SECTION 1.08 - PRINTING AND COPIER GUIDELINES

Contact: Purchasing @ Extension 4189

A.   Overview

In 2003, the district conducted a Request for Proposal process to identify a standard of equipment and service for copiers and duplicators. As a result of that process, one contract was issued to provide copiers, duplicators, and services throughout the district through summer, 2008. All requests for new equipment must be coordinated through the purchasing office.

As part of the technology bond, Hewlett Packard printers were also purchased and provided to school sites in 2003. The HP 1300 printers are attached locally to teacher computers, while the HP 4200, 4600, and 8150 series are attached to the network for each site. All requests for new printers should be coordinated through the information systems and technology department for current district standard.

B.   Print Solutions

Copies are currently produced on copiers, duplicators, local printers, network printers, through information systems & technologies, and via outside print companies. It is important to understand the associated costs with printing and make informed decisions about which devices are most cost effective.

The cost for producing an image on a local or network printer can escalate rapidly with bold text, boxes, graphics, internet printing, etc., as more ink is used to produce the image. On copiers, the price of production remains stable no matter how text or graphic heavy the original document may be.

C.   Methods of Printing

The matrix on the following page has been created as a guide for selecting the method for printing a particular document. While the matrix was created primarily on the basis of cost-effective document production, it should be noted that there are various methods indicated as "preferred" due to the demands certain tasks (i.e. construction paper, tag board) have on equipment.

Type of Job	Local Printer	Network Printer	Office Copier	Workroom Copier	Duplicator	IS Print Solutions	Outsourced Printing[2]
1 Sheet, regular paper	Yes	Yes	Yes	Yes	No	No	No
2-5 Sheets regular paper	Yes	Yes	Yes	Preferred	No	No	No
5-20 Sheets regular paper	No	Yes	Yes	Preferred	No	No	No
20 - 250 Sheets regular paper	No	No	Yes	Preferred	Yes	*Yes if with special finishing	No
250+ Sheets regular paper	No	No	No	Preferred	Yes	Preferred	No
Construction Paper	No	No	No	No	Yes	No	No
Tagboard and Cardstock	No	No	No	Up to 110#	Preferred	Cardstock up to 90#	No
Booklets (2 staples)	No	No	No	Preferred	No	Yes	Yes[1,2]
Folding	No	No	No	Available as equipped	No	Yes	Yes[1,2]
Business Cards	No	No	No	No	No	No	Yes[2]
Stationary	No	No	No	No	Possible with color drum	No	Yes[2]
Newsletters	No	No	No	Yes	Yes	Yes	Yes[1,2]
Tabbing	No	No	No	No	No	Yes	Yes[1,2]
Addressing	No	No	No	No	No	Yes	Yes[1,2]
Cutting	No	No	No	No	No	Yes	Yes[1,2]
3 Hole Punch	No	No	If available	Yes	No	Yes	Yes[1,2]
Other Punch and/or drilling	No	No	No	No	No	Yes	Yes[1,2]
NCR Forms	No	No	No	No	No	No	Yes

1 – Services that are available through both IS and outside print companies should be compared for most cost-effective method, depending on the specific work to be done. 2 – Subject to bid law compliance as per Business Information Manual, Section 2.