1. **Purpose**

The purpose of this document is to outline the process for the centralized procurement of office equipment and services, including but not limited to: printers, multi-function devices and duplication services. The goal of this centralized system is to provide the most effective, efficient and economical office equipment to City agencies.

This policy will further enable City agencies to maximize productivity and minimize administrative expenses.

2. **Scope**

This policy establishes the procedure for City agencies to obtain approval and/or exemption to procure the following:

1. Printers
2. Multi-function devices
3. Duplication services (printing services)

3. **Instructions**

Prior to ordering a printer and/or a multi-function device, please read the printer policy here and use the following procedures to assess printing needs.

**Central Services Printer Policy**

1. The City does not endorse personal/stand-alone printer requests.
2. The City strongly encourages the use of multi-function devices rather than standard desktop/laser printers.
3. All new printers shall be network capable and have a shared function.
4. Agencies must obtain an exemption from Central Services and Technology Services to purchase a
3. **Instructions**

printer from vendors outside of the City cost-per-copy vendors. If exemption is given, printer purchases from a vendor must be completed by the City’s Purchasing Division.

5. P-card payment is not an approved method for such procurement.

Processes

1. All printer requests must originate with Central Services.
2. Agencies will be provided with a questionnaire to help Central Services and Technology Services assess the agency’s printer and/or printing needs.
3. Based on the results of the questionnaire, Central Services will make one of the following recommendations to the agency.
   a. Multi-function devices: Agencies have the option of leasing a MFD that includes print, copy, scan and fax abilities.
      i. Central Services will facilitate the ordering the MFD on behalf of the agency.
   b. Printers: Agencies have the option of purchasing printers off the City’s master purchase order for copiers and printers, when no printer from the City’s MPO can be obtain due to specific agency needs, a Technology Services-approved printer may be acquired.
      i. Once approved, agencies must procure the equipment through the Purchasing Department using the requisition-to-purchase-order process.
      ii. Once received, agencies shall contact the Help Desk for installation.

   Disposing of old equipment: Agencies shall contact the City Surplus Warehouse, or MeTech, the City’s contractor for electronic waste recycling, to dispose of old equipment.

4. **Equipment criteria and questionnaire**

Criteria:

1. All printers must be laser printers.
2. Software must be compatible with the City’s network.
3. Must be capable of duplex printing.
4. Must be able to print on 35% recycled paper.
5. Purchase must be completed through the Purchasing Division.
6. Must be Energy Star certified.

5. **References**

**Phone Numbers**

Central Services: Roy Lie 720-913-0812
Technology Services: Laura Haney 720-913-4967
Purchasing: 720-913-8100
Office Printer/Multifunction Printer questionnaire

Please answer all questions to better assist us in determining your printer/MFD needs.

1. New or Replacement printer.

2. Size of your area where the printer will be installed.

3. Number of users in your area.

4. Print volume per month in pages (an estimate is acceptable).

5. Device features needed (please circle each one needed).

   ▴ Print
   ▴ Copy
   ▴ Scan
   ▴ Fax

6. Number and types of existing devices in your area. Please include faxes, MFDs and office printers.

   • Multi-function devices should be used wherever possible.
   • Printers should be networked in order to allow for multiple users to connect and utilize the device.
   • Technology Services does not endorse the use of Inkjet printers.
   • Installation of personal printer is generally not condoned due to the high cost of maintaining and supporting these types of devices.

List of recommended printers.

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<th>Price</th>
<th>Color Laser</th>
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*Prices are subject to change. Technology Services will provide a price quote at time of request.