Warwick Town Council – Photocopier Review (August 2023)

Current Contract

Managed Technology £372.73 + VAT per quarter (this is the lease of the photocopier). Our contract included 8,746 mono and 4,372 colour copies per quarter up to July 2022.

After this date we should have been paying 0.513p per mono and 5.125p per colour. These costs per copy are higher than our original contract as it is variable and has increased by 10% per annum on average.

However, due to an admin error with Managed Technology they haven't been invoicing us for the printing charges (we have only been paying for the lease). Managed Technology have taken full responsibility and have agreed not to invoice us for previous prints but will start changing us from now.

If we stayed on this current contract our printing costs would be £172.44 per quarter plus £372.73 for leasing the photocopier. Total cost £545.17 per quarter

Actual usage over past 12 months

Mono 18,331 prints per year (4,583 per quarter)
Colour 11,624 prints per year (2,906 per quarter)

Termination cost with Managed Technology for our current contract includes lease, average printing costs, machine collection and data wipe. £1,468.95 + VAT. Breakdown of costs is available; we have tried to negotiate this cost but have been unsuccessful. Plus our lease contract of £372 + VAT per quarter (6 payments left)

Proposal 1: Managed Technology – current provider but move to a new deal.

Supply and install Konica Minolta C258. Fixed lease payment of £257 per quarter plus copy charges. 0.32p per mono print and 3.2p per colour print. Based on our prints per quarter above this will cost £107.65 per quarter.

Total per quarter (lease & printing) - £364.65. This includes the settlement of our current lease and contract with Managed Technology. There will be no other payments required.

Proposal 2: LinkIT Advances Solutions (based in Barford)

Supply and install Kyocera 3252ci coper. Fixed lease payment of £256.20 per quarter plus copy charges. 0.35p per mono print and 2.9p per colour print. Based on our prints per quarter above this will cost £100.31 per quarter.

Total per quarter (lease & printing) - £356.51. This includes the settlement of our current lease and contract with Managed Technology. There will be no other payments required.

Proposal 3: Toshiba Tech

Supply and install Toshiba E-studio252AC. Fixed lease payment of £350.51 per quarter plus copy charges. 0.25p per mono print and 2.5p per colour print. Based on our prints per quarter above this will cost £84.10 per quarter.

Total cost per quarter (lease & printing) - £434.61. This includes the settlement of our current lease and contract with Managed Technology. There will be a £100 delivery charge of the new photocopier and an admin charge of £85.

Proposal 4: Smart Office Solutions

Supply and install Olivetti 259 MF. Fixed lease payment of £278 per quarter plus copy charges. 0.3p per mono and 3p per colour print. Based on our prints per quarter above this will cost £100.93 per quarter.

Total cost per quarter (lease & printing) - £378.93. This includes the settlement of our current lease and contract with Managed Technology.

Recommendations

Managed Technology have the right to increase the charges set out in the contract by the relevant increase in the Retail Price Index or by up to 15%, whichever is the greater. Can be increased by a maximum or twice per annum.

Over the last 2 years Managed Technology have increased their contracts by 15% annually.

The committee is asked to agree that the contract is moved to LinkIT. As a very local company, we will be supporting the local economy. The business has been supportive in providing this quote and discussing in detail. This is a very professional business. LinkIT terms and conditions state they can only increase their costs by a maximum of 10% per annum.

Should the committee agree to move the contract to LinkIT, we will have further discussions with Managed Technology as to their high fees. Should we be able to reduce these costs, LinkIT will reflect this within their quotation.

George Palmer