

Photocopier Contractor Report

Information:

The Town Council's current contract with regard to the 2 freestanding print, copy and scan machines located in the Guildhall Reception and Top Office ends in **April 2022**. It is therefore necessary to relook at options and associated costs to ascertain Council requirements, costs and contract length.

It has also been highlighted by the Finance Assistant that due to the recent growth of the Council, it would be suitable to review all the printers currently owned and used within the various departments. Currently 5 desktop printers are in regular use. These printers incur costs with regard to ink cartridges and the staff time required to procure the consumables.

Research:

The report outlines 4 quotes from 4 separate providers as well as additional options which can be included. For example, equipment and services. These have been identified and consideration given to the requirements for each department within the Council.

Please note that contracts are normally for a 5-year lease period. Companies do offer shorter leases. However, after researching, it is believed a 5-year lease period is the best value for money and allows sufficient time for technologies to advance prior to contracting into a further lease period in the future.

The recommendation put forward below is based on current usage, requirements, and ecological impact.

Equipment:

Current Equipment Held:

- 2 Photocopier machines including booklet makers.

Proposed Equipment:

Guildhall Reception:

- Photocopier Machine
- Booklet Maker

Guildhall Top Office:

- Photocopier Machine
- Internal Multi Position Stapler

Town Clerk's Office & Longstone Garage and Store:

- A3 Printers x 2

Costs and Budget:

Current Annual Cost: £5,365.00

Budget Code: 6303 PO Copier Maintenance P&F Budget

These costs do not include consumable costs for stand alone printers at Longstone or Town Clerk's Office.

Options:

Members to consider appointing a company for a 5-year lease period and approve the equipment recommendation as per the above at a total cost as follows:

Photocopiers – Total Costs Per Quarter and Per Year

Guildhall Reception:

Includes machine and booklet maker

| | <u>Per Quarter</u> | <u>Per Year</u> |
|------------|--------------------|-----------------|
| Company A: | £238.63 | £954.52 |
| Company B: | £220.92 | £883.68 |
| Company C: | £216.45 | £865.80 |
| Company D: | £234.50 | £938.00 |

Guildhall Top Office:

Includes machine and internal multi position stapler

| | <u>Per Quarter</u> | <u>Per Year</u> |
|------------|--------------------|-----------------|
| Company A: | £191.10 | £764.40 |
| Company B: | £189.37 | £757.48 |
| Company C: | £166.46 | £665.84 |
| Company D: | £188.60 | £754.40 |

Papercut:

| | <u>Per Quarter</u> | <u>Per Year</u> |
|------------|--------------------|-----------------|
| Company A: | £139.50 | £558.00 |
| Company B: | £103.33 | £413.32 |
| Company C: | £132.57 | £530.28 |

(After 1st year upgrade insurance of £156.00 per year to be included in the above quote)

Company D: Offered an alternative as felt Papercut was not required and too expensive.

A3 Desktop Printers:

2 x additional A3 machines for the Town Clerk's Office and Longstone Garage and Store.

| | <u>Per Quarter</u> | <u>Per Year</u> |
|------------|--------------------|-----------------|
| Company A: | £131.10 | £524.40 |
| Company B: | £192.00 | £768.00 |
| Company C: | £328.00 | £1,312.00 |
| Company D: | Free of Charge | Free of Charge |

After further consideration the papercut software package is not required as the Council would not benefit from the software's multiple functions.

Total Costs per year based on equipment recommendation:

| | |
|-----------|-----------|
| Company A | £2,243.32 |
| Company B | £2,409.16 |
| Company C | £2,843.64 |
| Company D | £1,692.40 |

If the Council were to appoint company B the cost savings on the maintenance and printing totals would be £85 per quarter which assists with the additional lease cost of 2 x A3 printers for Longstone and Town Clerk Office.

END OF REPORT