

CITY OF REDDING, CALIFORNIA

Council Policy

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PHOTOCOPIER PROCUREMENT	93-001	208	01-05-93	1

BACKGROUND

Photocopying is an essential element in the daily work environment. Recently, the centralized Reproduction Division merged with the Printing Division in an effort to provide both services in a more efficient and economical manner. Centralized procurement, maintenance and volume-supply purchasing continues to provide the most cost effective manner in which to acquire both equipment and supplies. Previously, the City conducted a comprehensive materials survey and needs assessment every three to five years (or sooner if warranted) to determine which photocopy equipment best met the selection criteria. This process will continue under the direction of the Administrative Services Department.

PURPOSE

The purpose of this policy is to increase cost savings by establishing guidelines for the budget process, selection criteria and procurement procedures for all photocopying equipment and operating supplies for all City departments.

POLICY

It is the policy of the City Council of the City of Redding that all City departments will follow the identified budget process and selection criteria. Every three to five years (or when practicable) the Printing Division Supervisor and Purchasing Officer will conduct a comprehensive market survey and needs analysis and will determine the selection criteria. The Printing Division Supervisor and Purchasing Officer will coordinate all photocopier procurements. To the extent practicable, the City will use a competitive bid process to procure such equipment.

PROCEDURE

Budget Process:

1. The Printing Division Supervisor will advise departments prior to the budget process of lease expirations so that they may ascertain their photocopier needs for the next three to five years.
2. Individual departments will submit a photocopier needs survey to the Printing Division Supervisor.
3. All requests will be reviewed by the Printing Division Supervisor and the Purchasing Officer, who will submit a recommendation to the Director of Administrative Services.
4. Once equipment is recommended, a capital outlay will be recorded in the reproduction budget and a per copy charge will be allocated through the Printing Division budget to the individual department or division.
5. All requested capital outlay must have final budget recommendation and approval by the City Manager and City Council.
6. The Director of Administrative Services will be responsible for preparing agenda items for Council action.

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Selection Criteria:

Departments will identify copying needs. The Printing Division Supervisor and the Purchasing Officer will conduct the market survey. Equipment criteria shall include the following:

- ▶ Cost of equipment, supplies and maintenance
- ▶ Photocopier speed
- ▶ Photocopier functions
- ▶ Maintenance (response time, terms, manufacturer maintenance vs. vendor maintenance)
- ▶ Demonstrated capabilities of equipment and supplier

Procurement:

1. The Printing Division, in cooperation with the Purchasing Officer, will place all equipment and supply orders.
2. City Hall departments will place maintenance calls with Printing Division staff. All outlying City departments will be responsible for placing their maintenance calls directly with the vendor/manufacturer.
3. All departments will designate a contact person for the needs analysis process and equipment maintenance contacts.
4. Individual departments will be responsible for the location, placement, and electrical requirements for the installation of new equipment.

Amended on August 15, 1995, by Resolution No. 95-205