

	Meeting (No)	Finance & Administration (4)
	Date	10th December 2024
	Document	Ref No
	Upgrading of Photocopier Contract	FA4/35

Background information

Neston Town Council currently operates with one large Rioch colour printer/scanner in the downstairs office which feeds all offices.

There are two, smaller, A4 printers, one in the Chief Officer's office and one in the Upper Community Office, both of which should scan. However, the scanner function in the Upper Community office no longer works therefore any scanning that is needed requires staff to pause their work and walk across to the Town Hall for use of the main Ricoh machine. The Market & Town Hall Manager currently operates on a small inkjet printer which was purchased outright for black & white printing and convenience.

Neston Town Council has been out of the contracted period for several years now, since the pandemic, meaning that the Council is currently over-paying for its devices, many of which are no longer fit for purpose. Our current copiers have become unreliable and manufacturers often experience difficulties sourcing older parts when they malfunction. This became apparent during the printing process for the 23/24 Annual Report in April, when the main office machine simply could not cope with the demand and the printing was especially time consuming. Even splitting the production of copies between the main printer and the upstairs printer caused delays, as both of the machines simply were taking too long to process each page of the provided data from the printed file into a final printed page. Our IT technician had to be called in to assist on the day for the document to be printed in time for the meeting.

Proposal

We propose to change the total number of copiers in the Town Hall. Originally, I considered the viability of purchasing the three required smaller A4 machines outright, however contract 1 cannot be beaten on price even if these machines were purchased separately by the Council outright; ink would still be required on top. The contract period would surpass any guarantee the machines come with and would remove the requirement for any initial outlay. It is predicted that two of the smaller machines, which would be situated in offices where staff work part-time/hybrid, would have a generally low overall print count per quarter.

I approached three local companies with the same brief in order to quote for the Town Council, as per Financial Regulations. However, all companies interpreted the brief differently, therefore I reapproached them with specific model requirements based on one quotation which surpassed the Council's need in order to create easier device/quotation comparison.

Initially, we explored purchasing three A4 printers (approximate cost £233) outright for the three offices, but the 24/25 budget does not have a heading for outright purchase. However, having received the quoted prices, it is better value overall to continue on a rental agreement for these machines.

Logistics

Having assessed the Town Council's current need and usage patterns, I am proposing several changes to the current contract:

- ✓ To improve accessibility, the main A3 printer/scanner will be situated at the rear of the Town Hall. This will make the main colour copier more accessible to all staff and it will be passcode protected to prevent unauthorised usage.
- ✓ The main A3 machine will be defaulted to print black and white. Colour, if required, will have to be manually selected by the user, reducing number of pages printed accidentally in colour and reducing the Town Council's overall printing costs over time. Colour copier usage pertaining to individuals will be decipherable.
- ✓ The three offices will only have black and white printers, reducing the number of colour copies being produced unnecessarily. With an added bonus of less officer time calculating colour copier usage.

Even though, this equates to one additional A4 machine being contracted, the RFO requires regular, daily access to a printer throughout the working day and it would be counter-productive to remove a machine from this area. Now, if staff require use of the main machine, no interruptions to meetings will be caused when taking place in the downstairs office as the machine will sit in an open area at the rear of the Town Hall.

Cost breakdown and detail

One of the companies the Council approached for a quotation raised the query of colour copy breakdown development costs, i.e. where the colour copies are charged separate pence amounts for each colour: pence per separate colour cyan, magenta, yellow and the black - thus a 'development' being $0.021 \times 4 = 0.084\text{p}$ per page rather than a flat rate.

For clarity, company 1 has confirmed that this is not the case and the charge per colour sheet is a flat rate of 0.021p. Based on the average number of copies the Council produces per quarter, predictions show we should still sit comfortably within our £300 photocopier charges budget heading (4071).

Company 2 also confirmed the following: "We just charge per entire page, we do not charge per individual colour etc and try and hide cost or multiplier. It's nice and straight forward: £0.055 per A4 colour page, and that's it."

Company 3 also confirmed that development costs do not apply to their pricing.

These costs and savings equate to brand new machines across the board, plus the addition of an extra A4 machine to facilitate the relocation of the main copier. In order to reduce costs further and invoicing breakdowns, the three smaller A4 office printers

will only print black and white. Full copier specifications for all options have been submitted to the Town Council by all three companies who have quoted.

Copier price comparison page cost in pence per print for comparable machine based on new copier options:

The original quotations are listed in detail at the end of this report.

Company 1	Company 1	Company 2	Company 2	Company 3	Company 3
A3 machine	A4 copier	A3 machine	A4 copier	A3 machine	A4 copier
0.0021p black	0.019 black	0.0038 black	0.009p black	0.0025 black	0.0045 black
0.021p colour	n/a	0.038 colour	0.055 colour	0.025 colour	n/a

The cost per printed page across the range of the two printer types, A3 and A4 machine are cheaper with Company 1.

Recommendation:

It is recommended that the Town council proceeds with brand new machines over reconditioned models.

To proceed with Company 1 for a new A3 Ricoh IMC 3010 at the cost of £83.65 per quarter. + Finisher @ £23.85 per quarter (improved tech for less money).

To proceed with Company 1 for 3 x new A4 Ricoh M320FB B&W new at a cost of £14.00 per quarter each.

The Town Council can gain an average saving across the year of £300 if company 1 is selected (£1,500 saving over 5 years), this saving includes a finisher which reduces the need for manual compiling and stapling of documents to produce more professional reports for meetings and overall time-saving across the organisation.

If this can be implemented in December, net savings for the remaining three months of 2024/25 will be £120.00, allowing F&A Committee to reduce its overall Photocopier Rental budget (4070) for next year's budget forecast. This will also lock in a guaranteed price for the Council for the next 5 years against current expenditure levels.

Locum Chief Officer

Zoë Dean

November 2024

Quotation Comparisons

Company 1

A4/A3 COLOUR -DUPLEX -30 pages per minute

Ricoh IMC 3000 A4/A3 Colour/Mono Reconditioned

Includes 100 sheet Document Feed, 2 x 550 sheet paper Tray, 100 sheet By -Pass tray, USB/SD Card Scan to folder- Scan to email and Cabinet

Option

Internal Stapler

Or

Ricoh IMC 3010 A4/A3 Colour/Mono NEW

Includes 100 sheet Document Feed, 2 x 550 sheet paper Tray, 100 sheet By -Pass tray, USB/SD Card Scan to folder-Scan to email and Cabinet

Option

Internal Stapler

5 year rentals

£62.77 per quarter

0.0021 black*

0.021 colour

£17.86 per quarter

£83.65 per quarter

0.0021 black*

0.021 colour

£23.82 per quarter

DESKTOP A4 MONO MULTIFUNCTIONAL B/W PRINTER/SCANNER

Ricoh M320FB A4 B/W NEW- 35 page per minute [new]

£14.00 per quarter each

Includes Document Feed, Duplex, By-Pass Tray, 250 sheet paper tray and Printer Scanner Network
or

0.019 black*

Ricoh MP301SP A4 B/W 30 page per minute [recon]

£14.00 per quarter each

Includes Document Feed, Duplex, By-Pass Tray, 250 sheet paper tray and Printer Scanner Network
or

0.0026 black*

Ricoh IM 370 B/W A4 and A3 Multifunctional [new]

£28.80 per quarter each

Includes 50 sheet Single Pass Document Feed, 500 sheet paper tray, Bypass to A3, Printer Scanner

0.0026 black*

***All rentals provide a single agreement and include all service, parts, labour staples, Black and Colour Toners.**

Our @remote will inform us of low toners and these are dispatched in three working days, collect meter readings for accurate billing and fault diagnosis,

Proposal Summary – Agreement Pricing

Option A – Brand new Lexmark equipment

Proposed Solutions	<p>A brand-new Lexmark XC Series A3 and 3x Mono A4.</p> <p>Comes with: 100 sheet document feed, 2x 550 sheet paper tray, 100 sheet by-pass, USB/SD card and scan to folder/email/cabinet option. Optional Internal stapler.</p> <p>Also includes free toner recycle scheme.</p>
Price	<p>Monthly rental at £121</p> <p>Add-ons: Internal staple finisher at £4.50 per week</p> <p>Usage A3: Mono at 0.0038 Colour at 0.038</p> <p>Usage A4: Mono at 0.009 Colour at 0.055</p> <p>Delivery and installation included free of charge.</p>
Key Benefits	<p>Service, maintenance, preventative maintenance, local engineer, 4-hour average call out, toner monitoring, toner and parts inclusive.</p>



Company 2 (Option b refurbished)

Option B – Refurbished

Proposed Solutions	<p>Refurbished kit: a split of Sharp A3 copier and 3x Lexmark colour copiers.</p> <p>Comes with: 100 sheet document feed, 2x 550 sheet paper tray, 100 sheet by-pass, USB/SD card and scan to folder/email/cabinet option. Optional Internal stapler.</p>
Price	<p>Monthly rental at £92.81</p> <p>Add-ons: Internal staple finisher at £2.50 per week</p> <p>Usage A3: Mono at 0.0045 Colour at 0.045</p> <p>Usage A4: Mono at 0.001 Colour at 0.06</p> <p>Delivery and installation included free of charge.</p>
Key Benefits	<p>Service, maintenance, preventative maintenance, local engineer, 4-hour average call out, toner monitoring, toner and parts inclusive.</p>



Company 3

Device	5 Year Per Quarter	Mono CPP	Colour CPP
1 X New Ricoh IMC3010 (30 ppp A3 Colour MFP) Optional Inner Finisher	£220.70 £38.76	0.0025	0.025 (0.01)
1 X Refurb Ricoh IMC3000 (30 ppp A3 Colour MFP)	£96.56	0.003	0.03 (0.01)
1 X New Epson WF-879 (A3 Colour MFP)	£149.85	0.0025	0.025

The Town Council is also looking for 3 x desktop A4 Mono multifunctional b&w printer/scanners

Devices	5 Year Per Quarter	Mono CPP
3 X Epson WF-M5899DW (A4 Mono multifunctional)	£122.56	0.0045
3 X Ricoh MP305 (A4 Mono multifunctional)	£233.87	0.0045