

GREATER LONDON AUTHORITY

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Via WhatDoTheyKnow.com

Our Ref: MGLA030320-4147

30 March 2020

Dear ██████████

Thank you for your request for information which the Greater London Authority (GLA) received on 2 March 2020. Your request has been considered under the Freedom of Information Act 2000.

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

1. *Current printing and photocopier contract details?*
 - a. *Photocopiers/MFDs* - **Yes**
 - b. *Printers* - **The GLA does not have a specific contract for desktop printers**
 - c. *Print room / reprographics* **Shared service with Transport for London (TfL)**
2. *Companies awarded?*
 - a. *Photocopiers/MFDs* - **Xerox**
 - b. *Printers* - **The GLA does not have a specific contract for desktop printers**
 - c. *Print room / reprographics* **TfL in-house**
3. *Length of contract/s and end dates?*
 - a. *Photocopiers/MFDs* 01 July 2017 to 30 June 2020 with option to extend for 12 months
 - b. *Printers* The GLA does not have a specific contract for desktop printers
 - c. *Print room / reprographics* **N/A as above**
4. *Number of devices?*
 - a. *Photocopiers/MFDs* - **40**
 - b. *Printers* - **25**
 - c. *Print room / reprographics* - **information not held**
5. *Annual print/copy volume*
 - a. *Photocopiers/MFDs* - **YTD 2019-20 2,759,223 (July 2017 - June 2018 7,244,390)**
 - b. *Printers* - **The GLA does not monitor print volumes of desktop printers**
 - c. *Print room / reprographics* - **information not held**
6. *Annual spend?*
 - a. *Photocopiers/MFDs* **2018/19 £56,614.93**

b. Printers 2018/19 - £327.70 this figure does not include any spend on toners/consumables

c. Print room / reprographics £170,091 shared service with Transport for London (TfL)

7. Details on how these were procured. i.e. By Framework

*a. Procurement method - **CCS Framework***

*b. If Framework, please state which one - **RM3781, LOT 2***

*8. Do you have any print management software? If so, which software? - **Equitrac which is provided for the Xerox Mfd's***

*9. Do they supply you with any scanning software (additional to the software native to the device)? - **No***

*10. What Document Management solution/s do you currently use within your organization? - **N/A***

*11. What PDF software do you pay for? And how many licenses do you pay for (an average per annum would be a good number here please)? - **Adobe Acrobat Pro DC, 214***

If you have any further questions relating to this matter, please contact me, quoting the reference MGLA030320-4147.

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>