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# State of Ohio Administrative Policy

## Copier Management

No: Records and Printing  
**RM-02**

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Effective: December 18, 2015

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Issued By:

Robert Blair, Director

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### 1.0 Purpose

This policy's purpose is to eliminate unnecessary requisition of all types of copiers, including high-speed production and multifunction copiers in state government. Copiers falling into the category of high-speed production duplicators have very limited application and are expensive to own and operate. This policy addresses the acquisition of these devices in accordance with Ohio Revised Code (R.C.) 125.31 and 125.45.

### 2.0 Policy

#### 2.1 Convenience Copiers:

- 2.1.1 Guidelines for the acquisition of convenience copiers are provided in the State of Ohio Procurement Handbook. The State of Ohio Printing Handbook provides assistance/guidance in the selection of the best size and features of copiers.
- 2.1.2 A convenience copier is any reprographic device that produces fewer than 65 black and white copies per minute (CPM) or fewer than 20 color CPM. These devices may function as a networked or non-networked walk up copier. A print device (computer printer) that can function only through a network environment and is not capable of printing other than from a computer command is not considered a convenience or multifunctional copier.
- 2.1.3 The Department of Administrative Services' (DAS) Office of State Printing and Mail Services (State Printing) will require, at a minimum, the following information be included with the request for pre-approval on all copiers: volume histories; projected monthly volume; proposed outright purchase price (outright purchase price is required even if opting for lease or lease to purchase); monthly

lease or lease to purchase payment amount; contractor specification sheet on proposed copier; and contractor's maintenance pricing.

- 2.1.4 Agencies are encouraged to make conservative selections, seek pricing from multiple sources and use State Term Schedules where appropriate for procurement.
- 2.1.5 The DAS, Office of Procurement Services and State Printing will continue to review and approve the acquisition process for all convenience copiers. If the overall copier acquisition cost exceeds the costs of a comparable machine(s) in the cost-per-copy program, the acquisition request will be denied. Exceptions to this policy may be made by the State Printing on a case-by-case basis. All exceptions granted shall be in the best interest of the state.
- 2.1.6 All copier acquisitions, including multifunctional and high-speed machines, will be made through a DAS Office of Procurement Services or State Printing contract.
- 2.2 **Duplicators and Color Copiers:** Reprographic devices producing 65 black and white CPM or more and color devices producing 20 color CPM or more are not considered convenience copiers. To avoid expensive and unnecessary redundancy in printing capacity, State Printing must approve the purchase or lease of any reprographic device with a production rating of 65 or more black and white CPM or 20 or more color CPM. Procedures for acquisition of high speed devices are provided in the State of Ohio Printing Handbook.
- 2.3 **Printing and Finishing Equipment:** Printing equipment such as printing presses, offset duplicators, electronic prepress devices, and finishing equipment used in a print production environment are very expensive machinery to acquire and maintain. The efficient operation of this type of equipment requires an extremely high production volume on a day-to-day basis. DAS operates a centralized production facility for offset printing and print finishing functions. The redundancy of this type of equipment and capability within various agencies is not cost efficient for state government. State Printing must approve the purchase or lease of any printing or print finishing equipment as outlined in the State of Ohio Printing Handbook.
- 2.4 **Procedure:** Procedures for the acquisition of any duplicators, high speed copiers, printing equipment and print finishing equipment are provided in the State of Ohio Printing Handbook. Questions regarding this policy or the printing handbook should be directed to State Printing. State Printing will work with the requesting agency and vendors as a consultant and partner to ensure that all reasonable options are explored and the best possible solutions are selected.

This policy supersedes any previously issued directive or policy and will remain effective until canceled or superseded.

### 3.0 Authority

R.C. 125.31 and 125.45

### 4.0 Revision History

Date	Description of Change
09/01/2009	Original policy, published as GS-D-09.
12/18/2015	Reformatted and renumbered.
12/18/2017	Scheduled policy review.

### 5.0 Inquiries

Direct inquiries about this policy to:

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State of Ohio Administrative Policies may be found online at  
<http://das.ohio.gov/Divisions/AdministrativeSupport/StateAdministrativePolicy.aspx>