

**REPORT TO:** FINANCE COMMITTEE – 19 APRIL 2004

**REPORT ON:** REVENUES DIVISION - REPLACEMENT OF LASER PRINTER

**REPORT BY:** DEPUTE CHIEF EXECUTIVE (FINANCE)

**REPORT NO:** 160-2004

**1. PURPOSE OF REPORT**

- 1.1 To obtain authorisation to replace the Finance Department's Xerox 4890 laser printer with a Xerox DP92C laser printer for the printing of documentation in respect of Council Tax, Poll Tax and Non-Domestic Rates.

**2. RECOMMENDATION**

- 2.1 That the Depute Chief Executive (Finance) be authorised to enter into a five year rental agreement with Xerox (UK) Ltd for a Xerox DP92C laser printer to replace the Xerox 4890 printer.

**3. FINANCIAL IMPLICATIONS**

- 3.1 The annual rental cost of £27,104 per annum over five years compares favourably with the cost of a lease which would be approximately £37,500 per annum for the same period.
- 3.2 Based on current print volumes the quarterly cost for copy charges plus Service and Maintenance would be £6,748 compared to £6,822 at present.
- 3.3 All of the above annual costs can be contained within the approved Revenue Budget for the Finance Department, Revenues Division.

**4. LOCAL AGENDA 21 IMPLICATIONS**

- 4.1 None

**5. EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 None

**6. BACKGROUND**

- 6.1 The present Xerox 4890 laser printer was installed in 1996 and although used primarily for the production of Council Tax, Non-Domestic Rates and Poll Tax documentation is also utilised for Electoral Registration, School Board Elections and Finance General printing requirements.
- 6.2 Xerox (UK) Ltd has advised the Council that due to the age of the printer, service will be discontinued in 2005 and it is therefore essential to source an alternative printer.
- 6.3 Xerox (UK) Ltd has identified their DP92C printer as the only suitable replacement to meet the Council's current and future requirements.

## **7. XEROX OPTION**

- 7.1 The Xerox DP92C has similar specifications to the present 4890 printer and supports the LPS operating system currently in use.
- 7.2 The printer also offers highlight colour and will support all current applications requiring this function.
- 7.3 All existing forms, fonts, graphics and job libraries can be transferred from the 4890 to the DP92C without requiring any conversion.
- 7.4 The DP92C offers a superior print quality (600 x 600 dpi compared to 300 x 300 dpi on the 4890).
- 7.5 The print speed is identical to the 4890 and would have no detrimental impact on production.
- 7.6 A DP92C printer using the LPS operating system will support all current applications as they stand and will not require formatting programs to be rewritten or forms to be re-created.
- 7.7 Xerox anticipate that the installation of the printer would take 1 - 2 days.

## **8. ALTERNATIVE PRINTING SYSTEMS**

- 8.1 The LPS operating system is unique to Xerox printers and is not compatible with other manufacturer's printers.
- 8.2 To move to an alternative printing system will involve rewriting all print formatting programs and recreating or converting every form that already exists on the laser printer. This would seem to be a considerable waste of all the excellent work already carried out by Information Technology and Revenues Division staff developing a system that works well.
- 8.3 Moving to an alternative printing system would require extensive testing and involve parallel running for a considerable period of time. To achieve this both printers would have to be available which is not practical due to insufficient space being available on Floor 1, Tayside House. Additional electrical and communications work would also be required to achieve this.
- 8.4 Additional costs would be incurred for the development of an alternative printing system not only for the Revenues Division but also for other users.
- 8.5 There is also a high risk of disruption to the printing schedules with the possibility of deadlines not being met.

## **9. INSTALLATION**

- 9.1 The timing for the installation of a replacement printer is critical. It should ideally take place during a quiet period to avoid any major backlogs and cause as little disruption as possible.
- 9.2 November 2004 has been identified as the most suitable date for installation.

- 9.3 This period normally has the lowest print volumes and would allow sufficient time for any unforeseen problems to be addressed prior to Council Tax start of year billing for 2005/2006.

## **10. CONSULTATION**

- 10.1 The Head of Information Technology has been consulted in the preparation of this report.

## **11. BACKGROUND PAPERS**

- 11.1 No background papers as defined in Section 50D of the Local Government (Scotland) Act 1973 (other than containing confidential or exempt information) were relied on to any material extent in preparing the above report.

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David K Dorward  
Depute Chief Executive (Finance)

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Date 12 March 2004