

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 18 July 2022

Title: Printing & Photocopying Contract

Contact Officer: Deputy Town Clerk – Adam Clapton

Background

The previous printing and photocopying contract expired in 2020. Due to the Covid-19 Pandemic and officer resources a new contract was not sought, and the Council has continued to pay for copies only after the rental on machines expired.

Current Situation

The Council currently has a mixture of printers/copiers which have been re-assigned piecemeal following the expansion into the Reception/Administration Office and the extended remit of the Corn Exchange and 1863 Café Bar. It currently has 1 large A3 printer, a mid-range A4 printer and 2 x stand-alone desk printers.

While undertaking this project, all officers have been asked their printing photocopying requirements, the further expansion of the Grounds Maintenance Team and depot have been considered and have been balanced with the Council's procurement and climate policies/aspirations.

The brief issued to all tenderers is as follows:

Witney Town Council is seeking a printing hardware supplier to provide a modern, cost-effective, networked, efficient, and eco-friendly printing, photocopying, and scanning solution for its multiple premises in Oxfordshire. The Town Council is looking to procure the following on a minimum three-year lease contract:

- One low-use (up to 20 prints a day) A4 desktop mono printer
- One low-use (up to 20 prints a day) A4 desktop colour printer
- Two moderate-use (up to 100 prints a day) A3 colour printer, scanner, photocopiers
- One high-use (up to 200 prints a day) A3 colour printer, scanner, and photocopier capable of printing booklets

The offices of the Town Council are a fast-paced environment, so a reliable office-hours support function is essential to the contract.

The Council has received four quotes based on the above. A quote price summary is attached for consideration, along with the full proposals from each company.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Financial implications

Described here or as stated in the report above.

Recommendations

Members are invited to note the report and consider the following:

1. Entering into a new Printing/Copying/Scanning contract from the options provided.