

Chapter 3670 - Office Equipment

3671 UTILIZATION OF SURPLUS PROPERTY

(Revised 3/89)

A review procedure will be established within each agency or institution to determine that the expenditure is necessary and that all possible sources of surplus office equipment, including the Office of Procurement, Surplus Property Section, Department of General Services, have been considered. See SAM Section 3520, 3521.4.

The Office of Procurement will not process any purchase estimate for office equipment which does not include signed statements by the officer responsible for equipment requests that: (a) the expenditure is necessary, and (b) there is no current surplus property available to meet the agency or institution's need.

3672 DESKS AND RELATED ITEMS OF WOOD FURNITURE

(Revised 9/85)

Insofar as is practicable and consistent with matching of existent equipment, furniture manufactured by the Prison Industry Authority will be used by all State agencies.

3673 RUGS AND CARPETS

(Revised 7/97)

The purchase of rugs or carpeting for any State office, employees' living quarters, or any other facility shall be in accordance with Section 24 and 25 of the Budget Act and standards issued by the Director of the Department of General Services.

3674 TYPEWRITERS

(Revised 3/89)

All typewriter purchases by the Office of Procurement, Department of General Services, will be made by competitive bid, using State of California Specifications and Qualified Products List, obtainable from the Office of Procurement, Department of General Services. The lowest responsible bidder offering a product listed in the Qualified Products List will receive the contract.

Purchase estimates for manual typewriters will not be approved by the Department of General Services unless the Office of Procurement, Surplus Property Section, certifies on the estimate that substantially comparable used manual typewriters are not available from State Surplus Property stock.

Elite type face permits typing of 20 percent more copy than pica type in the same space, without significant loss of legibility. Therefore, elite type should, in general, be specified in requesting purchase of typewriters. Type larger or smaller than elite should be requested only when the intended use makes such an exception necessary. See SAM Section 6124.

3675 TYPEWRITER CLEANER

(REVISED 6/80)

The Department of General Services, Office of Procurement, Material Services Section, supplies only 1-1-1 Trichloroethane inhibited, for cleaning typewriters. No other liquid cleaner may be purchased from other sources for cleaning typewriters. The fumes of carbon tetrachloride, found in many commercial typewriter cleaning solvents, can be dangerous to some persons, even in small concentrations.

3676 PENCILS, PENS, AND INK
(REVISED 3/89)

It is generally State policy to provide employees with only such personal writing equipment as ordinary wooden lead pencils, inexpensive mechanical lead pencils, and standard desk pens where needed. Ink and lead may be furnished for refill purposes.

Although unit prices of such items as pencils, pens, desk sets, and bottles of ink are relatively small, the large orders for these items have resulted in surprisingly large dollar amounts. In the past, the total number of such items purchased has not appeared to present a reasonable relationship to the expected normal usage. All agencies are expected to exercise reasonable management care to avoid excessive usage and losses.

3678 BOOKKEEPING MACHINES
(REVISED 1/77)

This section applies to the acquisition of types of bookkeeping machines which are not classified as electronic data processing equipment by SAM Section 4803. If after a review of SAM Section 4803 you have any doubts about the EDP vs. non-EDP classification of your particular application, please contact the Office of Information Technology.

Agencies will analyze their need for such bookkeeping machines on a cost/benefit basis before ordering them and will retain such analyses in their files for three years. Departments with institutions or branch offices will provide appropriate central direction to assure uniformity in the power of bookkeeping machines acquired except where differences in capabilities are warranted by differences in the volume or nature of the work that must be done.

3680 REVIEW/APPROVAL OF MAILROOM EQUIPMENT
(NEW 1/86)

All requests for the acquisition of addressing, mailing, or related equipment require the review and approval by Business Equipment Management Services of the Office of Support Services. If the request involves leasing equipment, a lease/purchase approval is needed from the Office of Procurement.

The purpose of the review by Business Equipment Management Services is to ensure the State will obtain the maximum utilization of the proposed equipment.

Agencies requiring addressing, mailing or related equipment must attach an Equipment Request (Mailroom Equipment), Form OSS-BEMS 76, to their purchase requisition and send them to the Office of Support Services, Department of General Services, 3301 "S" Street, Sacramento, CA 95816. A copy of the Property Survey Report, STD. 152, should also be attached if the requested equipment is replacing existing equipment. The Office of Support Services will forward the request to the Office of Procurement for further action.

In order to properly evaluate agencies' addressing or mailing requirements, the Equipment Request (Mailroom Equipment) form should be fully completed. All requests for special features must be supported and justified by detailed explanations of the need for that feature. Samples of work to be performed by such special features are helpful and should be attached to the justification. All requests for a specific make and model (sole source) must be supported as outlined in SAM Section 3555 which governs "Limiting of Competitive Bidding".
