

Appendix 1 to Report 448/2005

Torbay Council
Town Hall
Castle Circus
Torquay
Devon.

July 8th 2005.

Dear Lawrence,

The Print Audit carried out earlier in the year in the Town Hall and Electric House analysed the useage of printers within these locations. I have recently spent some considerable time walking through these locations and others within Torbay Council to better understand the deployment of their printers, copiers and fax machines.

It is an accepted fact that in the area of printing there is scope for great waste within an organisation. With the introduction and availability of MFD's there is an opportunity to save significant amounts of money once an understanding of printer use and costs has been made.

Typically average page costs within large organisations such as Torbay Council are in the range 4p to 8p per page. **The limited analysis in Torbay showed an actual cost per page of 4p.** Since MFD's have printed page costs of around 0.5p (excluding equipment cost) this is the area where the scope for very significant savings lies.

Additionally Ricoh have a comprehensive range of Print Management Systems to control and monitor print flow throughout an organisation. It is possible to use these systems to maximise the most efficient and most cost effective use of an organisations printing devices.

Enclosed is a spreadsheet showing the current status and spread of copying machines through out some Torbay Council offices. There are also details of the use of printers around these sites with recommendations as to where savings and improvements can be made.

Richard Lyndale.
RICOH NATIONAL ACCOUNTS.

Main Areas of Focus.

1) Ricoh Copier Fleet.

Since the award of Torbays copier contract in May 2002 a number of machines have been re-sited or replaced. There are now around 40 copiers that are at the end of their contracts and these machines should be replaced without delay. Where appropriate these new machines should be Fax, Print, Scan and Copy enabled. There are many sites within Torbay Council (such as the IT department) where separate copying machines, printers and fax machines are sited next to each other! Inevitably the installation of an MFD in such locations would save money as well as providing a neater, more efficient solution.

In all case (unlike now) replacement machines will be able to automatically duplex (double-side) copies/prints. This is not only sensible because of the savings in Torbays use of paper but it is also sensible because it reduces the environmental impact of using theses devices.

Ricoh is at the forefront of efforts to reduce the impact of all of its devices on the environment. Ricoh is working with Future Forests to negate its greenhouse gas producing processes. A tree planting scheme is now up and running whereby a tree is planted for each 100,000 copies or prints produced on Ricoh products. This may be something that Torbay Council in collaboration with Ricoh would like to publicise more.

Around 40 additional machines have been added to the contract over the original period – a number quite recently. Most of these machines have 5year rental periods. All Ricoh equipment supplied to Torbay is guaranteed for a minimum of 5 years. The attached spreadsheet shows the equipment recommended and the costs compared to the current costs. It also shows the quarterly savings that will be made.

The machines that will not be changed at this time will continue to be carefully monitored. In a number of cases it will be possible to simply add a print/scan of fax option to an existing machine.

2) Other Suppliers Copiers.

Throughout Torbay Council there are Oce and Xerox machines sited in variety of locations. It appears that these machines have been ordered via the relevant department heads. Most of the Oce machines have contracts where both the copy charges and quarterly rental charges (which are high already) go up annually! None of these machines are used as MFDs. All of these machines should be replaced with more appropriate equipment that can improve efficiency and reduce costs.

3) Lexmark, Dell and other makes of printer.

These devices are ordered by Torbays IT department for distribution throughout the organisation. There are likely to be hundreds of these devices, many of which include colour printers. There does not appear to be an asset register so that the use of these devices can be tracked.

It is not a recommendation that these printers should be immediately removed but that there should be a moratorium on any further deployment of such machines. Printing must be encouraged to be sent to the more versatile, efficient and cost effective MFDs. Existing printers should then be phased out over a period of time. For this reason Torbay Council may consider a gradual program of MFD installation across its offices.

During the Print Audit it was noted that Torbay Council staff had been very obliging and cooperative when being interviewed by Ricoh staff. By working closely with the all council staff it is expected that the required change in working practices will easily be achieved.

TORBAY SAVINGS.

1) Copiers Out of Contract.

Around 40 machines should be replaced without delay.

Existing Quarterly Rental	New Rental	Annual Saving
£4735.39	£2788.65	£7786.96

2) Other Copiers.

There are various other suppliers copiers within the Council. They are not being used efficiently or cost effectively. They should be replaced without delay.

Existing Quarterly Rental	New Rental	Annual Saving
£1869.00	£950.13	£3675.48

3) Change to MFDs.

	Annual Saving
Pearl Assurance House 1st Floor.	£1044.96
Town Hall Audit	£1431.60
Town Hall Exchequer Services	£2386.56
Town Hall IT Training	£519.36
Town Hall Room 201	£1646.40
Union House 2 nd Floor	£2121.56
Permenancy Planning	£2810.60
Audit	£4738.40
Dom Care	£4978.40
Sensory Team	£1821.56
Mental health Team	£2196.76

TOTAL ANNUAL SAVING = £37158.60

Pearl Assurance House.

Lexmark Printer (asset 2121) situated adjacent to new Ricoh Aficio 2035e copier.
A Print/Scanner and Fax Option should be added immediately to the Ricoh AF 2035e.

Average Monthly Print Volume = 2916 Quarterly Cost = £349.92

Print/Scan/Fax and 2916 prints Quarterly Cost = £88.68

Annual Saving = £1044.96

Union House 4th Floor –Sensory Team, Mental Health Team.

1) Mental Health Team.

Ricoh AF270 Ex Oldway Oce 3145 High Volume.

2 Lexmark Printers (MHT) 20 PCs.

-same as floor 2.

2 x 4288 prints per month Quarterly Cost = £1029.12

Install 2 X Ricoh AF2032 P/S/F and all prints @0.51p
Quarterly Cost = £479.93

MHT Annual Saving = £2196.76

2) Sensory Team.

9 PCs 1 X Lexmark Printer.

4288 Monthly Prints Quarterly Cost = £514.56

Now Produced on Ricoh Aficio 2045e, instead of Ricoh 270 and Oce.
(These savings have been already counted).

4288 Monthly Prints Quarterly Cost = £59.17

Sensory Team Annual Saving = £1821.56

Union House 3rd Floor. Domiciliary care.

1) Dom Care.

2 X Lexmark Printers. 20 PCs. Very Busy.

- Same as Floor 1.

2 x 7609 = 15,218 prints per month Quarterly Cost = £1826.16

Install 2 X AF2032 P/S/F/C
Including all prints @ 0.51p Quarterly Cost = £581.56

Dom Care Annual Saving = £4978.40

2) Adult Team.

5 X Lexmark Printers. Very Busy. 35 PCs.

Say same volume as Dom care. 15,218 ppm Quarterly Cost = £1826.16

Add Printer/Scanner Option to existing Ricoh AF2090 and . .

Install 2 X AF2032 P/S/F/C including all prints @0.51p
Quarterly Cost = £641.56

Adult Team Annual Saving = £4738.40

Union House Floor 1. Social Services.

1) Permanency Planning Service.

Xerox 470 copier. 2 X Lexmark Printers. Asset 3473 volume 7609 per month.
20 PCs.

2 x 7609 prints per month Quarterly Cost = £1826.16

Xerox 470 - Savings already accounted for.

New Equipment AF2045e and AF2060 (replacing Xerox470).

And 15218 prints Quarterly Cost = £1123.51

Permanency Planning Annual Saving = £2810.60

Union House 2nd Floor . Child in Need.

25 PCs 2 X Lexmark Printers. (Asset 2156 4288 per month). 1 old Dell Printer 1 x Large Fax
Ricoh AF2045 (high volume) .

Staff reported very heavily used printers. Said some of it was 'old and antiquated'.

Total Monthly print volume = 8576

Quarterly Cost = £1029.12

Install Ricoh AF2060 P/S/C to replace Ricoh AF2045 – which will have added P/S/F option and re-sited in same department.

Total New Rental and print Quarterly Cost = £530.39

Child In Need Annual Saving = £2121.56

Town Hall – Top Floor AUDIT.

8 Lexmark Printers. Fax

5000 prints per month (say) 15000 prints per quarter Quarterly Cost = £600.00

Install 1 X Ricoh AF2032 P/S/C/F
And 15000 prints @ 0.51p

Quarterly Cost = £242.10

Audit Annual Saving = £1431.60

Town Hall – Exchequer Services.

20 PCs 3 Lexmark A4 Black and White Printers.

Monthly Print Vol. 9000 Quarterly Volume = 27000 Quarterly Cost = £1080.00

Install 2 X Ricoh AF2045e P/S/C and 27000 @ 0.46p Quarterly Cost = £483.36

Exchequer Services Annual Saving = £2386.56

Town Hall - IT Training.

B + W Printer, Colour Printer, Ricoh Copier – all in a row. Printer used 'all the time'.

Say 3000 prints per month / 12000 prints per quarter Quarterly Cost = £480.00

Colour?

Install New Ricoh AF3228 colour/b+w printer P/S/F.
And 12000 black and white prints @ 0.45p

Quarterly Cost = £350.16

IT Annual Saving = £519.36

Town Hall - Room 201

Install New Ricoh AF2018D – Savings already accounted for.

2 X Lexmark Printers –4000 prints per month Quarterly Cost = £480.00

12000 prints on AF2018D @ 0.57p Quarterly Cost = £68.40

Room 201 Annual Saving = £1646.40