



Rolling River School Division

ADMINISTRATIVE PROCEDURE

EGAA – SCHOOL DIVISION PHOTOCOPIERS

Photocopy or print reproduction equipment is required operational equipment in each school and office and usually represents a significant administrative expense. Due to changing technologies, the Division may lease this equipment over a 48-month to 66-month period. Lease or purchase of this equipment must be approved by the Secretary-Treasurer. Lease or purchase of the equipment and any related service agreements will be governed by the principles of the Purchasing Policy DBD/P.

Specific procedures to guide the process to obtain product and price quotes for photocopy equipment are as per Regulation.

School instructional budgets will fund the costs of school-related copying of print materials.

The School Principal / Secretary-Treasurer or designate may provide copies of documents at his/her work site for individuals or non-profit organizations provided the copies produced are in accordance with applicable Canadian Copyright regulations and are not provided for financial gain. The School Principal at a school and the Secretary-Treasurer at Division offices will set standard rates to be charged at the applicable work site. Said rates will be reviewed annually by the School Principal/ Secretary-Treasurer and will be at least the actual cost of copying including the cost of paper used.

Fees collected will be remitted to the Accounts-Payroll Supervisor by June 30 of each year and will be recorded as revenue to offset the actual copy charges paid by the school/office.

Photocopier Purchase and Lease Procedures

1. The Division may invite a Request for Proposals from major and local suppliers for School and Division Offices photocopier service.
2. Lease and service contracts or agreements entered required by Division schools for copiers will be for 48 – 66 months terms
3. The Secretary-Treasurer will consult with School Principals to define the specifications for the equipment required and will distribute any Requests for Proposals.
4. Price and product quotations received will be reviewed by the Secretary-Treasurer who will consult with the School Principal with prior to awarding the lease contract and /or service agreement.
5. The Secretary-Treasurer will authorize, approve and sign on behalf of the Division all the photocopier lease and service agreements or purchases.
6. To obtain best pricing available, the Secretary-Treasurer may require the School Principal to participate in a group quotation process that includes more than one school or office location.

Photocopier Rates

1. The Secretary-Treasurer will review the copy rate charged to individuals and non-profit groups annually and adjust the rate as necessary.
2. The formula to determine the minimum rate to charge per copy is the actual cost per copy charged based on the current service agreement for the copier equipment plus the cost per page of paper.
3. A record of all fees collected for photocopy services provided to individuals and non-profit groups will be maintained on an annual basis.
 - a. For schools – the fees collected will be deposited to the School Funds Accounts and the total amount collected will be forwarded to the Accounts-Payroll Supervisor before June 30 each year. The fees collected and remitted will be recorded as revenue to offset the actual copy charges paid by the school / office budget.
 - b. For Division Offices – the fees collected will be forwarded to the Accounts-Payroll Supervisor and deposited directly to the Division Operating Account.

Date Adopted: January 4, 1986

Date Revised: May 30, 2007

Date Revised: June 21, 2017

Date Reaffirmed: October 6, 2021



Rolling River School Division

REQUEST FOR PROPOSAL PRICE QUOTATION FOR SUPPLY OF PHOTOCOPIER EQUIPMENT AND SERVICE FOR _____

In accordance with the following, sealed quotations are invited and will be received up to, p.m. CST on _____, for the supply of Photocopier Equipment and Service, to the attention of:

Principal,
Rolling River School Division

“PHOTOCOPIER QUOTATION”

- a) Specifications of the quotation are enclosed. Quotations are to be submitted in an envelope marked “PHOTOCOPIER QUOTATION”. Quotation form must display the name of the company and be submitted with name, title and signature of an authorized signing officer of the firm.
- b) Maximum costs shown DO NOT include Provincial Sales or Goods and Services Tax
- c) All materials to be delivered F.O.B. and installed to the school location as indicated on the specification.
- d) Price quotation to be guaranteed from _____ to _____.
- e) Delivery to occur on / between _____ and _____ as mutually agreed by the Vendor and the Rolling River School Division.
- f) Samples and demonstration of goods to be provided upon request.
- g) Specifications are preferred and approximate. It is acknowledged that different companies will have equipment that does not match all of the preferred specifications listed. As such, quotations on equipment that best matches the specifications listed are accepted. A quotation on more than one model of copier per location is acceptable. Quotations must be submitted on the equipment at each location and provide a summary of the specific features of the all equipment quoted.
- h) Quotations must be submitted with the following information:
 1. Quotation for a 48, 60 and 66 month lease period
 2. Quotation for the purchase of the equipment
 3. Quotation for new and refurbished equipment if applicable
 4. Service plan quotation if applicable
 5. Service policy, regular service schedule, and maximum response time/to service and repair equipment.
 6. Location of closest service depot to school/office locations listed and the number of service representatives available at that depot.
- i) Quotations may be awarded in whole or part.
- j) The lowest or any quotation will not necessarily be accepted.

For further information, please contact:

Principal,
Rolling River School Division

Telephone: (204) _____ - _____
E-mail: _____@rrsd.mb.ca



**ROLLING RIVER SCHOOL DIVISION
PHOTOCOPIER EQUIPMENT AND SERVICE SPECIFICATIONS**

(Specifications of equipment quoted will be in approximate to those listed below.
Please forward complete specifications information for all equipment for which a quote is provided).

Copier Specifications Request		Required	Preferred	Detailed Information on Features Requested / Required
Digital (Network)		X		
Copy Speed (copies per minute)				
Paper Drawers (indicate # of sheets per drawer preferred)	Letter			
	Legal			
	Tabloid			
	Bypass			
Document Feeder	Manual			
	Automatic			
Paper Sorter	# Bins			
	Stapler			
	Folder/Booklet Mode			
Duplexing	Automatic 2 Sided			
Reduction / Enlargement	Preset			
	Ratio of Zoom			
Miscellaneous features	SPECIFY			
1)				
2)				
3)				
4)				
5)				
6)				
Annual Cost	Maximum			
Estimated Volume - Total Copies per year:				