

MB/AS

1 September 2017

Mr Richard Avion

Response sent by email to:

request-424506-58d84c79@whatdotheyknow.com

Dear Mr Avion

I am writing further to your email of 10 August 2017 and your request for information under the Freedom of Information (Scotland) Act 2002.

Please could you provide the following information with regards to your current printing expenditure.

1. Current contract details	Ricoh UK print fleet expiry date 2020
a. Photocopiers/MFD's	As above
b. Printers	As above
c. Print room/reprographics	As above
2. Companies awarded	Ricoh UK
a. Photocopiers/MFD's	As above
b. Printers	As above
c. Print room/reprographics	As above
3. Length of contract/s and end dates	3 years + 2 years, contract end date July 2020
a. Photocopiers/MFD's	As above
b. Printers	As above
c. Print room/reprographics	As above
4. Number of devices	218
a. Photocopiers/MFD's	48
b. Printers	161
c. Print room/reprographics	9
5. Annual print/copy volume	12,980,982 from 1 August 2015 to 31 July 2016
a. Photocopiers/MFD's	4,387,968
b. Printers	2,042,550
c. Print room/reprographics	6,550,464

Ayr Campus
Dam Park
Ayr, KA8 0EU
T 01292 265184
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6. Annual spend	£187,468.32 from 1August 2015 to 31 July 2016
a. Photocopiers/MFD's	£92,323.12
b. Printers	£32,857.56
c. Print room/reprographics	£62,287.64

7. Details on how these were procured. i.e. By framework a. Procurement method
b. If Framework, please state which one.

The contract was a mini competition from the Scottish Government national framework PS-12-008-02 Lot 1.

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

Our print management software is Equitrac

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

They do not supply any additional scanning software.

10. What Document Management solutions/s do you currently use within your organisation?

Our Document Management solution is Equitrac.

If you are unhappy with our response to your FOI request, the FOI Act gives you the right to complain. If you wish to complain, the issues you raise will initially be considered by staff not involved in the handling of your original request through an internal review. You will receive a substantive response as soon as possible. We aim to complete internal reviews within 20 working days of receipt. In exceptional circumstances it may take longer than 20 working days to complete an internal review; in such cases, we will notify you in writing. Complaints or requests for internal review should be submitted no more than two months after we sent a substantive reply to your original request.

Requests for internal reviews should be addressed to:

Allyson Sharp
Information and Customer Relations Advisor
Ayrshire College
Kilmarnock Campus
18-21 Hill Street
Kilmarnock
KA1 3HY

Email: allyson.sharp@ayrshire.ac.uk

If you are dissatisfied with the College's response to your internal review, you will have a further right of appeal to the Scottish Information Commissioner. You can contact the Information Commissioner by writing to:

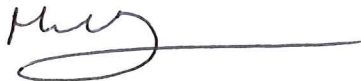
Office of the Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
KY16 9DS
01334 464613
01334 464611

Email: enquiries@itspublicknowledge.info

You can now make Freedom of Information (FOI) appeals online, using the new online appeal service – click at the link below:

www.itspublicknowledge.info/Appeal

Yours sincerely

A handwritten signature in black ink, consisting of a stylized 'M' followed by a long horizontal line.

Michael Breen
Vice Principal Finance and Skills