

1: The number of people currently employed in this region?

2 Full Time Equivalent in the print room.

2: Do you have a main Print room for printing and binding of documents and if so is it outsourced?

Yes we do have a main print room, it is not outsourced

3: If so what machines do you have including Printing, binding and laminating machines?

2 x Xerox 770 colour printers

2 x Xerox 4112 Mono printers

Guilotine

Folder

Booklet maker

Riso

Pouch laminator

Wire binder

Comb binder

Sure binder

Paper drill

4: Do you print for other stations and if yes this question then what station or stations are they?

Yes, we print for the whole of the West Midlands Police

5: How long is the print room contract and when is the current print room contract due to end?

The force does not have a formal print room contract. However, the force does have an internal Design and Print Unit and, as such, only procures external services as and when required on an ad-hoc basis.

6: Who supplies you printer/copier/scanners across the region?

Danwood

7: What make and model and how many of each of printers/copiers/scanners do you have in

A: In the main print room?

2 Xerox colour 770

2 Xerox 4112

B: In the stations and also across region?

411 WorkCentre 7535 MFP

24 WorkCentre 5755 MFP

53 Phaser 8900 MFP

97 Phaser 3635 MFP

47 Kyocera FS2020

16 Kyocera FS2100

1 Kyocera FS4020

8: How long are the print services contracts for?

See response to question 5.

9: Are there any plans to scan and archive old or new cases?

We do scan, the decision is made by the client departments on a case by case basis.

10: If yes to question 9 approximately how many cases is that? **See above**

11: How much do you spend on printing services across the region?

Please see the following links:

<http://foi.west-midlands.police.uk/printer-contract-781815/>

<http://www.westmidlands-pcc.gov.uk/transparency/budgetary-and-financial-information/expenditure-information>

12: What is the overall yearly spend on stationary across the region?

The total spend on stationery for the force for the period April 2016 – December 2016 was £93,532.01

13: Do you have an in-house mail room?

Yes

14: Is the mail room contract outsourced?

Depending upon the type/volume/nature/value of the items being posted they may be routed direct to Royal Mail or via Birmingham City Council.

15: What is the average/estimated monthly amount of the following?

A: Letters coming in to the post room?

B: Letters going out of the post room?

C: Parcels coming in to the post room?

D: Parcels going out of the post room?

With regards to the questions regarding quantities of post received/ despatched from the post room, this is not something that we keep a record of. Due to the vast amount of postal traffic going through the department, it isn't counted.

16: Also could you include the name, title, department, contact number, and email address for the people responsible for managing the print estate and Post room services in the region?

Printer Fleet - Ian Kent – Facilities Manager (Hard)

Post room - Gemma Swinnerton – (Service Lead)

Email: contactus@west-midlands.pnn.police.uk

Tel: 101