

59267 Print Room, External Print and Mail Rooms

Please answer the following questions:

Print Room

Do you have a print room equipped with one/more high-speed production device/s to handle large volume printing?

Yes

Is this run by your own staff or outsourced to a third-party provider?

This is run by our own staff.

If run internally, how many full-time equivalent (FTE) run this facility?

17

Number of devices & model type/s?

Four:

2 x Xerox Mono (9136)

1 x Xerox colour (V4100)

1 x KM Colour

Name of incumbent supplier?

Apogee Corporation Limited

Contract start / end date and length of any option to extend?

2021 – 2026 plus two-year extension (which has just been agreed until August 2028).

If outsourced, please advise contract start / end date and length of any option to extend?

Not applicable

Was this contract awarded through a framework? If yes, which one used?

No, not applicable.

Annual spend (ex VAT) covering non-pay and staff costs or total outlay if this service is outsourced?

Not applicable

External Print

Do you outsource any print requirement to an external supplier - for example to print forms, booklets, leaflets, manuals, posters, banners etc - but excluding print / mailing arrangements covering other areas such as revenue-related demands, housing benefit letters, electoral registrations, parking penalty notices etc?

Yes, however, we are unable to identify ad hoc printing requirements, such as where a school has used their devolved budget to arrange the printing of a poster, etc., or any other team who have arranged printing without utilising our internal Print Services.

Name of incumbent supplier/s?

There are no named incumbent supplier/s.

If this arrangement is provided under contract, please advise start / end date and length of any option to extend?

Not applicable.

Was this contract awarded through a framework?

If yes, which one used?

Not applicable

Alternatively, was this awarded through a DPS arrangement?

Not applicable

Annual spend (ex VAT) for this service over the past 12 months?

This is not separately or centrally recorded.

Mail Room (Inbound and/or Outbound)

Do you have your own in-house Mail Room operation?

Yes

If yes, how is the service run - physical or digital mail distribution?

Both

Is this run by your own staff or outsourced to a third-party provider?

This is run by our own staff.

If run by your own staff, how many full-time equivalent (FTE) staff run this facility?

As above - 17

If outsourced, please advise name of current provider, contract start / end date and length of any option to extend?

Not applicable

Was this contract awarded through a framework?

If yes, which one used?

Not applicable

Annual spend (ex VAT) covering non-pay and staff costs or total outlay if this service outsourced?

Not applicable

Do you use a Hybrid Mail service / solution?

Yes

If yes, please provide:

(a) name supplier

Royal Mail Group Ltd.

(b) contract start / end date

14/02/2022 / 13/02/2026.

(c) framework through which this awarded?

Scottish Procurement

Finally, who is responsible for these arrangements at the Council?

Campbell Hardie (for Print Room and Mail Outsourcing) - Operations Manager