

**FOI\_1687\_2024-25 – FOI Request concerning Multi-Functional Devices and printing/scanning services contract.**

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*I would like to make a request for the following information relating to the authority's current Multi-Functional Devices and printing/scanning services contract(s)*

- 1. What services are included in the contract(s)? (e.g. printing, scanning, copying)**  
Print, scan and copy
- 2. Which supplier is delivering them? (If in-house, please confirm, if multiple providers please identify them)**  
RICOH
- 3. If the supplier is not the manufacturer, who is the manufacturer of the devices?**  
N/A
- 4. What is the annual volumetric data (split by Annual Mono and Annual Colour)?**  
18K Mono and 104k Colour
- 5. What is the total number of devices supplied (split by Desktop Printer and Multi-Functional Device)?**  
295 mfd's 150 printers
- 6. What Print Management Software solution do you use?**  
Equitrac
- 7. How many Mono MFDs and Colour MFDs do you have?**  
295 mfd's 150 printers
- 8. How many mono printers and colour printers do you have?**  
150
- 9. Do you have a Print Room and if so how many devices are there?**  
no
- 10. When does the contract expire and does it have any extensions?**  
31/12/26
- 11. Were any framework agreements used to procure the goods/services? If so, which ones?**  
CCS Framework
- 12. Which department is managing the contract?**  
IT/Commercial



**13. Who/which department is the decision-maker for any new procurement exercise?**  
IT/Commercial