

Report Statement

Report Purpose:

Printing and Photocopying Report

Author:

Town Clerk

Background

As you will be aware we have been in the current contract with the present supplier since MTC started, and the machine and the service has been poor, which has caused significant difficulties for the staff team.

At Personnel Committee 15th February 2022 the Clerk was tasked with looking at a printing solution which is suitable, cost effective and efficient.

Update

Firstly, an investigation took place on buying a machine ourselves to use.

Pro:

- We are not tied into a lease.

Cons:

- It is significantly more expensive per copy (1.6p B&W, 9.3p Colour)
- It is slower (up to 27 pages per minute)
- Maintenance is not included.

Secondly, 3 quotes were sought for suppliers of machines to lease.

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|--------------------------------------|-----------|-----------|-----------|-----------|
| | | | | |
| Lease per quarter | 87 | 147 | 127.1 | 159.12 |
| Lease per year | 348 | 588 | 508.4 | 636.48 |
| Lease per 5 years | 1740 | 2940 | 2542 | 3182.4 |
| colour (1526 average) | 0.065 | 0.045 | 0.026 | 0.029 |
| black/white (5743 average) | 0.0074 | 0.0045 | 0.0026 | 0.0029 |
| | | | | |
| Total colour print per month | £99.19 | £68.67 | £39.68 | £44.25 |
| Total B&W print per month | £42.50 | £25.84 | £14.93 | £16.65 |
| | | | | |
| 5 year cost | £1,881.69 | £3,034.51 | £2,596.61 | £3,243.31 |

| | | | | |
|----------------|--|----------------|----------------|----------------------------|
| Machine | | Sharp Gemini 2 | Ricoh IM C4500 | Kyocera TaskAlfa 4053ci A3 |
| | | New | New | New |
| | | | | |

Proposal

To enter a contract with Supplier 2 for 5 years.

Pros:

- Termination period of 3 months (they have changed this from 6 months for us)
- Quicker- (45 pages per minute)
- Maintenance included
- Brand new machine
- They supply many schools and businesses in Cheshire east already
- Prints banners
- Rental covers services, parts, toners
- Print from mobiles
- Service within 4 hours
- Recycle cartridges
- Remote meter readings