**SECTION 1.08 - PRINTING AND COPIER GUIDELINES**

Contact: Purchasing @ Extension 4189

# 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.

# 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.

# 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.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Job** | **Local**  **Printer** | **Network**  **Printer** | **Office**  **Copier** | **Workroom**  **Copier** | **Duplicator** | **IS Print**  **Solutions** | **Outsourced**  **Printing2** |
| 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 | Yes1,2 |
| Folding | No | No | No | Available as equipped | No | Yes | Yes1,2 |
| Business  Cards | No | No | No | No | No | No | Yes2 |
| Stationary | No | No | No | No | Possible with  color drum | No | Yes2 |
| Newsletters | No | No | No | Yes | Yes | Yes | Yes1,2 |
| Tabbing | No | No | No | No | No | Yes | Yes1,2 |
| Addressing | No | No | No | No | No | Yes | Yes1,2 |
| Cutting | No | No | No | No | No | Yes | Yes1,2 |
| 3 Hole Punch | No | No | If available | Yes | No | Yes | Yes1,2 |
| Other Punch and/or  drilling | No | No | No | No | No | Yes | Yes1,2 |
| 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.](http://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-1675)

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