

Replacement of photocopier / multi-functional device

Background

1. Council currently uses one photocopier / multi-functional device for all its reprographic work.
2. The device was purchased in 2012 alongside a scheme whereby a monthly fee, varying according to the number of copies used, paid for the cost of consumables and maintenance.
3. The maintenance agreement is almost at its end, and will terminate in November 2017.
4. The existing device has failed, and replacement parts are not available.
5. Leaving aside the issue of whether there is any liability on the part of the existing maintenance and supplies contractor, council needs to procure a replacement means of delivering printing services.

The issues

1. A replacement printer of similar quality, with an appropriate extended warranty agreement, is likely to cost between £3000 - £5000.
2. An agreement of the type entered into previously, where supplies and maintenance are provided in one monthly payment, is also an option.
3. It may be possible to lease a printer rather than purchase it outright.

Recommendation

1. Members are invited to recommend their preferred option to council.

Date: 29/09/2017
Time: 15:54

Berwick upon Tweed Town Council Current Year Page 1
Barclays Current A/c
List of Payments made between 07/09/2017 and 29/09/2017

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
07/09/2017	SLCC	101606	78.40		123564 - book
07/09/2017	Wheeleigh Clean	101607	251.00		- bus shelter cleaning
07/09/2017	Viking	101608	52.69	17-043	451996 - stationery
07/09/2017	Timpsons	101609	82.95	17-046/8	26 & 29 - engraving
07/09/2017	Capital Solutions	101610	77.30		125506 - photocopies
07/09/2017	Northern Lab	101611	120.00		2851 - IT support
07/09/2017	Northumberland County Council	101612	7064.20		147680 - salaries
07/09/2017	Nthmblld Ass of Local Councils	101614	100.00		162 - costs
07/09/2017	Broxap	101615	1020.00	17-044	215742 - bins
07/09/2017	GA Thopmson	101616	588.28	17-037	- seat repairs
07/09/2017	Iain Greive	101617	110.92	17-041	4449 - alloment maint.
07/09/2017	Crawfords Joinery	101618	660.00	17-026	8758 - seats
07/09/2017	Grant Recipient	101619	2000.00	CO52/17	Events Grant
07/09/2017	Playdale Playgrounds LTD	101620	60.35	17-039	28452 - spares
07/09/2017	PJ Brown	101613	1382.90	17-001 & 9	7786 & 8351 repairs
07/09/2017	Google Ireland Ltd	DD	69.30		xx76-4 - gsuite
20/09/2017	SLCC	101681	0.00		cancelled cheque
20/09/2017	Grant Recipient	101682	1273.05		Literary festival grant
20/09/2017	Firzpatrick Woolmer	101683	920.40	17-029	51646 - leaflet holders
20/09/2017	AA Media	101684	1478.40	17-020	road signs
20/09/2017	Tweed Landscapes	101685	668.16	17-012	3428 - repairs
20/09/2017	Grant Recipient	101686	4000.00		Grant
20/09/2017	Northumberland County Council	101687	7158.55		148582 - salaries
20/09/2017	Zurich Municipal	101688	5625.56		27828842 - insurance
21/09/2017	Barclays A/c No 2	transfer	500.00		restore balance
22/09/2017	NEST	DD	501.63		94798201 - pension
25/09/2017	SSE	DD	54.25		0005 - electricity
Total Payments			35898.29		

**Berwick upon Tweed Town Council Current Year
Barclays Current A/c
Payments made between 07/09/2017 and 29/09/2017: Listed by Supplier**

	Date	Payment Reference	Payment Detail	Net Amount	VAT Amount	Total Amount
AA Media	20/09/2017	101684	road signs	1232.00	246.40	1478.40
Barclays A/c No 2	21/09/2017	transfer	restore balance	500.00	0.00	500.00
Broxap	07/09/2017	101615	215742 - bins	850.00	170.00	1020.00
Capital Solutions	07/09/2017	101610	125506 - photocopies	64.42	12.88	77.30
Crawfords Joinery	07/09/2017	101618	8758 - seats	550.00	110.00	660.00
Firzpatrick Woolmer	20/09/2017	101683	51646 - leaflet holders	767.00	153.40	920.40
GA Thopmson	07/09/2017	101616	- seat repairs	588.28	0.00	588.28
Google Ireland Ltd	07/09/2017	DD	xx76-4 - gsuite	69.30	0.00	69.30
Grant Recipient	07/09/2017	101619	Events Grant	2000.00	0.00	2000.00
	20/09/2017	101686	Events Grant	4000.00	0.00	4000.00
	20/09/2017	101682	Literary festival grant	1273.05	0.00	1273.05
				7273.05	0.00	7273.05
Iain Greive	07/09/2017	101617	4449 - alloment maint.	92.43	18.49	110.92
NEST	22/09/2017	DD	94798201 - pension	501.63	0.00	501.63
Northern Lab	07/09/2017	101611	2851 - IT support	100.00	20.00	120.00
Northumberland County Council	07/09/2017	101612	147680 - salaries	7063.80	0.40	7064.20
	20/09/2017	101687	148582 - salaries	7158.15	0.40	7158.55
				14221.95	0.80	14222.75
Nthmbld Ass of Local Councils	07/09/2017	101614	162 - costs	100.00	0.00	100.00
PJ Brown	07/09/2017	101613	7786 & 8351 repairs	1152.42	230.48	1382.90
				1152.42	230.48	1382.90
Playdale Playgrounds LTD	07/09/2017	101620	28452 - spares	50.29	10.06	60.35

	Date	Payment Reference	Payment Detail	Net Amount	VAT Amount	Total Amount
SLCC	07/09/2017	101606	123564 - book	77.60	0.80	78.40
	20/09/2017	101681	cancelled cheque	0.00	0.00	0.00
				77.60	0.80	78.40
SSE	25/09/2017	DD	0005 - electricity	51.67	2.58	54.25
Timpsons	07/09/2017	101609	26 & 29 - engraving	69.13	13.82	82.95
Tweed Landscapes	20/09/2017	101685	3428 - repairs	668.16	0.00	668.16
Viking	07/09/2017	101608	451996 - stationery	43.91	8.78	52.69
Wheeleigh Clean	07/09/2017	101607	- bus shelter cleaning	251.00	0.00	251.00
Zurich Municipal	20/09/2017	101688	27828842 - insurance	5625.56	0.00	5625.56