



Information Governance Team

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Dear Sir/Madam

Freedom of Information Act 2000 (FOIA)

Request ID: FOI719636778

Thank you for your request for information relating to Reprographics/print contract.

You have requested the following information:

I would be grateful if you would provide details of your current contract covering reprographics/print arrangements under the Freedom of Information Act 2000 as follows

1. Number of MFDs (Multi-functional devices) & photocopiers at Coventry City Council

234.

2. Name of Incumbent supplier

Ricoh for MFD's.

3. Start/end date of contract (if expired, WHEN do you expect to revisit the marketplace)

The Council has recently entered into a 6 month contract extension with Ricoh (the incumbent) for MFD's, which takes us up to 31/09/2025.

The previous contract start date was: 01/04/2020 end date was 31/03/2025

The new Contract award start date is: 01/10/2025 – end date 31/09/2028 with an option to extend further.

4. Details of any extension options

Recently extended the previous contract for six months which runs up to 31/09/2025.

NB Previous contract start date was 01/04/2020 end date was 31/03/2025.

With regards to the new contract award starting 1st Oct 2025 - a contract extension may be considered for 2 x 1 year increments to an expiry no later than 31st September 2030.

5. What framework / Route to market used

Tender for Multifunctional Print Devices (MFDs) Print Management, Digital Workflow Software
The framework RM6174 Lot 2 : Multifunctional Print Devices (MFDs) Print Management, Digital Workflow Software agreement.

6. Number of regular/desktop printers (in addition to above)

Approximately 50 (included in the above MFD figures).

7. Is there a support contract on above, if yes please state start/end date

Yes – as per the contract details above.

8. Does the Council have a Print Room

Yes.

9. If yes to above, please advise (a) name of supplier (b) number of devices (c) contract end date (d) details of any extension options

a) Currently Cannon but will be moving over to Ricoh

b) 6

c) As per above contract details (contract was for MFD and Printroom equipment)

d) As per above contract details

10. Total annual print/copy volumes including, if applicable your Print Room, for (a) mono (b) colour

a) MFD's Annual Col Vol = 1,755,432

Annual Mono 3,563,048

Total Annual Print Vol= 5,318,480

b) Print Room High Volume Print Equipment was 'outright purchased' many years ago so all kit on service only contract.

A) Annual Col Vol = 885,943

Annual Mono 7,519,068

Total Annual Print Vol= 8,405,012

Please note these figures are approximate.

11. What Print software does the Council run

We are currently in a period of transition but Equitrac for MFD's.

Fiery technology for Colour in Printroom and Prisma for Mono (currently have all Canon in the Printroom which will be moving over to Ricoh as per new contract award)

12. Your total annual spend on print:

MFD's: Usage total spend £268,497.33 + Rental Total Spend £680,803.76

Print Room: Usage total spend £58,017.72 (on maintenance only contract)

This will change one equipment is upgraded under the new contract we are currently in the process of discussing immediate requirements. Also, the Council are looking to reduce print from

MFD's and move over bulk printing to Print Room. In addition to this, we are looking to reduce costs whilst still improving the service.

13. Who at the Council is responsible for this contract

Karen Holland and Jas Sandu – ICT & Digital Services, Operations Team

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If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email icocasework@ico.org.uk.

Please remember to quote the reference number above in your response.

Yours faithfully

Information Governance