

Copier Evaluation Form

INSTRUCTIONS

All new copy machines must meet a minimum of 60% utilization (line 23).

New Purchase or Lease (Less than 40 cpm): Fill out sections 1,2, 3 and 4 of this form. Confirm that the new copier will meet the 60% utilization requirement. Keep the approved form with the procurement file.

New Purchase or Lease (40 cpm or Greater): Fill out sections 1, 2, 3 and 4 of this form. Confirm that the new copier will meet the 60% utilization requirement. Submit a copy of this form, signed by your Administrative Services Director, to the Division of General Services (DGS) for final approval. Keep the DGS approved form with the procurement file.

(Section 1) AGENCY CONTACT INFORMATION

Agency _____

¹ Copier Location _____

Contact _____

² Administrative Service Director Approval _____

Date _____

Contact Phone Number _____

Contact Fax Number _____

Printed Name _____

(Section 2) CURRENT EQUIPMENT

Copier Brand and Model _____

³ Rated Multicopy Speed (cpm) _____

⁴ Number of Copies per Month _____

⁵ Monthly Maintenance Volume _____

Purchase Price _____

⁶ Acquisition Date _____

⁷ Lease Ending Date _____

CURRENT MONTHLY OPERATION COSTS

⁸ Lease _____

⁹ Maintenance _____

¹⁰ Paper _____

¹¹ Consumables _____

(.025 x Item 4) ¹² Resources _____

Total Operation Costs _____

¹³ Percent of Utilization _____

¹⁴ Cost Per Copy _____

(Section 3) PROPOSED EQUIPMENT

Copier Brand and Model _____

¹⁵ Rated Multicopy Speed (cpm) _____

¹⁶ Anticipated Copies Per Month _____

¹⁷ Monthly Maintenance Volume _____

Purchase Price _____

PROJECTED MONTHLY OPERATING COSTS

¹⁸ Lease _____

¹⁹ Maintenance _____

²⁰ Paper _____

²¹ Consumables _____

(.025XItem 16) ²² Resources _____

Total Operating Costs _____

²³ Percent of Utilization _____

²⁴ Cost Per Copy _____

(Section 4) EXPLANATION

(Explain why your agency mission cannot be met through the duplication services contracts or by using existing copiers in your department.)

(Attach an additional page if necessary)

(Section 5) To be completed by Division of General Services

(DGS approval not required for copiers under 40 cpm)

☐ Approved

☐ Disapproved

☐ Return for Further Justification

Date _____

DGS Approval _____

Date _____

Copier Evaluation Form - Item Descriptions

1. Copier Location. Where is the copier located – city and building?
2. Administrative Services Director Approval. Approval from the agency Administrative Services Director is required for all copy machine acquisitions regardless of copier speed.
3. & 15. Rated Multicopy Speed (cpm). How many copies per minute is the copier rated for? (This information is available from product literature or the copier dealer.)
4. & 16. Number of Copies Per Month. What is the estimated average number of copies per month made on the existing copier? Or, what are the anticipated average number of copies that will be made per month (Past information should be available from invoices or the copier dealer.)
5. & 17. Monthly Maintenance Volume. How many copies per month are allowed under your current or new maintenance agreement? Mark this box as not applicable (N/A) if you do not purchase copier maintenance.
6. Acquisition Date. When did you originally purchase or lease the copier?
7. Lease Ending Date. If the copier is leased, when does the contract end? Mark this box as not applicable (N/A) if the copier was not leased.
8. & 18. Lease. How much is your monthly lease payment? Mark this box as not applicable (N/A) for purchased copiers.
9. & 19. Maintenance. How much is your monthly maintenance payment? Mark this box as not applicable (N/A) for copiers without maintenance.
10. & 20. Paper. How much do you pay in monthly paper costs? Multiply the “per page” cost below times the “Number of Copies Per Month” (items 4 or 16). For consistent calculations, in Anchorage and Juneau use .00518 per page. That figure is based on the state’s current pallet contract price of \$25.90 per case as of October 2003. In Fairbanks use .005524. That figure is based on the state’s current pallet contract price of \$27.62 per case as of October 2003.
11. & 21. Consumables. Consumables include staples, toner and parts not covered by a maintenance contract. This does not include paper. Note – most copy machines have maintenance contracts that cover consumable supplies.
12. & 22. Resources. Resource cost is a .025 cent per copy charge that includes estimated potential space costs, employee expenses, insurance expenses and electricity. This rate is based on recommendations provided by the State of Oregon Division of Printing.
13. & 23. Percent of Utilization. Percent of Utilization is calculated by dividing the Number Of Copies (items 4 or 16) by the Monthly Maintenance Volume (items 5 or 17).
14. & 24. Cost Per Copy. Cost Per Copy is calculated by dividing the Total Operating Costs by the Number of Copies (items 4 or 16).

EXPLANATION

The following questions may be helpful when writing your justification for a new copier:

- ☐ What types of copy jobs are to be done on this machine?
- ☐ What special requirements make it necessary to have a copier of this speed?
- ☐ Are there other resources available to get copying done?

COPIER VOLUME MATRIX

Copies Per Minute	Monthly Copy Volume Range
20	2,000 and 5,000
30	5,000 and 10,000
40	10,000 and 20,000
50	15,000 and 30,000
60	20,000 and 40,000

GENERAL PRINCIPLES

This matrix is provided as a guideline for determining the proper copier placement based on the machines rated copy per minute (cpm) speed.

The cpm and volume ranges are from the state copier contract. Agencies are allowed to choose either a high or low maintenance level as shown in the Monthly Copy Volume Range.

The lower the cpm the higher the cost per copy.