

Buying Photocopiers, Printers and MFDs:

Notes for Requisitioners

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Supplier: Ricoh UK Ltd

1 Plane Tree Crescent, Feltham TW13 2NP
Sales Tel 020 8261 4000
Sales Fax 020 8261 4004
Website: click www.ricoh.co.uk

Account manager: Daniel Freemont, 07958 043495, dfreemont@ricoh-uk.com

The Contract

The contract covers the supply of digital photocopiers, MFDs and printers from the Ricoh range on 3 year rental periods. Longer rental periods and outright purchases are also available. The contract includes toner and staples. All rental machines are covered by free insurance, maintenance and repair charges.

The CBC contract period is 01.04.09 to 31.03.12 with no extension.

Information on the product range, specification and pricing can be obtained by contacting the account manager, Daniel Freemont.

Machines at the following sites are managed by the Council's TFM team:
Perceval House, Ealing Town Hall, Ealing Homes, The Village, Acton Town Hall, Town Hall Annexe, 301 Ruislip Rd, Carmelita House, 22-24 Uxbridge Rd, The Drop In Centre, EYCIS, Sheltered Housing, Pilot Archive, 1st.Floor Greenford Depot, GMB Office, Ealing Stable Print and Ealing Vehicle Pound, Brent Crescent.

All other sites deal directly with Ricoh for the following:
Repairs and maintenance, toner supplies, meter reading returns. These sites raise their own orders and GRNs .

It is recommended that Agresso purchase orders are raised for rental in advance and that estimated annual meter reading costs are included on the order. Apart from conforming to our 'Procure to Pay' policy raising orders in advance reduces the risk of non-payment of invoices which would result in the service of the machines being put on credit hold.

Support

As part of the service the Ricoh Account Manager will visit your site to assess your needs and quote for the most cost effective solutions from the range available.

This contract is managed by Ian Walter of Strategic Procurement, 020 8825 9932, WalterI@ealing.gov.uk.