

# The Purchasing Post

## Where do you make your copies?

The current copier contract is coming to an end, officially August 31, 2009. Division of Purchases is currently going through the specification writing, bid soliciting, and negotiation process with the intent of having a new contract in place by late spring. Now is the time for departments to review their copying needs and start making plans for what equipment to rent with the new contract. With networking capabilities, copiers are no longer just the stand-alone piece of equipment. Departments may need to involve their information technology people to decide what machine features are needed.

Questions to ask regarding what type/size of copier to acquire:

\*Is a copier even necessary? How close is the nearest copier? K-State Printing Services operates the copy center at the K-State Student Union. Several colleges/departments have large copy centers, such as Communications in Umberger, Veterinary Medicine in Trotter, Arts & Sciences in Eisenhower, Education in Bluemont, to name a few.

\*Networking capabilities – Most copiers are digital and can be networked to several computers. Use the copier as a printer, too, because as a rule copies printed from a copier are cheaper than from a printer. Some copiers can also serve as a fax machine and/or a scanner. There are even more points to consider when networking the copier, such as interfacing capability, memory capacity, print resolution, etc.

\*Average volume – In a teaching environment, it makes more sense to look at the number of copies produced quarterly rather than monthly. Volume is usually high at the end of semesters with low volume during the summer months, so the copies made over the quarter or even semi-annually are a truer reflection of actual need.

\*Duplexing – This feature helps save paper by printing on both sides of the sheet. However it is an expensive attachment on small volume copiers, especially if it isn't used very much.

\*Color – can be expensive feature. Color helps punch up a copy but is it really necessary?

\*Other features to consider but may add to the cost of the machine are:

- Document feeder
- Extra paper cassette
- Reduction & enlargement
- Stand or cabinet – does it need to lock?
- Control system, i.e. set up user accounts
- Coin or card acceptance mechanism, for walk-up business
- Finishing capabilities, such as sorting, stapling, three-hole punch, etc.

I recommend that everyone start considering their copier needs now. If there are concerns or changes you wish to make known for the new contract, please contact Chris Dekat at 785-532-6214 or [cidekat@ksu.edu](mailto:cidekat@ksu.edu), as he will be one of the agency representatives on the negotiation team. Ideally, when the new copier contract is made available, everyone can make their decisions right away and place their orders as soon as possible. Because then the fun begins of removing the old machines and having the new ones installed.

Something to look forward to this summer!



## Contract Spotlight

### ~ Copier Contract ~

**Contractor:** Century United Companies, Inc.

**Contract #:** 02523

**Purpose:** To provide copier equipment and maintenance services to meet the needs of campus offices and departments.

**Includes:** Analog copiers, digital copier, copiers with/without stands, combination copier/printer, etc.

### **Additional Details:**

Multiple features and additional capabilities are available, including networking, duplexing, color copying, stapling, etc. A detailed listing can be found in the contract listing online.

