

Ross Ellis

BY EMAIL

Harlow Council
Civic Centre
The Water Gardens
Harlow
Essex CM20 1WG
www.harlow.gov.uk

Our Ref:
Your Ref:
Date: 25 February 2020

Re: Request for Information - Reference Number RFI172940593 - Please quote this reference number if contacting the Council in relation to this matter.

Dear Mr Ellis,

Thank you for your request for information, which was received on 6 February 2020
Your request has been considered under the Freedom of Information Act 2000.

Request and Response
Your request and response is below.

1. Current printing and photocopier contract details?
 - a. Photocopiers/MFD?'s Yes with Canon
 - b. Printers No contracts
 - c. Print room / reprographics Yes Canon and Konica
2. Companies awarded?
 - a. Photocopiers/MFDs Canon
 - b. Printers None
 - c. Print room / reprographics Canon and Konica
3. Length of contract/s and end dates?
 - a. Photocopiers/MFDs Three Years – End 27.5.20
 - b. Printers None
 - c. Print room / reprographics Canon - Three Years – End 31.8.22
Konica – Three Years – End 26.11.22
4. Number of devices?
 - a. Photocopiers/MFDs 8
 - b. Printers 72
 - c. Print room / reprographics 2
5. Annual print/copy volume
 - a. Photocopiers/MFDs 628,714
 - b. Printers 1,215,790
 - c. Print room / reprographics Canon (Colour) – 247,985

Konica (B&W) - 481,354

6. Annual spend?

- a. Photocopiers/MFDs £5,959.88
- b. Printers £17,908.15
- c. Print room / reprographics Canon – £7,679
Konica - £5,788.44

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

- a. Procurement method
- b. If Framework, please state which one

CCS RM3781 Framework Agreement, Lot 2.

8. Do you have any print management software? If so, which software?

None

9. Do they supply you with any scanning software (additional to the software native to the device)?

None

10. What Document Management solution/s do you currently use within your organization?

IDOX DMS
OpenRevenues DIP and Workflow – built in
LALPAC – built in
Agresso – built in
JCAD – built in

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 – 10 maximum per year

Contact me again if you require any further assistance with your request and I will do my best to provide relevant help and advice.

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If you are dissatisfied with the response you have received and wish to request a review of our decision or make a complaint about how your request has been handled you should write to Contact Harlow at the above address or complete the on-line complaint form that can be found at www.harlow.gov.uk. Your request for an internal review should be submitted to us within 40 working days of receipt by you of this response. Any such request received after this time will only be considered at the discretion of Harlow Council.

If having exhausted the review process you are not content that your request or review has been dealt with correctly, you have a further right of appeal to the Information Commissioner for a decision by writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Simon Pipe', with a stylized, cursive script.

Simon Pipe
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