Derry City & Strabane
District Council
Comhairle
Chathair Dhoire &
Cheantar an tSratha Báin
Derry Cittie & Stràbane
Destrick Cooncil

Ref: FOI / 6558

26th August 2026

Freedom of Information Act 2000 Request - Postal, Hybrid Mail and Mailroom Services

I refer to your FOI request and respond as follows:

Please provide the following information relating to postal, print and mail, hybrid mail and associated communication services used by the Council.

1. **Please confirm the current supplier(s) for:**

   - **Postal services**

     Postal Sort

   - **Hybrid mail services**

     None

   - **Mailroom services**

     None

   - **Franking machine/postage meter services**

     Not Applicable.

Derry
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98 Strand Road
Derry
BT48 7NN

Strabane
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47 Derry Road
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info@derrystrabane.com
www.derrystrabane.com

Derry City & Strabane District Council
@dcsdcouncil

2. **Please provide the total amount spent during the last 12 months with each supplier.**

   Postal Sort 12mths to 1st August 2026
   £45,358.96 excl VAT

   **Please note that this figure will only be for envelopes and labels purchased, not sent.*

3. **Please provide the contract start date, expiry date, any available extension options and total contract value for each contract.**

   Contract start date 1st April 2025, initial appointment for 12mths with option of 2 x 12mth extensions. Contract end date 31st March 2028.

4. **Please provide the name, job title and department responsible for:**

   - **Postal services**

     Lead Democratic Services and Improvement Officer, Democratic Services and Improvement

   - **Hybrid mail services**

     Not Applicable

   - **Mailroom services**

     Not Applicable

   - **Procurement of these services**

     Procurement & Payments Manager, Assurances

5. **Please confirm whether any postal, hybrid mail, mailroom or franking-related contracts are expected to be reviewed, renewed, extended, re-procured or tendered within the next 24 months. If so, please provide details.**

   To be retendered late 2027 to ensure service in place for April 2028.

6. **If any procurements are planned, please provide the anticipated timetable, including:**

   - **Any proposed market engagement activity**

     We are unsure at this stage

   - **Tender publication date**

     Exact dates unknown at this stage

   - **Tender closing date**

     Exact dates unknown at this stage

   - **Contract award date**

     Exact dates unknown at this stage

   - **Contract commencement date**

     Exact dates unknown at this stage

If you are dissatisfied with our response, you have rights of review and appeal; these rights consist of two review processes.

Firstly, our internal review procedure is available by contacting:

John Kelpie
Chief Executive
Derry City and Strabane District Council
98 Strand Road
Derry BT48 7NN
Tel: 028 71253253 or email: john.kelpie@derrystrabane.com

Secondly, you can appeal directly by contacting the Information Commissioner at:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
CHESHIRE SK9 5AF
Tel: 0303 123 1113 (local rate) or email: casework@ico.org.uk

I would however advise that the Information Commissioner has indicated that a review will not be undertaken unless the Council has first had an opportunity to re-consider its decision.

Yours sincerely

Ellen Cavanagh
Lead Democratic Services and Improvement Officer