



# State Procurement Manual

Department of Administration, State Bureau of Procurement

Number  
PRO-510

<b>Section</b> EXCEPTIONS, WAIVERS AND SPECIAL HANDLING	<b>Effective</b> 9/16/19	<b>Replaces</b> PRO-D-5 11-5-13
<b>Title</b> PROCUREMENT OF EQUIPMENT; ENERGY-EFFICIENT AND GRAPHIC REPRODUCTION		<b>Page</b> 1 of 3

**SCOPE:** The purpose of this policy is to establish official procedure for the procurement of certain equipment related to graphic reproduction processes, and equipment with energy efficiency requirements.

**POLICY:** Special approval processes and requirements apply to the purchase of certain equipment, and state agencies will adhere to them.

## Graphic Reproduction Equipment

Graphic reproduction equipment means equipment used for printing or graphic reproduction by an agency or campus providing these services for its own convenience or that of another agency or campus. This includes, but is not limited to photocopiers, printers, proofing equipment, prepress equipment, and CTP (computer to plate) equipment.

Procurement of graphic reproduction equipment valued over the official sealed bidding threshold must adhere to the passive approval procedure outlined herein.

A purchase/lease from a current statewide contract, and/or equipment used for instructional printing for students at UW campuses, is excluded from this requirement.

## Energy Efficient Equipment

Energy-consuming equipment is any equipment designed for heating, ventilation, air conditioning, water heating or cooling, lighting, refrigeration, or any other function, and that consumes energy.

Procurement of energy-consuming equipment valued over the best judgment threshold must adhere to the energy consumption and efficiency standards as prescribed by the Department of Administration,



### Legal Authority

Wis. Stats. 16.001; 16.71; 16.72(2)(4); 16.75 (10e)  
16.82(4); 16.855(10s)(a); 35.015(3)  
Wis. Constitution, Article IV, Section 25

Authorized:  
Sara Redford, Director  
State Bureau of Procurement

Agencies Affected: All, unless otherwise noted



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Division of State Facilities Development and Management, and the procedures outlined herein.

## Solicitations for Equipment

It is practical and, in most cases, appropriate to use life cycle cost methodologies as the basis for awards of competitive solicitations for graphic reproduction and/or energy-consuming equipment. See PRO-208, Life Cycle Costing.

- PROCEDURE:
- I. Approval of Graphic Reproduction Equipment
    - A. Agencies will notify the State Bureau of Procurement of a proposed acquisition of graphic reproduction equipment with an estimated cost over the official sealed bidding threshold.
    - B. The agency will complete and sign form DOA-3006: Graphic Reproduction Equipment Notification of Purchase or Lease and submit it to the Bureau prior to issuing a solicitation. Consolidated Agency Purchasing Services (CAPS) agencies will work through their designated CAPS staff.
    - C. The Bureau will acknowledge receipt of form DOA-3006 in writing and will advise the agency within 14 calendar days of receipt. If the Bureau does not act within 14 calendar days, the agency may proceed with the procurement.
  - II. Energy-Efficient Equipment
    - A. For equipment valued over the best judgment threshold per unit, agencies will only purchase equipment that meets the



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energy consumption standards established per §16.855(10s)(a), so long as the equipment meeting the standards of section II, B below is reasonably available.

- B. At a minimum, the equipment must meet or exceed the current applicable guidelines of the federal Environmental Protection Agency relating to energy efficiency, guidelines that apply to the federal energy management program under [42 USC 8251](#) et seq., and standards established by the American Society of Heating, Refrigerating and Air Conditioning Engineers.
- C. If the unit(s) being procured do not meet the standard of section II, B, the procuring agency will ensure the unit(s) maximize energy efficiency to the extent technically and economically feasible.
- D. The procuring agency shall not determine that energy consuming equipment meeting the applicable standard is not “reasonably available” based on cost alone.
- E. The procuring agency will not determine that the equipment which meets the standard is not “cost effective” unless the difference in costs of the purchase and installation of the equipment meeting the standards, and the equipment that would otherwise be installed, is greater than the difference in the cost of operating the equipment that meets the standard and the equipment that would otherwise be installed, taken over the anticipated life of the equipment.

REFERENCE: DOA-3006: Graphic Reproduction Equipment Notification of Purchase or Lease



**Legal Authority**

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