

NORTH LANARKSHIRE COUNCIL

REPORT

To: CORPORATE SERVICES COMMITTEE		Subject: PRINTING AND REPROGRAHICS Proposed replacement of Print Room equipment
From: EXECUTIVE DIRECTOR OF CORPORATE SERVICES		
Date: 26 October 2015	Ref: PD	

1. Purpose of Report

1.1 The report seeks Committee approval for a tendering process to procure replacement printing and reprographics equipment.

2. Background

2.1 Reports have previously been submitted to Committee concerning the printing and reprographics service required to meet the needs of the Council, particularly in support of the delivery of Committee agendas, minutes etc.

2.2 The current contractual arrangements end on 31 March 2016.

3. Considerations

3.1 The equipment comprises two large high volume monochrome copiers (3.2 million copies per annum) and a colour printer (0.5 million copies per annum). Following discussions with Corporate Procurement it is the intention to carry out a mini competition to renew the existing equipment.

3.2 It is essential that the Council maintains the standard of scanning of documents and the printing and publishing of the agenda and minutes of the Council and its Committees and the replacement equipment will maintain that standard and enhance that capability.

4. Financial Implications

4.1 The estimated annual value of replacing existing equipment is £63,000. This figure is based on the current annual leasing and maintenance costs.

5. Recommendation

It is recommended that Committee approve the tender process for the replacement of the printing and reprographics equipment.


Executive Director of Corporate Services

Members seeking further information on the contents of this report should contact Paul Donnelly, Section Manager, Administrative and Members Services on Extension 2422.