

FOI number: **HBC_FOI_20200134**
Date FOI Received: **11/02/2020**
Department: **Design and Print**
Title: **Managed Print Services**
Description: **Details of the photocopiers, printers and multifunction devices used by the Council and their cost and procurement process.**

Request and response: (As Redacted)

I am writing to you under the Freedom of Information Act, to request the following information from your organisation. If this information is held and managed by multiple departments, please give information for the highest spending department

. Current printing and photocopier contract details?

- a. Photocopiers/MFD?s - Canon
- b. Printers – Bought out right
- c. Print room / reprographics - Canon

2. Companies awarded?

- a. Photocopiers/MFDs - Canon
- b. Printers - HP
- c. Print room / reprographics - Canon

3. Length of contract/s and end dates?

- a. Photocopiers/MFDs - No contract end date, all devices were bought outright
- b. Printers – No contracts
- c. Print room / reprographics - No contract end date, all devices were bought outright

4. Number of devices?

- a. Photocopiers/MFDs - 26
- b. Printers - 10
- c. Print room / reprographics - 2

5. Annual print/copy volume

- a. Photocopiers/MFDs - 1778469
- b. Printers - 1920
- c. Print room / reprographics - 808499

6. Annual spend?

- a. Photocopiers/MFDs - £9443
- b. Printers – Various (no figures available)
- c. Print room / reprographics - £9,600

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

a. Procurement method – Tendered through government website (photocopiers and print room)

b. If Framework, please state which one - GPS RM1599 framework agreement (photocopiers and print room)

- Use Knowledge Bus for printers

8. Do you have any print management software? If so, which software? - No

9. Do they supply you with any scanning software (additional to the software native to the device)? - No
10. What Document Management solution/s do you currently use within your organization? - None
11. What PDF software do you pay for? And how many licenses do you pay for (an average per annum would be a good number here please)?

Adobe Acrobat pro DC = 23 licences
Adobe Premiere Pro = 1 Licence

If you have any queries about the processing of your request then please do not hesitate to contact me. Further information explaining the Council's process for responding to information requests together with a complaints/appeals procedure is available in our reception or via our website at:

<http://www.hertsmere.gov.uk/councildemocracy/accesstoinformation/>

The Information Commissioner oversees the application of the Freedom of Information Act. You may contact the Information Commissioner at:
Information Commissioners Office
Wycliffe House, Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone: 01625 545700 Website: www.informationcommissioner.gov.uk

Please include the above reference number on all correspondence related to this request.

Thank you for your request.

Kind regards
Information Services