



ADMINISTRATIVE ORDER NO. 161

Pursuant to the authority granted to the City Administrator in BMCC Section 2-300, I hereby establish the following procedures regarding:

**“CITY-WIDE PROCEDURES FOR THE PURCHASE OF PRINTERS, COPIERS,  
FAXES AND RELATED SUPPLIES”**

The Purchasing policy statement was adopted by the City Council via the City's Resolution No. 16-10523 – City-Wide Purchasing Policy, on February 22, 2016.

Dated this 11/21/2024.

DocuSigned by:  
  
Chris A. Kukulski  
-ss- 33A3E4F0D5384F55  
Chris A. Kukulski,  
City Administrator



## **CITY-WIDE PROCEDURES FOR THE PURCHASE/DEPLOYMENT/REPLACEMENT OF PRINTERS, COPIERS, FAXES AND RELATED SUPPLIES**

### **Policy Statement:**

The City's Purchasing Policy and Procedures establish an efficient, fiscally responsible purchasing program, which will effectively provide day-to-day service and support citywide. This policy recognizes and addresses the importance of the overall support mission and the need for maximizing and enhancing the value of each tax dollar expended, as it pertains to printers, copiers, faxes and related items and equipment.

### **Purpose:**

The City is adopting a system of printing and copying that incorporates the principles of managed print services including increased efficiency, cost reduction, improved productivity, reduced carbon footprint, improved security, and expert support. The goals of this Administrative Order are to:

- Reduce the number of unnecessary printers by moving to shared work group print devices designed to meet the needs of the staff within an area or facility.
- To ensure all staff members who require the routine use of a computer to conduct their defined roles have access to print devices of appropriate capability to fulfill their professional responsibilities (this includes remote work setups).
- Utilize authorized resellers to provide print device make & model recommendations based on analysis and defined needs, print monitoring services, print device consumables, preventive maintenance alerts, routine maintenance & repairs, and overall device use analytics/reporting.
- Streamline the process of specification, procurement, and deployment of new print devices and redeployment or disposal of old equipment.
- Ensure that City resources are used efficiently, fairly, and equitably in the procurement and deployment of all print devices.
- Develop a standard for the use, purchase, repairs, maintenance and replacement of all printers, copiers, faxes and associated supplies, such as toner.



## **Procedures:**

A print management plan will be completed and adhered to at all times. Deskjet/inkjet printers will be prohibited within the City offices. Effective immediately, no deskjet/inkjet printers, nor related items and equipment, may be purchased by City staff.

Departments who currently have non-compliant printers can continue to use the printers until they run out of ink. Departments should proactively seek to replace these printers by utilizing an existing networked printer or reviewing options with the Purchasing Division and/or the IT Department for a new device.

Deskjet/inkjet and other non-compliant devices will not be moved to or allowed at the New City Hall building.

The Purchasing Division will establish partnerships and/or contracts to provide the necessary equipment and services.

## **Purchases/Repairs/Replacements:**

All purchases of print devices including printers, copiers, fax or scanner equipment must be approved by the IT Department and Purchasing Division to ensure that only approved, standardized equipment is procured. IT will work with authorized resellers and the department representatives to determine the most economically efficient equipment to deploy based on volume (print, copy and fax), special needs, number of employees serviced, office space configuration, the need for color printing, and budget considerations. Use of stand-alone USB connected devices or personal printers will require an exception and must be approved by the IT Department and Purchasing Division. Receipt printers, check printers, special format/function printers, and proprietary printers are all examples of USB printers that would be allowed.

All such equipment purchases must follow applicable purchasing policies, procedures, and guidelines.

Repairs/replacements of equipment shall be coordinated with the IT Help Desk.

## **Default Device Settings:**

Default device configuration settings (i.e., duplex mode, color/black-and-white, idle time power off, Wi-Fi, network), set by IT and/or the authorized reseller at the time of installation must remain unchanged. One-time changes may be made for individual printouts, but default settings may not be changed.



### **Exceptions/Changes:**

Whenever a change occurs within a department that may affect the printing practices for an individual or group of individuals within that department (e.g., the need for a printer, fax, scanner, or copier addition/replacement, reorganization of existing office space or relocation to new office space), the department must contact the Purchasing Division and/or the IT Help Desk to schedule a business needs assessment which will review current printing practices and ensure that the following is addressed:

- The most efficient number of office equipment devices (including multifunction devices, shared printers, personal printers, faxes, and scanners) necessary to meet operational productivity.
- Print devices are utilized to the maximum extent possible. Eliminate personal desktop printers in favor of networked workgroup devices or multi-function printers to create the ideal employee-to-printer ratio as designated by IT. Eliminate unauthorized USB attached printers and sharing of USB attached print devices. USB attached devices can have higher failure rates, increased support needs, and present a cybersecurity risk.
- Combine multiple functions (fax, copier, or scanner) into one multi-function device whenever one or more of these functions is needed in conjunction with printing.
- Deploy the use of the following office equipment that best suits the departmental operational needs, in accordance with the adopted print management plan:
  - Multifunction devices – printer/fax/copier/scanner
  - Shared networked laser printers
  - Stand-alone fax machines
  - Stand-alone scanners

The Purchasing Division will not approve any purchase orders, invoices, nor Pcard receipts for printers or print-related equipment/materials other than paper without an attached, approved business needs assessment.



**Consequences for Noncompliance:**

The IT Department will work with authorized resellers to ensure all network-based printers are defined within a reseller hosted printer management software application to monitor the usage of devices on the City's network. Devices that do not comply with these procedures will be removed from the City's network either permanently or until they are brought into compliance.

Those who fail to comply with these procedures may be subject to disciplinary action.

## Managed Print Program - Business Needs Assessment

This assessment is used to evaluate a department's current printing requirements, workflow efficiency, and alignment with City's goals to determine eligibility for a new piece of equipment.

### Section 1: Department Overview

1. **Department Name:**

2. **Number of Employees:**

3. **Location:**

4. **Current Printing Equipment:**

List all printers/MFPs in use (include model numbers and ages of equipment)

### Section 2: Current Printing Practices

1. **Monthly Printing Volume:**

- Number of pages printed on average:
- Average mono vs. color pages:
- High-volume periods or seasonal spikes:

mono

color

2. **Primary Printing Needs:**

- Types of documents (e.g., reports, forms, labels):
- Features needed (Print/scan/copy/fax functions):

- Color printing necessary? Yes No

3. **Existing Environment Challenges:**

### Section 3: Operational Efficiency

#### 1. Impact of Printing on Daily Operations:

Delays or other problems caused by current equipment issues:

### Section 4: Justification

#### 1. Alignment with Agency Goals:

Describe how the new device will improve efficiency, reduce costs, or meet compliance standards:

#### 2. Consequences of No Action:

Potential productivity losses:

Increased operational costs due to current equipment inefficiencies:

### Section 5: Recommendation of Print Committee

#### • Based on the findings above, does the department qualify for a new printer/MFP?

Yes

No

#### • Rationale:

Provide a summary of findings and justification:

#### • Requested By:

#### • Date:

#### • Approved By:

#### • Signature:

## Certificate Of Completion

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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Payment Events

Status

Timestamps