



City of Westminster

Jonathan Fallon
What do they know

Procurement Services
Westminster City Council
64 Victoria Street
London
SW1E 6QP
Telephone 020 7641 3921

Our ref: 19674925

Date: 30 March 2021

Dear Jonathan Fallon

Freedom of Information Act 2000

Thank you for your recent Freedom of Information request. You asked to be provided with the following information:

Please find a request for information regarding your organisations' printers/printing devices/associated contracts.

I would be grateful if you could reply to the questions below.

Q1. Companies awarded?

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

Q2. Length of contract/s and end dates?

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

Q3. Number of devices?

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

Q4. Annual print/copy volume

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

Q5. Annual spend?

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

Q6. Details on how these were procured. i.e. By Framework

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

- Q7. Do you have any print management software? If so, which software?
- Q8. Do they supply you with any scanning software (additional to the software native to the device)?
- Q9. What Document Management solution/s do you currently use within your organization?
- Q10. Who are the procurement & business/IT contacts within your organization responsible for the decision on MFD's

Response

I can confirm that the information requested is held by Westminster City Council. I have detailed below the information that is being released to you.

Q1. Companies awarded?

- a. Photocopiers/MFDs
 - b. Printers
 - c. Print room / reprographics
- Ricoh for all

Q2. Length of contract/s and end dates?

- a. Photocopiers/MFDs
 - b. Printers
 - c. Print room / reprographics
- Length of contract: 5 + 2-year extension period
End date: 14/05/22

Q3. Number of devices?

- a. Photocopiers/MFDs – Approx. 140
- b. Printers – Same as MFD answer
- c. Print room / reprographics – 1

Q4. Annual print/copy volume

- a. Photocopiers/MFDs – £2.2 million
- b. Printers – N/A
- c. Print room / reprographics – £170k based on current run rates

Q5. Annual spend?

- a. Photocopiers/MFDs – £80k based on current run rates
- b. Printers – N/A
- c. Print room / reprographics – £116k based on current run rates

Q6. Details on how these were procured. i.e. By Framework

- a. Procurement method
 - b. If Framework, please state which one.
- WCC's own Framework. (Single supplier)

Q7. Do you have any print management software? If so, which software?

None owned by WCC. Equitrac for MFD's.

Q8. Do they supply you with any scanning software (additional to the software native to the device)?

No

Q9. What Document Management solution/s do you currently use within your organization?

Q10. Who are the procurement & business/IT contacts within your organization responsible for the decision on MFD's

Procuremexx@xxxxxxxxxxxxx.xxx.xx

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Information Management Team
64 Victoria Street
London
SW1E 6QP
foi@westminster.gov.uk

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Further information is also available from the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 or 01625 54 57 45
Fax: 01625 524510
Web: www.ico.org.uk

I will now close your request as of this date.

Yours faithfully

Westminster City Council