those units be combined and in the period since that meeting further action has been taken to explore the potential of providing a wider range of services. As then anticipated, this now includes the in-house production of business cards as mentioned above.
- 2.4 The in-house printing of compliments slips will be delivered, a revised job pricing structure has been put in place, new software will be installed in multi-user photo-copying equipment at various locations within the Division networking the photo-copiers to the main printing and reprographics service from the Civic Centre Print Room, thus reducing copy costs and toner costs and, with the conjoining of the services of the Print Room with the Mail Room, there will be the additional provision of a regular delivery service in printed and copied materials throughout the Civic Centre. In addition, as part of the further development of the service, it is considered that a growth area could be associated with issues linked to specialised and seasonal business such as booklets, Christmas Greeting cards etc., and this is currently being explored.

In addition, the imminent expiry of the current printing and reprographics equipment lease/rental agreement has provided the opportunity to review the equipment provision to align that provision more closely with an expanded range of services.

### 3. Considerations

- 3.1 The present installation comprises two large high-volume monochrome copiers and a colour printer. It is the arrangement for one of the high-volume monochrome copiers and the colour printer 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 purpose is to replace one of the existing copiers and the colour printer with a Docutech 6135 with a Freeflow Scan & Make Ready facility which not only retains the existing capability to input documents into the MARS system, without changing the processes and without any additional training required, also provides the capability to scan full colour documents into Committee papers, as and when required, to meet the demands of the democratic process and the delivery of business papers to members of the Council. This will allow customers accessing the Council's web site for the published business papers of the Council to differentiate the colours on screen. The Colour printer provides greater speed of production at 60 pages per minute as against the present 45 pages per minute and provides a range of in-line finishing functions which will allow the completion of documents faster and more efficiently on line and providing an additional service to print room users. New imaging, print resolution and new toner means that more jobs can be printed in-house as opposed to printed externally. Additionally, the Print Room will have the capacity to print on 300gsm cardstock further minimising the need to source print jobs externally.
- 3.3 The introduction of this new monochrome and colour digital technology will provide the Council with high levels of image quality, versatility and productivity. The requirements on the Council to maintain the standard of scanning of documents and the printing and publishing of the agenda and minutes of the Council and its Committees is essential and the new printers will enhance that capability.

### 4. Financial Considerations

- 4.1 The cost of the proposed installation when compared with that of the existing equipment will afford an annual saving to the Council which together with the other initiatives being proposed is reasonably anticipated to contribute £40,000 to the efficiency savings required of the Council.

### 5. Recommendations

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

  
**Executive Director of Corporate Services**

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