

# GREATER LONDON AUTHORITY

[REDACTED]  
[REDACTED]  
(By email)

Our Ref: MGLA110920-4030

8 October 2020

Dear [REDACTED]

## **FREEDOM OF INFORMATION ACT – POSTAL SERVICES**

Thank you for your request for information which the Greater London Authority (GLA) received on 11 September 2020. Your request has been considered under the Freedom of Information Act 2000.

You requested:

1. *Your postal spend in 2019 and projected spend for 2020 /2021 on the following - exact costs where possible or if unavailable please provide estimated costs –*
  - *Stamps*
  - *Franking*
  - *Royal Mail on line services*
  - *Royal Mail Postage Paid Impressions ( PPI )*
2. *If using a franking system, please specify supplier and model*
3. *Is the equipment owned or leased through the supplier or 3<sup>rd</sup> party finance house*
4. *If the equipment is owned outright - the month, year and cost of purchase plus the annual maintenance and consumable costs*
5. *If the equipment is leased - the month, year and term of lease plus quarterly / annual costs including maintenance and consumable costs*
6. *What is the typical decision process within your organisation for mail and postal services?*
7. *Who is ultimately responsible for making decisions such as the allocation of contracts for postal equipment and expenditure?*
8. *Are you mandated to procure through a framework agreement and if so the name of the framework*

Please find below the information we hold within the scope of your request:

1. Spend on franking in financial year 2019/2020 was £23K. We only use stamps if there is an issue with the Franking Machine, and we don't keep a record of spend value. We do not use Royal Mail online services or Postage paid impressions. We cannot predict the 20/21 spend due to the current climate, but it is anticipated to be significantly less.
2. Pitney Bows franking machine – Mailstream X4 PSD – 4W20
3. Owned

4. October/November 2016, Cost - £19,042.00, Maintenance - £1680.52 per annum, Consumables - £2568.45
5. N/A
6. Tender process
7. Security & Operations Manager
8. No, however given the value we obtained 3 quotes.

If you have any further questions relating to this matter, please contact me, quoting the reference MGLA110920-4030.

Yours sincerely



**Information Governance Officer**

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at:

<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>