

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT OFFICE COPIER MANAGEMENT AND PROCUREMENT PROCEDURES	Number 90.10	Issue 1	Page 1 of 6
	Effective Date October 1, 1981		

1. PURPOSE

1.1 To establish a standard set of rules for the efficient operation of the City's office copiers and an economical procurement procedure to make available office copiers where needed throughout the City.

2. SCOPE

2.1 This regulation applies to procurement and use of all electrostatic copying equipment in all departments of the City of San Diego, and relates to some degree to all forms of copying equipment as prescribed below. This does not apply to facsimile machines (brand name Telecopier) microfilm/microfiche printers or computer printers.

3. DEFINITIONS

3.1 Electrostatic Copiers: Any machine which takes an image from an original document and transfers that image onto another sheet of paper by means of "electrical" charges and photographic principles. This includes both xerographic and electro graphic processes.

3.2 Copying: Reproducing in any form any document on a sheet of paper or other surface for the purpose of making information available to multiple users.

4. POLICY

4.1 The City Purchasing Agent is responsible for all copy machine procurement through an assigned buyer.

4.2 Whenever feasible and appropriate, the Purchasing Agent shall procure copying equipment, whether by purchase, lease, or rental through the competitive bidding process. The type of equipment to be acquired will be determined by specifications resulting from a study and review of copying patterns in the City.

4.3 The Print Shop is charged with cost accountability for and the management of the copier program within the Central Duplicating Revolving Fund. Copying charges shall recover all direct costs to the extent feasible based on the actual copy machines used by each work center.

Authorized

(Signed by Ray W. Blair, Jr.)

CITY MANAGER

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- 4.4 A copy control system capable of producing the information necessary to carry out these policies shall be installed, operated, maintained by the Print Shop, and all City personnel shall cooperated in the proper use of such equipment.
- 4.5 The Purchasing Agent, through a designee, will develop copy machine specifications which encourage adjustment of copy volume into the more economical ranges of a given machine. Criteria such as copy speed shall be developed in such a way as to make this self-enforcing. Special features are to be weighed against cost and inconvenience when developing copy machine specifications. Standards of copy quality shall reflect the intended purpose of the copies to be made.
- 4.6 The Print Shop shall establish, publish and distribute rules for the use of individual copiers, including the establishment of “run length” or total “job length”, supplies to be used, which departments will supply key operators, what types of copying are appropriate on each machine, rules of courtesy among users, service calls, and the responsibilities and scheduling of users and key operators regarding the maintenance of copiers.
- These rules shall be based upon an updated record of use patterns, user needs and the capabilities of each copier. All such rules shall be regarded as a part of this Regulation.
- 4.7 The Print Shop shall operate copy centers where need is established for the benefit of nearby using departments with the intention of providing the shortest possible turnaround time for run lengths or job sizes established by the Print Shop. Small jobs will not be accepted by the copy centers. Jobs of excessive length left at copy centers will be returned to customers with instructions for proper handling.
- 4.8 The Print Shop shall establish, publish, and distribute rules and appropriate short forms for the use of the copy centers and shall aid all personnel in efficient use of the copy centers. All jobs will be handled on a first come, first served basis. The Print Shop rules may permit emergency runs out of the usual order, but will set ground rules for such emergencies which will not harm the operations of other departments. Such rules shall be considered a part of this regulation.

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4.9 Priority Items. Certain items are to be set aside for the reproduction of documents which must meet a legally set time schedule, or which are reproduced in a predetermined time frame. Such documents have a reserved time or priority for use of equipment. This includes the Council Docket and Manager's Reports in the Print Shop. Should there be a breakdown of equipment in the Print Shop, these items shall have priority in any copy center. Other priority items shall include certain designated work for the City Clerk and Civil Service Commission at the City Administration Building Copy Center, and for the Police Department at the Copy Center in Police Headquarters.

5. PROCEDURES

5.1 Procurement

- a) The Print Shop shall devise standards for determining whether copier and/or special features are required for each location. These standards shall be written, and shall be approved by the Purchasing Agent.
- b) Any department or division, or group of departments or divisions wishing to add, remove, or change an office copier shall submit a completed application Form PA-2500, to the Print Shop.
- c) The Print Shop shall review the application, comparing the supporting evidence on PA-2500 with Print Shop records showing actual City use of copiers in or nearest to the location being considered. The Print Shop shall conduct additional investigations if necessary, but shall respond with its recommendation within 10 working days.
- d) If after thorough review and consultation with the Print Shop the applying department does not agree with the recommendation, the department may appeal to the Purchasing Agent, who shall determine if the recommendation is within approved standards and will resolve the conflict.
- e) Purchasing will prepare specifications for all copier procurement.
- f) Changes or removals will be in compliance with appropriate agreements if the copiers are rented or leased. Extra-ordinary charges involved in changes shall be charged to the departments.
- g) The Print Shop may reassign City-owned copiers to reflect changes in City departments and/or changes in copier usage patterns.

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5.2 Purchase of Supplies

The chargeback system includes the total cost of the copier (except electricity), including paper and all supplies such as toner, developer, etc. When key operators in each department find that their machine requires paper or supplies, they shall call the Print Shop and place the order. The Print Shop will order supplies through Central Stores. The key operator shall tell the Print Shop at time of order whether supplies are to be delivered by the storeroom or picked up by the department. What the storeroom can deliver depends upon location to which it is going and the size of the order.

5.2 Purchase of Maintenance Service

The Purchasing Department, through maintenance contracts for purchased copies or through rental agreements, shall provide for maintenance of all copiers. Key operators shall call the copier analyst at the number provided to request service. Departments shall not call the vendor directly. (Police Department shall be provided special instructions for afterhours and weekend service). Departments shall supply the copier analyst with all information requested at the time of the call.

5.3 Copy Control System and Chargebacks

- a) The Print Shop shall arrange with the Auditor for a chargeback system that is complimentary to the copy control system. The Print Shop will keep an accurate record of what departments or divisions are issued control cards or keys and to what department/organization/job order the use of each is to be charged. Cards and keys shall be coded and shall be issued through purchasing liaisons or key operators.
- b) A list of lost cards or keys shall be kept by the Print Shop along with any evidence of unauthorized use of these keys or cards.
- c) The Print Shop shall keep an up-to-date file of information by which the per copy cost of each copier can be determined at any given time. Per copy charge rates shall be determined by the Print Shop based upon the most recent volumes of copiers as well as the current supply costs. Rates charged to users shall be validated and changed each reporting period. Charges to each department shall be submitted to the Auditor with total charges to each department/organization/job order already tabulated by the Print Shop, so that the Auditor may verify the figures

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before authorizing the transfer of funds into the Central Duplicating Revolving Fund.

- d) The Print Shop shall keep up-to-date records of copier usage in order to provide information for bid specifications and to determine optimum copier locations.
- e) The Print Shop shall keep records of all the departments or divisions that exceed posted copying limits for a given copier and shall periodically report inefficiencies to the department.

5.4 Copy Centers

- a) Departments (divisions using copy centers) shall bring jobs to the center with originals in the order in which they want final copies produced. At the copy center users will fill out a brief request form indicating the card number to which the job is to be charged and the work to be done. Users shall present their copier cards to the copy center for verification.
- b) If jobs are not appropriate to the use of the copy center, the copy center operators are instructed to return the job to the requesting department as per approved Copy Center rules to be published by the Print Shop. Complaints are to be directed to the Print Shop Manager.
- c) Copy Center operators may make decisions on copying priorities within the Copy Center rules. Any other request must be approved by the Print Shop Manger.

6. RESPONSIBILITY

- 6.1 The Print Shop Manager, through the copier analyst under his supervision, shall be responsible for the establishment, publication, distribution, and enforcement of copier rules and copy center rules; for resolving all disputes arising from said rules on an economical basis, but on a basis which will serve the using departments' needs adequately; and shall set the standards by which copiers are installed, exchanged or removed.
- 6.2 The Print Shop Manager (or copier analyst) shall respond promptly to all requests for copiers or changes in the copier according to the procedure in Section 5.1 of this Regulation. The Print Shop Manager shall also establish the bid specifications to be used by Purchasing. The Print Shop Manager shall also be primarily responsible for the implementation of these regulations and shall see that supplies are promptly delivered, service called, and key operators fully trained.

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- 6.3 The Purchasing Agent shall approve all rules established by the Print Shop Manager and shall respond to all appeals of specifications as per Section 5.1 of this Regulation.

APPENDIX

Forms Involved

PA-2500 Application for Office Copier or Modifications

Subject Index

Office Copier Procedures
Copies – Office Copier Management

Administering Department

Purchasing Department

APPLICATION FOR OFFICE COPIER OR MODIFICATIONS

IF YOU NEED HELP FILLING OUT THIS FORM COME TO THE PRINT SHOP, OR CALL 236-5510

DEPARTMENT(S) MAKING APPLICATION: _____ NAME OF PERSON HANDLING APPLICATION: _____ PHONE _____ M.S. _____ POSITION/TITLE: _____	LOCATION WHERE COPIER IS TO BE PLACED: BE EXACT! (ATTACH SKETCH OF LOCATION, IF POSSIBLE) _____ THIS IS A REQUEST FOR A NEW COPIER <input type="checkbox"/> THIS IS A REQUEST TO CHANGE COPIER <input type="checkbox"/> THIS IS A REQUEST TO REMOVE A COPIER <input type="checkbox"/> LOCATION OF CURRENT COPIER _____	ASSIGNED PRINT SHOP NO. _____ <small>FOR PRINT SHOP USE ONLY</small> MODEL # _____ SERIAL # _____ PRINT SHOP # _____
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CURRENT COPIER USAGE

Where do you currently go to have copies made?
 (List all copiers you use, in the order most often used.)

Location	Model	PS No.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

OR this is a new office, no previous copier use at this location
 The two nearest City Copiers are

Location	Model	PS No.
1. _____	_____	_____
2. _____	_____	_____

5. What Dept./Org./JO. numbers are most likely to be charged for using this copier? (Start with applying departments, but include all departments likely to use copier.)

6. Will your department require new cards? Yes No
 How many for each Dept./Org./ JO.?

Dept./Org./JO.	Number of Cards
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. What types of originals do you copy (or expect to copy) most often? (List next to each selection the percentage of the total work that item will include.)

Memos _____ Standard forms (other than police), after they are filled in _____ Route Slips _____ Reports _____ Managers Reports _____ Computer Printouts _____ Invoices _____ Formal Rules, Instructions _____ Parts of Books or Publications _____	Lists or schedules _____ Charts/Graphs _____ Maps _____ Police Forms or Crime Reports _____ Letters from outside _____ City organization _____ Letters going out from _____ City Organization _____ Legal Documents _____
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7. Maximum SPACE copier can use; (Attach sketch)
 Length _____ Depth _____ Height _____

8. List by number ("1" being highest priority) the features you believe the copier MUST have. List by letter ("A" being highest priority) what you don't need, but think you might use - YOU MAY LEAVE MANY OR ALL OF THESE BLANK!

Copy from books _____ Manual fast feed _____ Auto or Easy Switch to _____ Alternate paper size _____ Collating/Sorting _____ How many bins? _____ 2-sided (easy manual operation) _____ Reduce size from original _____ Copy from large areas (maps) _____ Light/Dark Control _____ Automatic Feeder _____ Bond paper _____	Quality copy from photos _____ Automatic 2-sided _____ Alternate (odd) copy stock (labels, transparencies, thick paper, etc.) _____ Offset masters _____ Automatic stacking (limited availability) _____ Automatic Stapling (limited availability) _____ Large documents copied size for size _____ Small overall size _____ Auto reset of quantity selector to "1" _____
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3. Are you more likely to:
 A. Make 1 or 2 copies of many originals?
 B. Make more than 2 copies of a few originals?
 C. An even spread of both?

4. Do you frequently make more than 5 copies per original? (Yes, No.)
 _____ 10 copies _____ 15 copies _____

9. Do you currently use a mimeograph machine? _____
 a. For throw away copies? _____
 b. For permanent copies _____
 c. What is approximate monthly volume? _____

PA 500

TELEPHONE: _____	MAIL STATION: _____	DEPARTMENT MAKING APPLICATION: _____	PRINT SHOP NO. _____
CONTACT PERSON FOR THIS APPLICATION _____			PRINT SHOP USE ONLY _____

10. Why do you think you need a copier? Be specific! List reasons in order of importance; include why you can't use other nearby copiers.

<p>11. PRINT SHOP ACTION</p> <p><input type="checkbox"/> APPROVED with following bid specifications as they will appear on bid document.</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:80%;"></th> <th style="width:10%; text-align: center;">Print Shop</th> <th style="width:10%; text-align: center;">P.A.</th> </tr> </thead> <tbody> <tr><td>Copy onto bond paper</td><td></td><td></td></tr> <tr><td>Copy from books</td><td></td><td></td></tr> <tr><td>Copy areas from large areas, maps</td><td></td><td></td></tr> <tr><td>Good copies from photographs</td><td></td><td></td></tr> <tr><td>Excellent copies from photos</td><td></td><td></td></tr> <tr><td>Auto 2-sided copying</td><td></td><td></td></tr> <tr><td>Easy-to-use manual 2-sided copying</td><td></td><td></td></tr> <tr><td>Offset masters</td><td></td><td></td></tr> <tr><td>Overhead Transparencies</td><td></td><td></td></tr> <tr><td colspan="3">State percent of following reductions:</td></tr> <tr><td>Reduce image size to 75% approx.</td><td></td><td></td></tr> <tr><td>Reduce image size to 85% approx.</td><td></td><td></td></tr> <tr><td>Reduce image size to 65% approx.</td><td></td><td></td></tr> <tr><td>Auto Feed Originals</td><td></td><td></td></tr> <tr><td>Manual fast feed Originals</td><td></td><td></td></tr> <tr><td colspan="3">Specify No. of bins</td></tr> <tr><td>Auto sort 10 bins</td><td></td><td></td></tr> <tr><td>Auto sort 15 bins</td><td></td><td></td></tr> <tr><td>Auto sort 20 bins</td><td></td><td></td></tr> <tr><td>Specify or more</td><td></td><td></td></tr> <tr><td>Auto reset to "1" for number of copies</td><td></td><td></td></tr> <tr><td>Other (see below)</td><td></td><td></td></tr> <tr><td>Monthly Volume (copies)</td><td></td><td></td></tr> <tr><td>Monthly Volume (originals)</td><td></td><td></td></tr> <tr><td colspan="3"><input type="checkbox"/> REJECTED for the following reasons: _____</td></tr> <tr><td colspan="3"> </td></tr> <tr><td colspan="3"> </td></tr> <tr><td colspan="3"><input type="checkbox"/> Copier to be removed per request as of _____</td></tr> <tr><td colspan="3">Need P.O. for removal cost? _____</td></tr> </tbody> </table>		Print Shop	P.A.	Copy onto bond paper			Copy from books			Copy areas from large areas, maps			Good copies from photographs			Excellent copies from photos			Auto 2-sided copying			Easy-to-use manual 2-sided copying			Offset masters			Overhead Transparencies			State percent of following reductions:			Reduce image size to 75% approx.			Reduce image size to 85% approx.			Reduce image size to 65% approx.			Auto Feed Originals			Manual fast feed Originals			Specify No. of bins			Auto sort 10 bins			Auto sort 15 bins			Auto sort 20 bins			Specify or more			Auto reset to "1" for number of copies			Other (see below)			Monthly Volume (copies)			Monthly Volume (originals)			<input type="checkbox"/> REJECTED for the following reasons: _____									<input type="checkbox"/> Copier to be removed per request as of _____			Need P.O. for removal cost? _____			<p>Signed</p> <p>Applicant _____ Date _____</p> <p>Dept. Head(s) _____ Date _____</p> <p>_____ Date _____</p> <p>_____ Date _____</p> <hr/> <p>Appeal to Purchasing Agent:</p> <p><input type="checkbox"/> Approved, as noted under PA column at right</p> <p><input type="checkbox"/> Rejected</p> <p>Signed _____ Date _____</p>
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