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[REDACTED]

06 September 2017

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_17-198)

We have now considered your request of 08 August 2017 for information relating to MFD and printers.

Our response is on pages 2-5 of this letter, together with a copy of your request.

We hope this information will meet your requirements, however if you are not satisfied you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

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Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Dave Palmer
Information Policy and Compliance Manager
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_17-198)

1. *Number of Printers within the University?*

Please see our response to a prior request, [FOI 17-186](#), here:

https://portal.uea.ac.uk/documents/6207125/15933802/170817_Response+letter_FOI_17-186_Redacted.pdf/

2. *Did you lease/rent or purchase the printers?*

Printers are purchased.

3. *If leased/rented what is the annual lease/rent charge?*

Not applicable – see response to question 2 above.

4. *Who are the main printer supplier(s)?*

Please see our response to a prior request, [FOI 17-046](#), here:

https://portal.uea.ac.uk/documents/6207125/15933802/170321_Response+letter_FOI_17-046.pdf/

5. *Does the University have a support contract(s) for Printers?*

No.

6. *What is the length of the printer support contract?*

Not applicable – see response to question 5 above.

7. *What are the start and end dates for the print support contract(s)?*

Not applicable – see response to question 5 above.

8. *What is the approximate spend on printers and consumables during the last financial year?*

Please see our response to a prior request, [FOI 17-186](#), here:

https://portal.uea.ac.uk/documents/6207125/15933802/170817_Response+letter_FOI_17-186_Redacted.pdf/

9. *What is the total mono print volume per annum?*

As of July 2015, the mono print volume per annum was estimated at 3,325,680.

10. *What is the total colour print volume per annum?*

As of July 2015, the colour print volume per annum was estimated at 1,235,604.

11. *What is the number of MFDs or Photocopiers within the University?*

Please see our response to a prior request, [FOI 17-046](#), here:

https://portal.uea.ac.uk/documents/6207125/15933802/170321_Response+letter_FO_I_17-046.pdf/

12. *Who are the main MFD/Copier Suppliers(s)*

See response to question 11 above.

13. *What is the length of the MFD/copy contract(s)?*

See response to question 11 above.

14. *What are the start and end dates on the MFD/copy contracts(s)?*

See response to question 11 above.

15. *Approximate spend on MFD's/copiers and consumables during the last financial year?*

Please see our response to a prior request, [FOI 17-186](#), here:

https://portal.uea.ac.uk/documents/6207125/15933802/170817_Response+letter_FO_I_17-186_Redacted.pdf/

16. *If leased/rented what is the annual lease/rent charge?*

The annual charge is £151,753.20.

17. *What is the total mono MFD/copy volume per annum?*

For the period April 2016 to March 2017, mono MFD/copy volume was 21,953,917 copies.

18. *What is the total colour MFD/copy volume per annum?*

For the period April 2016 to March 2017, colour MFD/copy volume was 3,309,601 copies.

19. *Does the University have a managed print contract?*

No.

20. *What are the start and end dates for this contract?*

Not applicable – see response to question 19 above.

21. *Which procurement route or framework was used to procure this service?*

Not applicable – see response to question 19 above.

22. *Does the University have one or more onsite print rooms?*

Yes.

23. *If the University has an onsite print room is this managed in house or outsourced?*

The print room is managed in-house.

24. *How many staff work in the print room (s)?*

Print Services has a head count of 8 staff, who total 5.97 fulltime equivalent (FTE) staff.

25. *Who are the main MFD/Photocopier Suppliers(s) for the Print room devices?*

Ricoh (mono) and Konica Minolta (colour) are the main suppliers of MFD/Photocopiers for Print Services.

26. *What is the length of the MFD/Photocopier contract(s) for the Print room?*

5 years.

27. *What are the start and end dates on the MFD/Photocopier contracts(s) for the Print room?*

January 2015 to January 2019 and August 2015 to August 2019 are the start and end dates of the respective contracts.

28. *If leased/rented what is the annual lease/rent charge?*

The annual charge for both sets of equipment is £24,530.72 in total.

29. *Which procurement route or framework was used to procure this service?*

CRESCENT Purchasing Framework.

30. *What is the approximate spend on MFD's/Photocopiers and consumables for the last financial year for the print room?*

The expenditure on MFDs/Photocopiers and consumables for Print Services at UEA for the last financial year was approximately £50,000.

31. *What is the total mono MFD/copy volume per annum?*

The total mono MFD/copy volume per annum is approximately 3 million.

32. *What is the total colour MFD/copy volume per annum?*

The total colour MFD/copy volume per annum is approximately 650,000.