



HEDDLU
GOGLEDD CYMRU
NORTH WALES
POLICE

Response Date:16/06/2026

2026/553 - Print / Mail Room set up

In response to your recent request for information regarding;

Print Room

1. Do you have a print room equipped with one/more high-speed production device/s to handle large volume printing?

Yes.

2. Is this run by your own staff or outsourced to a third-party provider?

Own staff.

3. If run internally, how many full-time equivalent (FTE) run this facility?

One FTE member of staff.

4. Number of devices & model type/s?

Two machines. Xerox VP180 Colour and D110-125 B/W.

5. Name of incumbent supplier?

Xerox.

6. Contract start / end date and length of any option to extend?

01/07/2019 - 31/12/2026

7. If outsourced, please advise contract start / end date and length of any option to extend?

As above with no options to extend

8. Was this contract awarded through a framework? If yes, which one used?

Yes. ESPO

9. Annual spend (ex VAT) covering equipment and staff costs or total outlay if this service outsourced?

Outsourced leased - yearly approximate cost £2,500

FY25-26 cost for Print Room is £168,864.56.

External Print

1. Do you outsource any print requirement to an external supplier/s (for example booklets, prospectuses, leaflets, manuals, posters, banners, forms, etc)?

Yes.

2. Name of incumbent supplier/s?

PSL Print Management.

3. If this arrangement provided under contract, please advise start / end date and length of any option to extend?

31/01/2023 - 31/01/2027 no options to extend

4. Was this contract awarded through a framework? If yes, which one used?

Yes. Regional Police Framework.

5. Alternatively, was this awarded through a DPS arrangement?

No

Pencadlys yr Heddlu,
Glan-y-Don, Bae Colwyn LL29 8AW
www.heddlugogleddcymru.police.uk

Police Headquarters,
Glan-y-Don, Colwyn Bay LL29 8AW
www.northwales.police.uk

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6. Annual spend (ex VAT) for this service over the past 12 months?

Approximately £55,000 pa.

1. Do you have your own in-house Mail Room operation?

Yes in FHQ

2. If yes, how is the service run - physical or digital mail distribution?

Physical

3. Is this run by your own staff or outsourced to a third-party provider?

Reception staff

4. If run by your own staff, how many full-time equivalent (FTE) staff run this facility?

1 – 30hr contract & 1 – 22hr contract covering reception duties and post duties.

5. If outsourced, please advise name of current provider, contract start / end date and length of any option to extend?

N/A for FHQ

6. Was this contract awarded through a framework? If yes, which one used?

N/A

7. Annual spend (ex VAT) covering running and staff costs or total outlay if this service outsourced?

In terms of Mail Room they do not have a dedicated cost centre for that activity which allows us to pull the data off the system – therefore we do not hold a dedicated annual cost.

Furthermore the individuals also undertake both Mail Room and Front Desk, and our Logistic staff will pick up mail from the Mail Room and transport to the different areas of the Force.

THIS INFORMATION HAS BEEN PROVIDED IN RESPONSE TO A REQUEST
UNDER THE FREEDOM OF INFORMATION ACT 2000, AND IS CORRECT AS AT 12/06/2026