

Ref. No: 619300322
From: Commercial
Date: 30/03/22
Subject: MFD & Print Information

REQUEST & RESPONSE

Please could you provide the following information with regards to your current printing expenditure:

1. Companies contracted to provide the following:
 - a. **Photocopiers/MFDs - Canon**
 - b. Printers – **N/A**
 - c. Print room / reprographics - **N/A**

2. Manufacturers of equipment used for the following (if different to Q1)
 - a. Photocopiers/MFDs
 - b. Printers - **HP, Zebra label printers**
 - c. Print room / reprographics

3. Length of contract/s and end dates? (Please advise of any extensions available)
 - a. **Photocopiers/MFDs - 12.11.21 – 12.11.26. No extensions available**
 - b. Printers
 - c. Print room / reprographics

4. Number of devices?
 - a. **Photocopiers/MFDs - 220**
 - b. Printers- - **HP 20, Zebra label printers 96**
 - c. Print room / reprographics - **N/A**

5. Annual print/copy volume
 - a. **Photocopiers/MFDs - 21,980,832**
 - b. **Printers – Not known**
 - c. Print room / reprographics - **N/A**

6. Annual spend?
 - a. **Photocopiers/MFDs - April 2020 – March 2021 = £142,662**
 - b. Printers-- - **April 2020 – March 2021 = £34,799**
 - c. Print room / reprographics - **N/A**

7. Details on how these were procured. i.e. By Framework
By Framework

8. Do you have any print management software e.g. PaperCut, Equitrac? If so, which software?

a. **Uniflow**

9. Who is the person(s) within your organization responsible for the MFDs, Printers, and Print room/ reprographics? Please provide their title and their contact details.

a. **Photocopiers/MFDs/Printers - Christine Walters, Director of Informatics**

b. **Print room/ reprographics – N/A**