



Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	To seek approval to tender for three High Speed Digital Printer/Photocopiers and the appropriate queue management software.
Date:	24 th October 2008
Reporting Officer:	Trevor Salmon, Deputy Chief Executive, Director of Corporate Services
Contact Officer:	Rose Crozier, Head of Information Services Freda Delargy, Reprographics Unit

Relevant Background Information

Reprographics

The Reprographics Unit is the Council's in-house provider of printed material. The Unit is responsible for producing high volume specialised printing, including the Council Minute Book and Committee Reports. This work is completed to a high standard within very tight deadlines. The current equipment was due to be replaced in January 2008 but the lease was extended for another year until January 2009 due to a review of the operations of both the Reprographics Unit and the Operations Section within Information Services Belfast (ISB).

Information Services Belfast

ISB is the provider of IT Services to the Council. As such they are responsible for high volume printing on a range of specialist stationery from a diverse range of IT systems. Many of the deadlines are fixed and the ability to move quickly to contingency arrangements is critical.

To this end ISB currently utilise three Xerox printers. These were bought in Feb 2001 (1 printer) and Jan 2003 (2 printers). The suppliers no longer offer support for the older printer and have given notice that support for the others will be withdrawn shortly (including the provision of spare parts).

Requirement

The requirement is to replace the equipment in use in both operations.

Key Issues

Reprographics will be relocating to the Gloucester Street offices which are the current base for ISB. Both units are cooperating to ensure that the printers acquired will be suitable for use by both Reprographics and ISB.

The move will allow the burden of contingency to be shared by the two services therefore reducing the number of printers required / maintained. The number of printers required is three which is a reduction of 1 printer and an estimated saving of £66,000 over the life of the printers.

Resource Implications

Financial Following discussions with Financial Services it is proposed to acquire the printers using a suitable leasing arrangement. The estimated total cost of the lease is £198,000 including support. The leasing option represents a savings of up to £6,000 over a 5 year leasing period.

There is no residual value in the printers at the end of the 5 year period.

Tenders will be sought using the OGC Contract.

Human Resources There are no Human Resource issues.

Asset and Other Implications Lease is the preferred option for environmental reasons as the equipment will be removed by the supplier (also relieving us of any potential disposal costs).

Recommendations

It is recommended that the Council invites tenders for a five year lease for three High Speed Digital Printer/Photocopier and appropriate queue management capability. Copy speed not less than 100cpm.

Key to Abbreviations**Documents Attached**