



Proposal for upgrading technology

At present, the office staff at Patchway Town Council are using a Toshiba Mono photocopier which is on lease from Grenke leasing and a Toshiba desktop colour printer. The photocopier has recently been networked and is now used as a hub for printing and scanning, however it isn't really competent enough to carry out the jobs we need it for.

Also, the town council has an outdated projector along with a screen, which to set up involves a lot of work and hassle. The image quality is good, but meetings would be further enhanced with a display screen. A display screen, rather than a television screen, would allow for posters to be shown throughout the day to the public on a constant loop similar to the screen at The Hub. This would keep our residents informed of what is going on in their community. We can also use it to publish notices such as external auditor reports and any relevant projects that are ongoing. We feel that a display screen would also enhance meetings with it being situated in the corner of the boardroom, so all people can see it and would allow for the meeting papers to be on the screen rather than in paper, which in turn would provide a cost saving.

Also, as a public building and a public body the town council should invest in a hearing loop for the boardroom to ensure that meetings are accessible for all those who attended which include the general public. It is good practice to have a basic hearing loop in any public buildings to help people who may be hard of hearing.

Below, we have outlined the quotations we had for this equipment upgrade. Both quotations include paying off our lease with Grenke and having:

- A photocopier which has mono and colour settings as well as a larger paper tray
- A display screen and corner bracket
- A hearing loops

Below you will find what we are paying at the moment per quarter:

	Volume (sheets)	Cost Per Copy	Quarterly Costs
Rental			£118.00
Service			
MFP Mono	17,526	0.0046	£80.62
Mono	996	0.0116	£11.55
Colour (Printer)	4308	0.069	£297.25
		Total Cost	£507.43 per quarter

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Quote A

Prolific Solutions – Appears to be the most suitable and cost-effective option for Patchway Town Council.

Quotation A:

Proposed Quarterly Costs (Colour photocopier and removing the desktop printer)

Call out fee £50 per call out.

	Volume (sheets)	Cost Per Copy (pence)	Quarterly Costs
Rental			£248.00
Service			
Mono	18,522	0.22	£40.75
Colour (Printer)	4308	2.2	£94.78
		Total Cost	£383.52 per quarter
		Saving per quarter	£123.90

	Digital Screen and Hearing Loop Costs	
Rental		£156 per quarter
	Total cost of hardware and service inc photocopier	£539.52
	Additional Increase Per Quarter	£32.10

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Quote B Advanced Imaging Systems

Quotation B:

Proposed Quarterly Costs (Colour photocopier and removing the desktop printer)

Cost per copy includes all service, maintenance, parts etc whereas quote A doesn't.

	Volume (sheets)	Cost Per Copy (Pence)	Quarterly Costs
Rental			£263.80
Service			
Mono	18,522	0.27	£50.94
Colour (Printer)	4308	2.8	£120.62
		Total Cost	£435.36 per quarter

	Digital Screen and Hearing Loop Costs	
Rental	Digital Screen	£244.39
	Total cost of hardware and service inc photocopier	£679.75
	Additional Increase Per Quarter	£172.32

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Quote C Solutions in technology

Quotation C:

Proposed Quarterly Costs (Colour photocopier and removing the desktop printer)

Cost per copy includes all service, maintenance, parts etc whereas quote A doesn't.

This copier is a Konica not a Toshiba.

	Volume (sheets)	Cost Per Copy (Pence)	Quarterly Costs
Rental			£701.89
Service			
Mono	18,522	0.28	£51.86
Colour (Printer)	4308	2.8	£120.62
		Total Cost	£874.37 per quarter

	Digital Screen and Hearing Loop Costs	
Rental	Digital Screen	Included above
	Total cost of hardware and service inc photocopier	£874.37
	Additional Increase Per Quarter	£366.94