

COPIER EVALUATION

UNIVERSITY OF NORTHERN COLORADO
Purchasing Office
COPIER PROPOSAL EVALUATION

I. General Information

Manufacturers/Model(s) of copiers being evaluated:

Copier #1 _____

Copier #2 _____

Copier #3 _____

Copier #4 _____

University of Northern Colorado Department _____

Name(s) of individual(s) performing this evaluation:

Evaluation for (circle one):

1. Purchase
2. Lease/Purchase
3. Other(identify) _____

Evaluate at least three(3) comparable copiers according to the criteria on the evaluation form Omit any criteria not relevant to your selection.

To complete the evaluation form:

1. Assign a weight on a scale of 1-10 to each criterion according to the importance of that criterion in the departments selection of a copier. A weight of 10 is the highest possible weight.
2. Rate each copier of each criterion on a scale of 1-10. A rating of 10 is the highest possible rating.
3. Multiply the weight by the rating for total score for each evaluation criterion.

Once your department has completed the evaluation of at least three different copiers and filled out the standard evaluation form, return the form and price quote sheets to Purchasing with an appropriately completed Purchase Requisition. A Purchase Order to the vendor will be created.