

Subject: DES- Potential to Economize Printing Costs

**FY 2019 Proposed Budget
Budget Work Session Follow-up**

4/6/2018

The following information is provided in response to a request made by John Vihstadt at the work session on 3/9/2018, regarding the following question:
Is there a way to economize printing costs, i.e. less expensive paper, less colors available, etc.

Through our purchasing processes, the County is able to get competitive pricing for paper, while still meeting sustainability goals with recycled content. Under our current contract, for the commonly used 60# paper, the cost is \$0.0094 per sheet. In addition, in this era of digital printing, there is no longer any price differential between a 4-color vs. 2-color job. Now the economic choice is simply a binary one: color or black & white.

The most effective way to contain printing costs is to print less. The range of technology choices and proliferation of affordable mobile devices makes paper optional in many situations, but not obsolete. The range of technology and digital devices has also made printing more convenient and cost effective. Culturally, the County is making progress, but in many scenarios, paper is still convenient and cost effective to quickly convey information for the task, the meeting, or the discussion.

One strategy we have begun to implement is shifting to as much double-sided and black and white printing as possible. Through default settings on network printers, costs can be reduced by the utilization of less paper and the use of lower cost black and white toner cartridges verses color toner cartridges. Users still retain the ability to override default settings when needed.