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| <p>1. Please state the number of printing devices currently in use within the Service; including MFDs, single function printers, photocopiers and print room devices and how long these agreements are for in years and when the next review will be?</p> | <p>1. Approx. 200 devices.</p> |
| <p>2. What percentage of your fleet of MFDs/printers is in colour vs mono and what are the models in use?</p> | <p>2. Approx 30 mono 170 colour. Models in use are 4100, 6655, 7100,7835, C405, C405 (Phase 10) and C8035</p> |
| <p>3. In terms of usage, what is your monthly page volumes for both mono & colour?</p> | <p>3. Approx. 313,463 mono and 204,553 colour for all council.</p> |
| <p>4. Who are the main manufacturers or resellers for the MFDs/photocopiers/printers/Print production devices in use at the service?</p> | <p>4. Xerox.</p> |
| <p>5. Who are the main supplier(s) of printer consumables (Toner, spares, etc)?</p> | <p>5. Xerox.</p> |
| <p>6. Who is your preferred channel partner, if any for supply of PCs and laptops, and how many of each does the service currently have in use, and when do you expect to review any of these to be replaced?</p> | <p>6. Our Managed Service Provider, Agilisys supplies these. Dell is the preferred channel partner. 4000+ across the whole council and do not expect to renew anytime soon as refresh completed not so long ago.</p> |
| <p>7. What is the approximate spend on printers, photocopying agreements, rental or lease agreement and/or rentals and service charges during the last financial year?</p> | <p>7. The expenditure in 2022/23 for managed print including lease and service charges was £340,093</p> |
| <p>8. What is the length of the MFD, stand alone printers and print room device contracts in place, and can you confirm these are Financial Operating agreements?</p> | <p>8. The current agreement is an operating lease for a period of 12 months.</p> |
| <p>9. What are the start and end dates for all printers/MFDs/Print room contracts within your organisation?</p> | <p>9. Contract started 1 February 2023.</p> |
| <p>10. Which procurement route or framework was used to procure this solution and what Framework would the service expect to use next?</p> | <p>10. This contract was procured under CCS frameworks RM6174 "Multifunctional Print Devices (MFDs), Print Management and/or Digital Workflow Software and Associated Services.</p> |
| <p>11. The named person and their role in your organisation who is in charge of the procurement for printing and any managed print or IT contracts?</p> | <p>11. James Winterbottom Director of Strategy & Innovation</p> |

12. Does the service use any Print Management software, if yes, please confirm the product name, who supplies it and when does the current contract or licencing end?
13. Who supplies your current CCTV services across the Service and when will you next review, and who is the lead contact please?
14. Please can you confirm the number of Adobe or other PDF software solution licences being used across the business?
15. Does the service currently use any Audio Visual/LED/LCD displays, interactive touch screen or Teams meeting room hybrid video conference facilities, and if yes, please can you confirm the number of devices, manufacturer, and any term of agreement in place for rental/lease and any maintenance agreements in use and the end date?
16. Who does the service use for all office supplies, (paper, stationary, inkjet/laser cartridges etc) and please can you advise on the average annual spend across the service?
12. [Equitrac](#)
13. [The monitoring of CCTV is an in house service operated by Wigan Council with the day to day maintenance and upkeep of the cameras with associated infrastructure is contracted to Baydale Control Systems. The contract for this service expires at the end of March 2024 and will be going out to tender in the upcoming months.](#)
- [Dave Lyon](#)
[Assistant Director – Environment & Housing Repairs](#)
14. [49 Adobe products across the business.](#)
15. [Agilisys procure the Teams meeting rooms via TVC. We have 25 room set up across the authority. Support and Maintenance contracts are on a 12-month contract, renewed annually.](#)
16. [Paper for the MFD's is supplied by Xerox. Expenditure for 2022/23 across the Council was £44,744.](#)