Dear

Freedom of Information Response (Our Ref: K/21/318)

Thank you for your Freedom of Information (FOI) request dated 16 June 2021, reference K/21/318.

Your request read:

1. “Number of Printers within the University?
2. Did you lease/rent or purchase the printers?
3. If leased/rented what is the annual lease/rent charge?
4. Who are the main printer supplier(s)?
5. Does the University have a support contract(s) for Printers?
6. What is the length of the printer support contract?
7. What are the start and end dates for the print support contract(s)?
8. What is the approximate spend on printers and consumables during the last financial year?
9. What is the total mono print volume per annum?
10. What is the total colour print volume per annum?

11. What is the number of MFD’s or Photocopiers within the University?
12. Who are the main MFD/Copier Suppliers(s)
13. What is the length of the MFD/copy contract(s)?
14. What are the start and end dates on the MFD/copy contracts(s)?
15. Approximate spend on MFD’s/copiers and consumables during the last financial year?
16. If leased/rented what is the annual lease/rent charge?
17. What is the total mono MFD/copy volume per annum?
18. What is the total colour MFD/copy volume per annum?

19. Does the University have a managed print contract?
20. What are the start and end dates for this contract?
21. Which procurement route or framework was used to procure this service?
22. Does the University have one or more onsite print rooms?
23. If the University has an onsite print room is this managed in house or outsourced?
24. How many staff work in the print room (s)?
25. Who are the main MFD/Photocopier Suppliers(s) for the Print room devices?
26. What is the length of the MFD/Photocopier contract(s) for the Print room?
27. What are the start and end dates on the MFD/Photocopier contracts(s) for the Print room?
28. If leased/rented what is the annual lease/rent charge?
29. Which procurement route or framework was used to procure this service?
30. What is the approximate spend on MFD’s/Photocopiers and consumables for the last financial year for the print room?

31. What is the total mono MFD/copy volume per annum?

32. What is the total colour MFD/copy volume per annum?

The University of Leeds holds this information. For your convenience we have responded to each of your questions in turn below.

1. **Number of Printers within the University?**
   We do not hold a central record of the number of desktop printers.

2. **Did you lease/rent or purchase the printers?**
   Desktop printers are owned.

3. **If leased/rented what is the annual lease/rent charge?**
   Not applicable

4. **Who are the main printer supplier(s)?**
   DTP Group

5. **Does the University have a support contract(s) for Printers?**
   No

6. **What is the length of the printer support contract?**
   N/A

7. **What are the start and end dates for the print support contract(s)?**
   N/A

8. **What is the approximate spend on printers and consumables during the last financial year?**
   We have migrated the bulk of our print from desktop printers to the fully managed MFD service therefore the spend on new printers is minimal and the spend on consumables is too diverse and small to capture accurate meaningful data.

9. **What is the total mono print volume per annum?**
   Please refer to the answer set out in response to question 17.

10. **What is the total colour print volume per annum?**
    Please refer to the answer set out in response to question 18.

11. **What is the number of MFD’s or Photocopiers within the University?**
    Approximately 400.

12. **Who are the main MFD/Copier Suppliers(s)**
    Konica Minolta

13. **What is the length of the MFD/copy contract(s)?**
    5 years
14. What are the start and end dates on the MFD/copy contracts(s)?
October 2016 – October 2021

15. Approximate spend on MFD’s/copiers and consumables during the last financial year?

16. If leased/rented what is the annual lease/rent charge?
We address these questions together.

We are withholding cost information under section 43(2) of the Freedom of Information Act. Section 43(2) sets out that information can be withheld if disclosure would, or would be likely to, prejudice the commercial interests of any person or organisation, unless there is an overwhelming public interest in disclosure. We consider that to reveal contract values would significantly disadvantage incumbent suppliers. By providing their competitors with the contract value, incumbent suppliers would be vulnerable to unfair ‘undercutting’ when the contracts are next put out to tender.

Section 43(2) is a qualified exemption, which means that in addition to demonstrating the prejudice which would or would be likely to occur as a result of disclosure (as we have done above), we are required to consider whether the public interest is in favour of disclosing the information or maintaining the exemption. In this case, we consider that the public interest is in favour of maintaining the exemption (i.e. withholding the information).

We recognise a general public interest in how the University of Leeds spends its money, particularly in relation to contracts with private sector organisations. However, we consider there to be a much stronger interest in preserving the University’s ability to secure value for money in future contract negotiations.

While ‘undercutting’ may result in lower prices for the University of Leeds in future tender situations, these prices would not necessarily represent better value for money. An artificially deflated price would unfairly distort the marketplace, and would be likely to dissuade other organisation from working with the University in future, for fear of sensitive commercial information being released. This would limit the University’s ability to secure value for money, and would therefore not be in the public interest.

17. What is the total mono MFD/copy volume per annum?
~2m per month pre lockdown

18. What is the total colour MFD/copy volume per annum?
~650k colour per month pre lockdown

19. Does the University have a managed print contract?
Please refer to the answers set out in response to questions 12, 13 and 14.

20. What are the start and end dates for this contract?
Please refer to the answer set out in response to question 14.
21. Which procurement route or framework was used to procure this service?
CCS framework

22. Does the University have one or more onsite print rooms?
Yes

23. If the University has an onsite print room is this managed in house or outsourced?
In house

24. How many staff work in the print room (s)?
16 including the mail room

25. Who are the main MFD/Photocopier Suppliers(s) for the Print room devices?
Ricoh

26. What is the length of the MFD/Photocopier contract(s) for the Print room?
5 years

27. What are the start and end dates on the MFD/Photocopier contracts(s) for the Print room?
26 October 2017 to 21 October 2022.

28. If leased/rented what is the annual lease/rent charge?
We are withholding this information under section 43(2) for the reasons set out in our response to questions 15/16 above.

29. Which procurement route or framework was used to procure this service?
National Education Framework for Multifunctional Devices and associated print services and supplies, reference CPC/DU/MFD/02A

30. What is the approximate spend on MFD's/Photocopiers and consumables for the last financial year for the print room?
Our spend on consumables is part of our contract and as such we are withholding this information under section 43(2) for the reasons set out in response to questions 15 and 16 above.

31. What is the total mono MFD/copy volume per annum?
~ 3m mono prints per annum pre lockdown

32. What is the total colour MFD/copy volume per annum?
~5.5 m colour prints per annum pre lockdown

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk
If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle  
Deputy Secretary  
The University of Leeds  
Leeds  
LS2 9JT  

Email: foi@leeds.ac.uk

Requests for Internal Review should be submitted within 40 working days of receiving the University’s response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

**Chloe Wilkins**  
Freedom of Information Officer  
Secretariat  
University of Leeds