

## COPY MACHINE PURCHASES HELPFUL HINTS

Copy machines may be purchased with a delivery order made by the county agency from county-wide master agreements that are based on state contracts. Master agreements are set up for copiers, maintenance and consumables as described in the state contract. Below are some suggestions to help you with your purchase:

- Start your requisition and product review processes early to allow sufficient time to carefully make the purchasing decision.
- Copy machine information is included with each state contract and has been awarded to most major manufacturers.
- To review the contracts, access [State contracts](#) at <http://generalservices.utah.gov/statewidecontracts/contractsearch.aspx> and keyword search for “copiers”.
- Copiers have been awarded as multiple award contracts by the state. For all copier purchases you must review the state contract for instructions on comparing other copier contracts before making your purchasing determination.
- Preauthorization is for state agencies and does not apply to county agencies. Sales personal may give demonstrations in their show rooms, and some may deliver a demo copier to your office for a time-limited trial at no charge.
- Get a written quote from each vendor to ensure that all desired optional items are included, and if replacing a copier, ask for a credit for the trade-in value of your existing copier rather than sending it to surplus.
- Before releasing a copy machine, agencies are responsible to delete the hard drive information in an acceptable manner.
- Agencies are encouraged to contact the [County Printing Office](#) to review the needs of the agency and the copier options that would work best.
- Agencies are encouraged to complete a cost analysis to compare copiers. Maintenance costs vary among vendors and can make a significant difference in the overall cost of the copy machine based on the number of copies made over time.
- Detail and save a file of your evaluation process and award recommendation decision, which may include copier purchase price, features, trade-in value, hard drive erasing price, maintenance costs, maintenance service level provided, etc.
- Contracts and Procurement will be available for questions regarding copy machine purchases.