

# **WESTMINSTER CITY COUNCIL**

## **STATEMENT OF DECISION**

### **SUBJECT: PRINT MANAGEMENT AND MAILROOM SERVICE**

Notice is hereby given that the Cabinet Member for Finance and Council Reform has made the following executive decision on the above mentioned subject for the reasons set out below.

#### **Summary of Decision**

The Cabinet Member for Finance and Council Reform has approved the award of a contract to Ricoh UK Ltd for print, post and document management services from 1 June 2023 to 31 May 2025 with an option of a one year extension to 31 May 2026 for a total value of £3,477,000.

#### **Reasons for Decision**

The rationale for directly awarding a contract, through Kent County Council KCS Framework for the provision of Managed Services for Business Solutions Y20023, with the existing provider is multi-faceted. It is proposed that Ricoh will work with Westminster City Council (WCC) over the next two years to digitalise our services. As agile and digital ways of working continue to evolve, there is a need to introduce new solutions to improve services across the council, reduce costs and make efficiencies. The strategy is to reduce the volume of physical mail being handled by staff and make a transition to electronic hybrid-mail for both inbound and outbound services.

These initiatives will provide the opportunity to review the feasibility to consolidate the Mail and Print teams by utilising the existing Senior Street building and relocating the current City Hall Print Operation on the ground floor. It is anticipated that this part of the project will deliver £90,000 in cost efficiency annually.

**Stuart Love, Chief Executive,  
Westminster City Hall,  
64 Victoria Street  
LONDON SW1E 6QP**

**Publication Date:** 01 June 2023

**Implementation Date:** 08 June 2023

**Reference:** FCR23-24