



STATE OF WASHINGTON

DEPARTMENT OF GENERAL ADMINISTRATION

200 General Administration Building, P.O. Box 41000 • Olympia, Washington 98504-1000
(360) 902-7300 • TDD (360) 664-3799

April 7, 2009

Michelle Yoshino
Xerox Corporation
1851 E 1st Street Suite 260
Santa Ana CA 92705-4017

Dear Ms. Yoshino:

Congratulations, your firm has received an extension on state Contract No. 03706 for Multifunctional Document Devices, Standalone and Networked. Please sign and return the attached contract amendment as the contract extension is not effective until we receive a signed contract amendment. You can access your current contract information online at <https://fortress.wa.gov/ga/inet/pca/pcacont.htm>.

As part of the contract, your firm must also submit quarterly sales reports. You can report contract sales through the Contract Sales Reporting System on the internet at <https://fortress.wa.gov/ga/apps/CSR/login.aspx>.

If the contract requires a performance bond or insurance certificate, samples of such with applicable clauses have been attached for your Surety or Insurance Agent. Please request that your bonding or insurance agent clearly indicate the state contract number above in all documents.

If you have any questions regarding this requirement or other contractual matters, please contact me at (360) 902- 7420 or karmstr@ga.wa.gov. I look forward to a mutually beneficial business partnership in the administration of our contract.

Sincerely,

Keith Armstrong
Contract Consultant

cc: Contract File

Attachments:
Contract Amendment

State of Washington DEPARTMENT OF GENERAL ADMINISTRATION Office of State Procurement Rm. 201 General Administration Building, P.O. Box 41017 • Olympia, Washington 98504-1017 • (360) 902-7400 http://www.ga.wa.gov	CONTRACT AMENDMENT	
	Contract Number: 03706	Date Issued: 3/13/2009
	Amendment Number: 8	Date Effective: 4/2/2009

This Contract Amendment is issued under the provisions of the State Contract identified above. The changes authorized are within the scope of the original contract. All rights and obligations of the parties shall be subject to and governed by the terms of the original contract including any subsequent amendments, which are hereby incorporated by reference.

Purpose of Amendment

1. To extend the contract for a period of 24-months, from April 2, 2009 through April 1, 2011. All terms, conditions, specifications, and pricing remain unchanged.

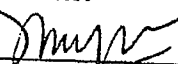


2. This amendment clarifies the contract scope (Section 1.4) by adding the following as paragraph 4:

The parties agree to clarify that the Multifunctional Document Devices, Standalone and Networked, Contract #03706 governs only the sales, rentals and leases of equipment. Managed print services are not governed by this contract. Managed print service is defined as:

As a service, Managed Print (Services) is a model in which office printing capability is provided at a fixed cost per copy. This is not an equipment-based contract, but rather a service in which the provider is fully responsible for the required printing functionality.

Authorizing Signatures

This contract amendment, consisting of 1 page without attachments is executed by the persons signing below who warrant that they have the authority to execute this contract amendment.

For Contractor:		For State:	
 (Contractor Authorized Representative Signature)	 State Authorized Representative Signature	3/16/2009 (Date)	4-1-09 (Date)
Michelle Johnson (Print Name)	Keith D. Armstrong, Contract Consultant	Telephone No. (614) 565-5252	Telephone No. (360) 902-7420
Email: Michelle.Johnson@Xerox.com	Email: karmstr@ga.wa.gov	GA Approval	
OSP Authorizing Manager:	Kenneth A. Woodfork, Unit Manager	Signature: 	Date: 4/1/09
	Email: kwoodfo@ga.wa.gov		Phone: (360) 902-7422

Woodfork

State of Washington

Current Contract Information

Effective Date: October 26, 2007

Contract Number:	03706 (Replaces 05899 and 07903)		Commodity Code:	3611
Contract Title:	Multifunctional Document Devices, Standalone and Networked			
Purpose:	Update the link provided to access the Xerox State Contract website. Update the approved equipment and accessories list for Xerox in Categories 2 and 4-7.			
Term:	April 2, 2007		Through:	April 1, 2009
For Use By:	All Agencies, Departments and Institutions of Higher Education (College and Universities, Community and Technical Colleges) of the State of Washington, Political Subdivisions and Qualified Non-profit Organizations that are part of the Washington State Purchasing Cooperative (WSPC) and the Materials Management Center. A list of WSPC members is available on the Internet at: https://fortress.wa.gov/ga/inet/servlet/PCACoopListSv			
Scope of Contract:	This contract is awarded to MULTIPLE contractors.			
Contractors:	1. IKON Office Solutions, Inc. 2. Konica Minolta Business Solutions USA, Inc. 3. Ricoh Corporation 4. Sharp Electronics Corporation 5. Xerox Corporation		Page 5 Page 7 Page 10 Page 12 Page 14	
Related Contracts:	08101 Mail Equipment, 00902 Fax Machines			
Term Worth:	\$45,000,000/2 years			
Current Participation:	\$0 MBE	\$0 WBE	\$45,000,000 OTHER	\$0 EXEMPT
	MBE 0%	WBE 0%	OTHER 100%	EXEMPT 0%

This page contains key contract features. Find detailed information on succeeding pages. For more information on this contract, or if you have any questions, please contact your local agency Purchasing Office, or you may contact our office at the number(s) listed below.

Contract Administrator:	Richard Carlson
Phone Number:	(360) 902-7427
Fax Number:	(360) 586-2426
E-mail:	rcarlso@ga.wa.gov

Visit our Internet site at: <http://www.ga.wa.gov/purchase.htm>

Washington State Department of General Administration
 Office of State Procurement, PO Box 41017, Olympia WA 98504-1017

The State of Washington is an equal opportunity employer. To request this information in alternative formats call (360) 902-7400 or TDD (360) 664-3799.

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CONTRACTOR INFORMATION

Contractor:	IKON Office Solutions, Inc. 3075 112 th Ave NE Bellevue WA 98004-8003	
Contractor Website:	http://www.ikon-wastatecontract.com/index.html	
Federal Tax Identification No.:	23-0334400	
Contacts:	Contract Administration and Problem Resolution Primary Contact	Contract Administration and Problem Resolution Alternate Contact
Name:	James Tripp	Shandy Henninger
Title:	Washington Government Accounts Sales Manager	WA Government Single Point of Contact
Telephone:	(360) 493-2121	(425) 803-5299
Fax:	(360) 438-0244	(360) 438-0244
Email:	jtripp@ikon.com	shenninger@ikon.com
Contacts:	Product Information, Order Placement and Invoicing Questions	Service Information, Order Placement and Invoicing Questions
Name:	Shandy Henninger	Dan Sparkmon
Title:	WA Government Single Point of Contact	Washington Government Accounts Service Manager
Telephone:	(425) 803-5299	(425) 576-3803
Fax:	(360) 438-0244	(425) 576-3955
Email:	shenninger@ikon.com	dsparkmon@ikon.com
Credit Card Acceptance:	American Express, MasterCard, Visa	
Delivery Time:	30 days After Receipt of Order (ARO)	
Payment Terms:	Net 30 days	
Shipping Destination:	Free On Board (FOB) Destination Within the State of Washington	
Freight:	Prepaid and included in unit pricing	

ORDERING ADDRESSES

Purchase Orders sent to:	Billing will be from:	Payment sent to:
IKON Office Solutions, Inc. 4160 6 th Ave SE, Suite 104 Lacey WA 98503	IKON Office Solutions, Inc. 1516 W 17 th St, Suite 103 Tempe AZ 85281	IKON Office Solutions, Inc. PO Box 7414 Pasadena CA 91109-7414

Rental/Lease Orders sent to:	Billing will be from:	Payment sent to:
IKON Office Solutions, Inc. 1516 W 17 th St, Suite 103 Tempe AZ 85281	IKON Financial Svcs./IKON Office Solutions/GECITS 1738 Bass Rd Macon GA 31210	IKON Financial Svcs./IKON Office Solutions/GECITS PO Box 650073 Dallas TX 75265-0073

Service Orders sent to:	Billing will be from:	Payment sent to:
IKON Office Solutions, Inc. 1516 W 17 th St, Suite 103 Tempe AZ 85281	IKON Office Solutions, Inc. 1516 W 17 th St, Suite 103 Tempe AZ 85281	IKON Office Solutions, Inc. PO Box 7414 Pasadena CA 91109-7414

STATEWIDE SUPPORT – DEALER/DISTRIBUTOR NETWORK

To locate your local authorized IKON Office Solutions sales representative, choose either: State Agencies, Higher Education or Schools/Municipalities depending on your affiliation. There you will find the name, telephone/fax numbers and email address of the sales representative assigned to your location.

For a list of service locations with contact information, click Statewide Support.

CONTRACTOR INFORMATION

Contractor:	Konica Minolta Business Solutions USA, Inc. 2100 Washington Blvd, Suite 100 Arlington VA 22204-5703	
Contractor Website:	http://www.kmbs.konicaminolta.us/wa	
Federal Tax Identification No.:	13-1921089	
Contacts:	Contract Administration and Problem Resolution Primary Contact	Contract Administration and Problem Resolution Alternate Contact
Name:	Michelle Lovely	Sunny Kim
Title:	Government Account Manager	Government Marketing Specialist
Telephone:	(303) 736-0602	(800) 331-0561 Ext. 3254
Fax:	(703) 271-1188	(703) 271-1188
Email:	mlovely@kmbs.konicaminolta.us	skim@kmbs.konicaminolta.us
Contacts:	Product Information, Order Placement and Invoicing Questions	Service Information, Order Placement and Invoicing Questions
Name:	Peter Rogers	Peter Rogers
Title:	Contract Administrator	Contract Administrator
Telephone:	(800) 456-6422 Ext. 2706	(800) 456-6422 Ext. 2706
Fax:	(800) 798-1159	(800) 798-1159
Email:	rogersp@kmbs.konicaminolta.us	rogersp@kmbs.konicaminolta.us
Credit Card Acceptance:	American Express, MasterCard, Visa	
Delivery Time:	30 days After Receipt of Order (ARO)	
Payment Terms:	Net 30 days	
Shipping Destination:	Free On Board (FOB) Destination Within the State of Washington	
Freight:	Prepaid and included in unit pricing	

ORDERING ADDRESSES

Purchase/Rental/Service Orders sent to:	Billing will be from:	Payment sent to:
Konica Minolta Business Solutions 500 Day Hill Rd Windsor CT 06095-5711	Konica Minolta Business Solutions 500 Day Hill Rd Windsor CT 06095-5711	Konica Minolta Business Solutions PO Box 403718 Atlanta GA 30384-3718

Lease Orders sent to:	Billing will be from:	Payment sent to:
Konica Minolta Business Solutions 500 Day Hill Rd Windsor CT 06095-5711	United Leasing PO Box 1170 Milwaukee WI 53201-1170	United Leasing PO Box 1170 Milwaukee WI 53201-1170

STATEWIDE SUPPORT – DEALER/DISTRIBUTOR NETWORK

Dealer:	Abadan 79 Aaron Dr Richland WA 99352-4414	ABC Office Equipment Co., Inc. 7322 E Broadway Ave Spokane Valley WA 99212-1135	Bohn's Printing, Inc. 308 Union St The Dalles OR 97058-1721
Telephone:	(509) 946-2030	(509) 922-4600	(541) 296-2361
Fax:	(509) 946-1927	(509) 922-5569	(541) 298-8994
Counties:	Benton, Franklin	Asotin, Ferry, Garfield, Lincoln, Pend Oreille, Spokane, Stevens, Whitman	Klickitat

Dealer:	Business Interiors & Equipment, Inc. 1634 W Broadway Ave Moses Lake WA 98837-2613	Copytronix dba A Global Imaging Systems Co. 16655 SW 72 nd Ave, Suite 800 Portland OR 97224-7769	Custom Copy Systems, Inc. 1602 Tacoma Ave S Tacoma WA 98402-1816
Telephone:	(509) 765-5800	(503) 620-0202	(253) 383-2188
Fax:	(509) 766-9489	(503) 968-0326	(253) 272-3805
Counties:	Adams, Chelan, Douglas, Grant, Lincoln, Okanogan	Clark, Cowlitz	Pierce

Dealer:	David Rodstol, Inc. 12 N Wenatchee Ave Wenatchee WA 98801-2237	Inland NW Services 3204 5 th St Lewiston ID 83501-4306	Konica Minolta Business Solutions 12674 Gateway Dr, Bldg 2 Tukwila WA 98168-3307
Telephone:	(509) 663-6311	(208) 746-2557	(206) 441-5650
Fax:	(509) 662-3231	(208) 746-3216	(206) 805-4530
Counties:	Chelan, Douglas, Grant, Okanogan	Asotin, Garfield, Whitman	Chelan, Clallam, Grays Harbor, Jefferson, King, Kitsap, Kittitas, Lewis, Mason, Pierce, Skagit, Snohomish, Thurston, Whatcom

Dealer:	Konica Minolta Business Solutions 2701 NW Vaughn St, Suite 370 Portland OR 97210-5311	Oasys, Inc. 1575 Port Dr Burlington WA 98233-3119	Office Systems Northwest, Inc. 1301 Fraser St, Suite 3 Bellingham WA 98229-5851
Telephone:	(503) 223-4060	(360) 755-0309	(360) 671-9630
Fax:	(503) 223-4466	(360) 757-1849	(360) 671-9634
Counties:	Clark, Cowlitz, Skamania	Island, San Juan, Skagit, Snohomish, Whatcom	Skagit, Snohomish, Whatcom, Island

Dealer:	Pacific Office Automation, Inc. (Seattle Metro) 15405 SE 37 th St, Suite 100 Bellevue WA 98006-1772	Pacific Office Automation, Inc. (Tacoma Metro/South Sound) 5102 20 th St E Tacoma WA 98424-1996	Pacific Office Automation, Inc. (Portland Metro) 14747 NW Greenbrier Pkwy, Suite A Beaverton OR 97006-5601
Telephone:	(425) 562-2166	(253) 572-6400	(503) 641-2000
Fax:	(425) 653-5755	(253) 922-9480	(503) 643-6063
Counties:	Clallam, Clark, Cowlitz, Grays Harbor, Island, Jefferson, King, Kitsap, Lewis, Mason, Pacific, Pierce, Skamania, Snohomish, Thurston, Wahkiakum	Clallam, Clark, Cowlitz, Grays Harbor, Island, Jefferson, King, Kitsap, Lewis, Mason, Pacific, Pierce, Skamania, Snohomish, Thurston, Wahkiakum	Clallam, Clark, Cowlitz, Grays Harbor, Island, Jefferson, King, Kitsap, Lewis, Mason, Pacific, Pierce, Skamania, Snohomish, Thurston, Wahkiakum

Dealer:	Pacific Office Automation, Inc. (Portland Metro/SW Washington) 14747 NW Greenbrier Pkwy, Suite B Beaverton OR 97006-5601	Quality Business Systems, Inc. 6812 185 th Ave NE Redmond WA 98052-6712	Total Office Concepts, Inc. 2 E Poplar St Walla Walla WA 99362-3009
Telephone:	(503) 641-3301	(425) 896-5043	(509) 525-5600
Fax:	(503) 641-8173	(425) 867-1161	(509) 529-0320
Counties:	Clallam, Clark, Cowlitz, Grays Harbor, Island, Jefferson, King, Kitsap, Lewis, Mason, Pacific, Pierce, Skamania, Snohomish, Thurston, Wahkiakum	King, Kitsap, Lewis, Pierce, Snohomish, Thurston	Columbia, Walla Walla

Dealer:	Western Copy Products, Inc. dba A Division of United Business Machines of WA, Inc. 101 N 5 th Ave Yakima WA 98902-2641		
Telephone:	(509) 248-3708		
Fax:	(509) 248-5145		
Counties:	Kittitas, Klickitat, Yakima		

CONTRACTOR INFORMATION

Contractor:	Ricoh Corporation 5 Dedrick Place West Caldwell NJ 07006-6304	
Contractor Website:	http://ricoh-usa.com/rmap/washington/	
Federal Tax Identification No.:	22-2783521	
Contacts:	Contract Administration and Problem Resolution Primary Contact	Contract Administration Alternate Contact
Name:	Bart Lemmon	Robert Abbate
Title:	Sr. Government Accounts Manager	Sales Support Analyst
Telephone:	(425) 255-0730	(973) 882-2120
Fax:	(425) 228-2115	(973) 882-2219
Email:	bart.lemmon@ricoh-usa.com	robert.abbate@ricoh-usa.com
Contacts:	Product/Service Information, Order Placement and Invoicing Questions	Problem Resolution Alternate Contact
Name:	Bart Lemmon	Steve Bissey
Title:	Sr. Government Accounts Manager	Director of Government Accounts
Telephone:	(425) 255-0730	(610) 853-2344
Fax:	(425) 228-2115	(973) 882-2219
Email:	bart.lemmon@ricoh-usa.com	steve.bissey@ricoh-usa.com
Credit Card Acceptance:	American Express, Discover, MasterCard, Visa	
Delivery Time:	30 days After Receipt of Order (ARO)	
Payment Terms:	Net 30 days	
Shipping Destination:	Free On Board (FOB) Destination Within the State of Washington	
Freight:	Prepaid and included in unit pricing	

RICOH CORPORATION ORDERING ADDRESSES

Purchase/Rental/Service Orders sent to:	Billing will be from:	Payment sent to:
Ricoh Americas Corporation c/o Local Dealer 5 Dedrick Place West Caldwell NJ 07006-6304	Ricoh Americas Corporation PO Box 73210 Chicago IL 60673-3210	Ricoh Americas Corporation PO Box 73210 Chicago IL 60673-3210

Lease Orders sent to:	Billing will be from:	Payment sent to:
Ricoh Americas Corporation Major Accounts Leasing Admin. 5 Dedrick Place West Caldwell NJ 07006-6304	Ricoh Americas Corporation PO Box 41601 Philadelphia PA 19101	Ricoh Americas Corporation PO Box 41601 Philadelphia PA 19101

STATEWIDE SUPPORT – DEALER/DISTRIBUTOR NETWORK

Please work with a local dealer in your area. They will direct your order to Ricoh Corporation and facilitate the installation of your equipment. Click here for a list of [Authorized Local Dealers](#).

CONTRACTOR INFORMATION

Contractor:	Sharp Electronics Corporation Sharp Plaza, Box B Mahwah NJ 07430	
Contractor Website:	http://www.sharpgov.com/wa	
Federal Tax Identification No.:	13-1968872	
Contacts:	Contract Administration and Problem Resolution Primary Contact	Contract Administration and Problem Resolution Alternate Contact
Name:	Dave Huwe	Don Hartman
Title:	Government Accounts Manager	Government Accounts Representative
Telephone:	(509) 586-8952	(360) 491-6000
Fax:	(206) 374-2633	(360) 438-0969
Email:	huwed@sharpsec.com	dehartman@cbm-wa.com
Contacts:	Product Information, Order Placement and Invoicing Questions	Service Information, Order Placement and Invoicing Questions
Name:	Dave Huwe	Dave Huwe
Title:	Government Accounts Manager	Government Accounts Manager
Telephone:	(509) 586-8952	(509) 586-8952
Fax:	(206) 374-2633	(206) 374-2633
Email:	huwed@sharpsec.com	huwed@sharpsec.com
Credit Card Acceptance:	MasterCard, Visa	
Delivery Time:	30 days After Receipt of Order (ARO)	
Payment Terms:	Net 30 days	
Shipping Destination:	Free On Board (FOB) Destination Within the State of Washington	
Freight:	Prepaid and included in unit pricing	

ORDERING ADDRESSES

Purchase/Service Orders sent to:	Billing will be from:	Payment sent to:
Sharp Electronics Corporation c/o Local Dealer Sharp Plaza, Box 650 Mahwah NJ 07420	Sharp Electronics Corporation Sharp Plaza, Box 650 Mahwah NJ 07420	Sharp Electronics Corporation Sharp Plaza, Box 650 Mahwah NJ 07420

Rental/Lease Orders sent to:	Billing will be from:	Payment sent to:
Sharp Electronics Corporation c/o Local Dealer Sharp Plaza, Box 650 Mahwah NJ 07420	Sharp Electronics Corporation Sharp Plaza, Box 650 Mahwah NJ 07420	Sharp Electronics Corporation PO Box 642333 Pittsburgh PA 15264-2333

STATEWIDE SUPPORT – DEALER/DISTRIBUTOR NETWORK

Please work with a local dealer in your area. They will direct your order to Sharp Electronics Corporation and facilitate the installation of your equipment. Click here for a list of [Authorized Local Dealers](#) by county.

CONTRACTOR INFORMATION

Contractor:	Xerox Corporation 1851 E 1 st St, Suite 260 Santa Ana CA 92705-4017	
Contractor Website:	http://www.portal.xerox.com/washington	
Federal Tax Identification No.:	16-0468020	
	Contract Administration and Problem Resolution Primary Contact	Contract Administration Alternate Contact
Contacts:		
Name:	Michelle Yoshino	Scott Mahaffy
Title:	Account General Manager	Major Account Contract Manager
Telephone:	(714) 262-8854	(714) 565-5225
Fax:	(206) 241-1416	(206) 241-1416
Email:	michelle.yoshino@xerox.com	scott.mahaffy@xerox.com
	Product Information, Order Placement and Invoicing Questions	Service Information, Order Placement, Invoicing Questions and Problem Resolution Alternate Contact
Contacts:		
Name:	Sally Salzberg	Karl Marsters
Title:	Account Manager	Virtual Sales Executive
Telephone:	(206) 241-1275	(877)395-6320
Fax:	(206) 241-1416	(866) 340-9917
Email:	sally.salzberg@xerox.com	karl.marsters@xerox.com
Name:	Paul Bethune	Hythem El-Masry
Title:	Account Manager	Virtual Sales Executive
Telephone:	(206) 241-1272	(877)395-6317
Fax:	(206) 241-1416	(866) 340-9909
Email:	paul.bethune@xerox.com	hythem.el-masry@xerox.com
Credit Card Acceptance:	American Express, MasterCard, Visa	
Delivery Time:	20 days After Receipt of Order (ARO)	
Payment Terms:	Net 30 days	
Shipping Destination:	Free On Board (FOB) Destination Within the State of Washington	
Freight:	Prepaid and included in unit pricing	

ORDERING ADDRESSES

Purchase/Rental/Lease/Service Orders sent to:	Billing will be from:	Payment sent to:
Xerox Corporation c/o Sally Salzberg 6400 Southcenter Blvd Tukwila WA 98188-2547	Xerox Corporation 800 Carillon Pkwy St Petersburg FL 33716-1125	Xerox Corporation PO Box 7405 Pasadena CA 91109-7405

STATEWIDE SUPPORT – DEALER/DISTRIBUTOR NETWORK

Dealer:	Xerox Corporation 6400 Southcenter Blvd Tukwila WA 98188-2547	Advanced Document Systems 2201 6 th Ave, Suite 101 Seattle WA 98121	American Xerographics 7519 W Kennewick Ave, Suite B Kennewick WA 99336
Telephone:	(206) 241-1275	(206) 632-7007	(509) 736-0844
Fax:	(206) 241-1417	(206) 632-7700	(509) 736-0964
Counties:	Thurston, King, Snohomish, Pierce	King, Snohomish	Benton, Franklin, Walla Walla

Dealer:	Benchmark Office Solutions 717 128 th St SW, Suite A104 Everett WA 98204	Benchmark Document Solutions 201 E Chestnut St Bellingham WA 98225	Northwest Office Solutions 1625 G St Lewiston ID 83501
Telephone:	(425) 353-6763	(360) 676-8406	(208) 743-2473
Fax:	(425) 355-6996	(360) 676-8257	(208) 746-5619
Counties:	Snohomish	Whatcom, Skagit, San Juan, Island	Asotin, Garfield

Dealer:	Everist Office Technology, Inc. 13600 NE 20 th St, Suite D Bellevue WA 98005	Kitsap Xerograhix 6148 Eagle Harbor Dr NE Bainbridge Island WA 98110	OfficeTECH, Inc. 6310 E Sprague Ave Spokane Valley WA 99212
Telephone:	(425) 643-0671	(206) 842-4558	(509) 755-8326
Fax:		(206) 842-8283	(509) 777-2185
Counties:	King, Kittitas	Kitsap	Spokane, Ferry, Stevens, Whitman, Pend Oreille

Dealer:	OfficeTECH, Inc. 100 NE 11 th St, Suite A East Wenatchee WA 98802	Yakima Document Solutions 402 W Chestnut Ave Yakima WA 98902	Quality Business Systems, Inc. 6812 185 th Ave NE Redmond WA 98052
Telephone:	(509) 888-2087	(509) 453-1212	(800) 831-5858 / (425) 885-5858
Fax:	(509) 888-2089	(509) 453-2333	(425) 867-1161
Counties:	Chelan, Douglas, Grant, Okanogan, Lincoln, Adams	Yakima, Kittitas	King, Pierce, Snohomish, Thurston, Kitsap, Whatcom, Skagit, Lewis, Mason

Dealer:	Pinnell, Inc. 3901 Kern Way Yakima WA 98902	Copytronix, Inc. 16655 SW 72 nd Ave, Suite 800 Portland OR 97224	
Telephone:	(509) 452-9117	(503) 620-0202	
Fax:	(509) 453-5913	(503) 620-1730	
Counties:	Kittitas, Grant, Lincoln, Spokane, Adams, Franklin, Walla Walla, Benton, Yakima, Klickitat	Pacific, Cowlitz, Skamania, Wahkiakum	

SPECIAL TERMS AND CONDITIONS

1. Survivability

Placements made using the authority provided by this Contract will survive the Contract itself. Those customers renting or leasing the equipment will continue to receive ongoing service from the Contractor at the agreed upon Contract rate through the term of their placement contract agreement. The Contract terms and conditions will survive the authorizing contract through that final term.

Those customers purchasing equipment will receive ongoing service from the Contractor at the agreed upon Contract rate until the expiration of the Contract.

Upon the Contract termination, customers and Contractors may agree to further extend a placement. Such further extensions will not be for more than twelve month terms, and the State will reserve the right to terminate these placements with 30 days notice and without termination penalties.

2. Equipment Additions/Deletions

During the term of the contract, Contractors may add or delete contract equipment introduced or removed from the market by the manufacturer provided the equipment falls within the scope of the Contractor's awarded contract. Contractor shall update its dedicated contract website to reflect this change. New equipment must be adequately described and the associated price list must be updated to reflect the new equipment's prices. Pricing must utilize the same pricing structure as was used for other equipment falling into the same product category.

3. Equipment Installation/Removal

The installation and/or removal of contract equipment shall be performed in a professional manner. The customer's premises shall be left in a clean condition. The Contractor may be required to repair all damage and/or provide full compensation for damage to the customer's premises that occurred during equipment installation/removal. All cables used to connect the equipment must be pre-approved by customer's Information Services (IS) staff in advance of order finalization and placement.

Installation and removal costs shall be included in equipment pricing, except in the specific cases where delivery and self installation is identified on the order. In those cases equipment is to be delivered to the customer's identified delivery point at no additional charge (i.e. – shipped freight prepaid FOB destination and included in contract price). However, extraordinary delivery requirements and their associated extra costs may be charged to the purchaser as a separate line item on the invoice, when pre-approved by the purchaser.

Installation of equipment to be networked must be coordinated with the customer's internal IS personnel in charge of the computer network and telephone system to which the machine may be connected.

Connectivity service support is to be available to coordinate installation with agency personnel and be available to answer questions and concerns on the equipment installed. Personnel in charge of the installation must be available to coordinate installation with ordering agency internal staff in charge of the customer's network. Service support personnel, knowledgeable in digital equipment and in networking equipment, will be required to provide all necessary maintenance and repair.

4. Training on Equipment

Contractor shall provide ordering agencies up to two (2) hours free in-house training at the time of equipment installation or by appointment within five (5) working days as arranged with agency personnel. Training to include, but not limited to, standard functional use of machine to networked users as well as training to any assigned agency personnel to enable them to instruct others. Such training shall be provided at no additional charge to the customer.

5. Operator's Manual

Instruction and maintenance manuals shall be furnished for all contract equipment and software delivered and installed. Electronic instructional media will be furnished for all software provided. Manuals shall contain, but not be limited to, the following:

- A section describing the capability of the equipment.
- A section on machine specifications.
- A section describing operating instructions.
- A section describing the installation and use criteria of the equipment.
- A section describing general maintenance instructions.
- A section describing software installation and user guides.

6. Newly Installed Machine Performance Problems

Ordering agency will evaluate the performance of newly installed equipment for a 30-day period after installation. If the machine's performance is unsatisfactory, the ordering agency will immediately contact the Contractor to pursue corrective action and resolution of the problem. Resolution of machine performance problems may result in:

- The replacement of the machine with another machine of the same brand and model, at no additional cost (including delivery and installation) to the customer, or
- Return of the machine and cancellation of the order at no charge to the customer.

7. Equipment Loaners

The Contractor shall be responsible for any delivery, installation/removal charges associated with equipment loaners.

Equipment Repair: Contract equipment under any rental or maintenance agreement which is non-operational and cannot be repaired within 24 working hours of notification that service is required, at customer's request will be replaced within two (2) working days by a loaner unit until repairs are completed. Loaner equipment does not have to be the same model, but must perform the same functions as the equipment being repaired.

Partial Operability: In the case of machines needing repair, but which are still partially operable, requirements and arrangements for loaner equipment will be made between the Contractor and customer. If no agreement can be reached, the Contract Administrator administering this Contract will make a final determination.

Late Equipment Delivery: If requested equipment (purchased, rented or leased) cannot be supplied within the Contractor's specified delivery time, substitute equipment, of equal or greater performance capabilities must be temporarily installed pending the installation of the ordered new equipment. In issues of dispute, the Contract Administrator administering this Contract will make a final determination.

Trial Placements:

- May not exceed thirty (30) days
- May run in conjunction with another vendor's ongoing placement but may not offset the cost of an early termination penalty

8. Equipment Relocation/Transfer

Contract users shall be afforded the option to move or transfer contract equipment from one agency location to another agency location (within the same agency, or to another agency) as deemed necessary with no change to rental or maintenance plans. For agency self-moves, no installation or removal charges will be billed to either location for customer's self relocated/transferred equipment. The customer will be responsible for required

repairs or damage that occurred during the transfer. Contractor/dealer shall be notified of the move to insure continued maintenance service and accurate record keeping.

Alternately, agencies may elect to have their dealer move the equipment and pay a move and set-up fee. The dealer will provide a moving price prior to the move and hold the price firm. No other fees apply and the dealer is responsible for repairs required following such transfer.

Movement of equipment must be coordinated with agency's internal Information Services (IS) personnel in charge of the computer network and telephone system to which the machine may be connected or disconnected.

9. Excessive Service and Downtime

Equipment, including all accessories and software, supplied through this contract shall be capable of continuous operation. Therefore, Contractor shall guarantee that all contract equipment will be operational at least 95% of normal business hours. Equipment that develops a trend of requiring an excessive number of service calls shall be reported by the agency to the Contractor or by the Contractor to the agency as the situation warrants. Should the equipment, any accessories, or software become inoperable for a period of twenty-four (24) consecutive working hours, the Contractor shall, at the agency's option, provide, at no charge, a loaner or accessory of equal capability of non-performing piece of equipment while repairs are being completed.

Contractors are to maintain a service log for each machine serviced describing maintenance and repair services provided. A no-cost copy of service logs/reports must be provided to the customer and/or the Contract Administrator within five (5) working days of request.

10. Materials and Workmanship

Contractors shall be required to furnish all materials, equipment and services necessary to perform contractual requirements. Materials and workmanship in the construction of equipment for this contract shall conform to all codes, regulations and requirements for such equipment, specifications contained herein, and the normal uses for which intended. Materials shall be manufactured in accordance with the best commercial practices and standards for this type of equipment.

11. Contractor Performance

General Requirements: OSP and ordering agencies monitor and maintain records on Contractor performance. Said performance shall be a factor in evaluation and award of this and all future contracts. Agencies will be provided with product/service performance report forms to complete and submit to the Contract Administrator to assist in monitoring Contractor's contract performance.

Damages: Ordering Agencies have an ongoing requirement for the materials, equipment and services specified herein. Vendors are urged to give careful consideration to the Ordering Agency's requirements, to the manufacturer's production capabilities and to its performance capabilities when establishing dates for equipment delivery and on-site installation and set-up. Note order lead-times specified in Contractor Information section. Damages will be assessed in the amount of actual damages incurred by the ordering agency as a result of Contractor's failure to make timely delivery and installation. Further, Ordering Agencies are entitled to recover actual costs associated with Contractor's failure to perform the contract as specified herein.

12. Equipment Inspection/Testing/Acceptance

Inspections, tests, measurements, or other acts or functions performed by the Ordering Agency shall in no manner be construed as relieving the Contractor from full compliance with contract requirements. At a minimum, an installed device must demonstrate the capability of providing the functions and services specified in the manufacturer's published literature.

Any equipment delivered through this contract that fails to perform to manufacturer's specifications may, within fifteen (15) days of equipment receipt and at the Ordering Agency's request, be replaced with a new unit or the defective unit be repaired under manufacturer's warranty.

13. Installation Site Requirements

Prior to order acceptance, Contractor must advise Ordering Agency of any and all specialized installation and environmental customer site requirements for the delivery and installation of contract equipment. This information should include, but is not limited to the following:

- Air conditioning;
- Electrical requirements;
- Special grounding;
- Cabling requirements;
- Space requirements;
- Humidity and temperature limits;
- Noise level, and;
- Any other considerations critical to the installation.

14. Availability of Repair Parts

Vendor must guarantee the availability of repair parts for a minimum of five (5) years subsequent to Ordering Agency's acceptance of the contract equipment. All branded equipment components, spare parts, application software, and ancillary equipment purchased and supplied under this contract must conform to manufacturer specifications. The Contractor is responsible for ensuring that these items are operable and installed in accordance with manufacturer's specifications.

15. Service and Maintenance Support

Service Technicians: Contractors shall have a service organization staffed by be full-time employees of the Contractor or designated by the Contractor as their full-time authorized representative. Service representatives shall be factory-trained technicians. All warranty or maintenance services to be performed on contract products as well as any associated hardware or software shall be performed by qualified technicians properly trained and/or authorized by the manufacturer to perform such services.

Maintenance: Maintenance is defined as the service required to maintain contract equipment at performance levels equal to or greater than the performance specified and published by the manufacturer or the specifications specifically stated herein. Maintenance is to include all service components and consumable supplies (excluding paper) including drums, developer, toner and staples.

Repair Parts: In the event that the performance of maintenance services under the contract results in a need to replace defective parts, such items may only be replaced by new OEM parts. In no instance shall the Contractor be permitted to replace defective items with refurbished, remanufactured, or surplus items without prior written authorization of the customer. The Contractor must maintain an adequate supply of spare parts and components.

Preventative/Scheduled Maintenance: Preventative/scheduled maintenance shall be based on the specific needs of individual machines as determined by the manufacturer and shall be performed in accordance with the manufacturer's recommendations. The Contractor shall schedule regular preventative maintenance (PM) service as scheduled in advance with the Agency. Scheduled PM calls will not be considered downtime. The PM calls shall include, but not be limited to, routine cleaning, lubrication, necessary adjustments, and replacement of unserviceable parts.

Costs: Maintenance costs shall be expressed and charged for on a "cost per copy" basis for all purchased, rented or leased equipment.

Maintenance Performed During Warranty Period: On all equipment (purchased, rented, or leased) obtained through this contract, maintenance service charges (on a “cost-per-copy” basis) shall apply during the manufacturer’s warranty period.

Maintenance Caused by Operator Error, Misuse or Abuse: Should the cause of the service call be determined by mutual consent to be an operator error, misuse or abuse by the agency, the Contractor may charge for the service call at the rate specified herein for “Additional Installation/Network Labor Rate.”

Maintenance Agreements: Contractor may request that Contract customers sign Maintenance Agreements provided any terms or conditions in the agreement that are in conflict with the terms and conditions of this Contract shall be unenforceable.

Reporting to Customer: When on site, the Contractor’s service technician must report to the customer’s designated coordinator prior to and after each service call. Equipment maintenance or upgrades which may affect equipment performance/service must be coordinated with the customer’s coordinator a minimum of 48 hours in advance. Maintenance or upgrades which might affect equipment performance/service will not normally be conducted during office hours.

16. Dealers/Distributors

During the Contract period, the Contractor or Contract Administrator may remove a dealer or distributor from the list of those designated to service this Contract at any time without further explanation or process. The Contractor may propose dealer/distributor additions for consideration and does agree to provide interim service should any listed resource become unavailable or deemed unsuitable by the Contract Administrator. The decision about the suitability of dealers/distributors, sales representatives and outlets will be solely that of the Contract Administrator.

17. Lack of Timely Repair Service Response

In cases where the Contractor is not able to respond to repair service requests within the specified contract time frame, the contract customer shall have the option of acquiring repair services from another manufacturer certified source and the Contractor shall be responsible for full reimbursement of costs incurred by the customer. Repair services provided by another manufacturer certified source when the Contractor fails to respond in a timely manor would not constitute grounds to void the manufacturer’s warranty.

18. Equipment Warranty(ies)

Contractor shall submit a copy of the manufacturer’s standard warranty with all equipment delivered under this Contract. A full on-site parts and labor warranty shall be for a minimum period of ninety (90) calendar days after receipt and acceptance of equipment by the Ordering Agency. This warranty must cover all common equipment, accessories, hardware, parts, labor, travel, software, and all other necessary ancillary equipment required to maintain the equipment in proper operation.

In the event of any conflict between Contract terms and conditions and any of the terms and conditions included in the manufacturer’s warranty, to afford the State maximum benefits, the Contract terms and conditions shall prevail.

19. Special Promotions

Contractors may offer discounted special pricing on their website. Specials will run for one or more calendar months, be plainly visible and be available to all contract customers during the promotional period. The Contractor will furnish a summary of placements made during the promotion to Contract Administrator for file within thirty (30) days of promotion completion.

20. Bulk Placements

Customers may request special consideration when planning orders for five (5) or more devices to be ordered and delivered at one time. Contractors may offer discounted pricing or any other additional services not otherwise prohibited by the contract that assists the customer in the placement.

21. Rentals

The following rental plans are to be available with each commencing on the date of installation or after an agreed upon qualifying trial period (not to exceed thirty (30) days):

- Twenty-four (24) Month Rental,
- Thirty-six (36) Month Rental,
- Forty-eight (48) Month Rental, and
- Sixty (60) Month Rental.

Some Contract customers may require month to month (not to exceed nine (9) months) rental terms. Although not specifically priced in the Contract, Contractors may offer these rental programs to those who require them. Pricing for such rental terms is to be consistent with established contract pricing methodology listed in the contract.

Should the customer be asked to sign a rental agreement, any conflict between the provisions of the Contractor's rental agreement and the terms and conditions of this Contract shall be resolved in favor of what is most beneficial to the customer. Rental periods may extend beyond the expiration or termination of this Contract.

22. Expiration/Renewal of Rental Agreement

The Contractor will send e-mail notification of pending end of term at ninety (90) days and again at sixty (60) days prior to end of rental term. Customers may choose one of the following three (3) options at the end of the rental term:

- They may conclude the rental and return the machine to the Contractor. Customer shall not be responsible for pickup, shipping or transportation charges to return the equipment to the Contractor.
- They may continue the placement with a continuation of the same terms and commitment but with the lower mutually agreed to monthly rental rate on a month to month basis, or for an additional fixed period of time.
- They may convert to month to month rental at the same rental rate.

However, if Contractor has not notified the customer that the end of the rental term has been reached or if the customer has not notified the Contractor of which of the above options they have selected, the rental shall automatically be converted to a month to month rental at the same rental rate. The cost of maintenance service shall continue unchanged.

For rental terms that extend beyond a total of sixty (60) months, the Contractor may, with thirty (30) days written notice, unilaterally terminate the rental and remove the machine at no additional cost to the customer should the Contractor's service technicians be unable to maintain the device in good working order.

23. Rental Machine Upgrades and Downgrades

A term placement may be concluded before it has run full term to upgrade or downgrade. When the agency replaces the equipment with equipment from the same Contractor, a four (4) month payment penalty will apply, unless the Contractor reduces or waives the penalty. When a new Contractor is selected, thirty (30) days notice to the current Contractor is required and a four (4) month penalty will apply. New Contractors may not waive or offset the penalty.

24. Operating Leases

Customers may obtain Contract equipment through an Operating Lease (where no ownership in the equipment transfers to the customer during or at the end of the lease period) at rate(s) established in the Contract. A maintenance service program shall be charged for separately on a cost per copy basis as provided for herein. During the term of the lease agreement, the lease may not be cancelled unless the Contractor fails to maintain the equipment in good working order as specified herein or for non-appropriation of funds. Such cancellation shall be permitted without penalty with thirty (30) days written notification to the Contractor.

The following operating lease plans are to be available to Contract customers. Each plan shall commence on the date of equipment installation or after an agreed upon qualifying trial period (not to exceed thirty (30) days):

- Thirty-six (36) Month Operating Lease,
- Forty-eight (48) Month Operating Lease, and
- Sixty (60) Month Operating Lease.

With a minimum thirty (30) day notice prior to the end of the operating lease agreement, Contractor shall remove the equipment and return it to the Contractor's facility at no additional cost to the customer. Customer may not purchase the machine at the end of the term of the operating lease. However, customer may continue using the machine on a month-to-month rental basis until the machine is picked up and returned to the Contractor.

Should the customer be asked to sign an operating lease agreement, any conflict between the provisions of the Contractor's lease agreement and the terms and conditions of this Contract shall be resolved in favor of what is most beneficial to the customer.

25. Standard Leases

Political subdivision customers may obtain Contract equipment under the Contractor's standard lease provisions and rates established for Standard Equipment Leases (where ownership in the equipment transfers to the customer during and/or at the end of the lease period). The purchase price(s) specified in the Contract shall be used when establishing lease rates. For this reason standard leases shall be reported by the Contractor as contract activity and the payment of a Purchasing Fee shall apply to this transaction. There may be limited opportunity for the customer to cancel the lease during its term depending on the provisions of the Contractor's standard lease agreement.

Standard lease purchases by State agency customers must be arranged through the Washington State Office of the Treasurer. If approved by the Office of the Treasurer, the equipment will be purchased from the Contractor and State agency will make periodic payments to the Office of the State Treasurer. Any State agency lease not arranged through the Washington State Office of the Treasurer may be canceled and the equipment returned to the supplier at any time without further financial obligation to the supplier or leaseholder. Should the equipment be returned following such cancellation, the Contractor will be liable for any transportation and storage charges as well as damages to the product that occurs during the return of the equipment to the Contractor/leaseholder or its representative.

26. Early Termination Charges

Agencies that wish to terminate a term rental plan may do so with sixty (60) days written notice to the Contractor. Early termination charges may be assessed if an approved rental agreement is canceled prior to the end of the rental term or is otherwise inconsistent with cancellation terms. Payment of a four (4) month rental penalty will apply. Termination charges will not apply to those rental plans canceled due to non-appropriation of funds (whether at agency or local level), where upgrading or downgrading models by the same manufacturer, or in cases where the Contract Administrator finds non-performance or reduced funding to be the cause of termination.

The Contract Administrator reserves the right to reduce or waive early termination fees. Unresolved site service problems will be a consideration. It is the intent of the State that agencies complete the terms of each rental as was agreed.

27. Payment of Property Taxes

Contractors shall be responsible for the payment of property taxes when customers have obtained Contract equipment under a rental or operating lease authorized by the Contract. Customers who have obtained Contract equipment under the terms of the Contractor's Standard Lease Agreement will be responsible for payment of property taxes when separately listed on the invoice.

28. Risk of Loss or Damage

The Ordering Agency shall be relieved from risks of loss or damage to all equipment purchased, rented or leased during shipment prior to equipment installation at the customer's designated location. Ordering Agencies will be responsible for risks of loss or damage to the equipment once it has been delivered/installed and signed for by customer's representative. Contractors shall clearly demonstrate they have informed customers of this responsibility prior to order placement.

29. Customer Pricing Verification

For those Vendors whose pricing reflects a discount off of the Manufacturer's Suggested Retail Price, it shall be required that the Vendor provide the customer with a copy of the Buyer's Laboratory report showing associated pricing so that the customer will be able to validate the price being quoted by the Vendor. For those Vendors whose pricing reflects a fixed price amount, the customer may validate pricing by referring to the Current Contract Information (CCI) document.

COPIER BASICS

DICTIONARY

FEATURES:

These are functions that come standard with machines. They are usually not optional. As a general rule, the larger the copier, the more features that are available. The following are the most common features found on copiers today:

Reduction and Enlargement:

Copiers have the ability to zoom (reduce/enlarge) in 1% increments.

Automatic Magnification:

The copier will automatically select the best reduction or enlargement ratio.

Automatic Paper Selection:

The copier automatically matches paper output size to original document size.

Margin Shift:

The ability of the machine to shift the image to the right or left to allow for binding or three-hole punching.

Many additional features exist and may be offered on a particular model. Please check product literature for a listing of all features.

OPTIONS AND ACCESSORIES:

These are devices that can be added to the base copier for an additional charge. The following is a list of the most common options:

Stand (Cabinet):

A stand for a desktop copier. Most stands have casters that provide mobility as well as storage areas for supplies and cassettes. A stand is strongly recommended due to the size and weight of most copiers. There may be a standard cabinet and a heavy cabinet. Consider the application.

Document Feeders:

These devices "feed" originals onto the exposure glass and properly position them for copying. There are several types:

- Automatic Document Feeders (ADF): A device that holds a stack of originals and feeds them automatically, one at a time onto the exposure glass for copying.
- Reversing Automatic Document Feeders (RADF or ARDF): This type of feeder performs the same functions as an ADF with the added capability to automatically invert (turn) a two-sided original to copy material off of both sides.
- Recirculating Document Feeder or Handler (RDF or RDH): This device feeds originals from a stack in a feed tray onto the exposure glass and then back into the feed tray making one complete set. If more than one set is required, the copier repeats this process as many times as is necessary. This process eliminates the need for a sorter. However, it should be noted that the condition of the originals decreases as the copy run for sets increases.

Sorter Collator:

This is a device that is added to a copier to use during the production of sets of copies. It consists of bins – 10 and 20 bin sorters are common – into which the copies of sets are inserted so that a number of separate sets can be produced. Often several versions are available for given machine. Consider the usage profile.

Sorter Stapler:

A type of sorter that automatically staples copied sets in the bins, when a job is completed.

Automatic Duplex Unit (Duplexing):

When this device is installed, the copier can automatically produce two-sided copies. This type of device may come as an option or a standard feature on the copier. There are two ways that duplex may be used:

- **1:2 – Simplex to Duplex**, or single sided *originals* to two-sided *copies*. The document feeder can be an ADF, ARDF, or RDH.
- **2:2 – Duplex to Duplex**, or two-sided *originals* to two sided *copies*. The document feeder must be an ARDF or RDH.

Controller/Accounting Systems:

A device that allows the copier to require an ID or access code before copying can begin. Copier usage can be tracked for each code.

LCT/LCPT:

Also known as LCC (Large Capacity Cassette) or LCD (Large Capacity Drawer). These paper sources hold 1,000 sheets or more.

USER GUIDE FOR COPIER ACQUISITION AND FLEET MANAGEMENT

Introduction

The purpose of this guide is to help the end user in their decision making and selection of the appropriate copier that will best suit their needs, and to assist in the establishment of fleet documentation and practices.

Copier Coordinators

Organizations may save money and increase efficiency by assigning the responsibility for coordinating copier requirements to one individual. This person will be familiar with needs and existing equipment, as well as being familiar with available options. Furthermore, if the organization has a fleet of machines, assigning some coordination functions for all the machines may lead to additional economies.

- Creating and maintaining documentation for the placement of all machines.
- Monitoring the use and performance of equipment after installation.
- Establishing a working relationship with the State Contract Administrator to ensure timely and accurate flow of information.
- Establishing a working relationship with the Contractors responsible for in place equipment.
- Keeping a departmental service logbook to document usage and service calls. Problem documentation is critical to the maintenance of copiers.

How to obtain the Right Copier

In order to accurately assess which copier is the best one for a particular environment, the following questions are helpful to answer before looking at the equipment itself:

- What are the technical requirements of the office or department? What type of copying is being done on a regular basis? Examples of the type of reports or booklets would be helpful when discussing needs with the supplier.
- What is the average monthly copy volume of each machine in the department? Accurate information on this issue is important to ensure obtaining the right copier. If this information is not on hand, ask the current supplier to review the applicable usage profiles. Remember to look for seasonal spikes.
- What is the average wait time on each machine? An easy survey can be done by leaving a clipboard at each machine. Ask users to jot down, or check their name and the length of their wait in line, and at the machine waiting for their job. This can provide an indication of the appropriateness of the current machine speed. Long wait times waste staff time.
- In the survey, look to see who uses the machine. Consider machine location. Could it be better situated for those using it?
- Check copy speed using document feeder doing standard type of copying, using duplex 1:2 and 2:2 capabilities, copying from file, producing a collated report, copying in black and white, and in color (if applicable).
- Review the Contractor materials seeking machines that meet the identified needs through features and performance.
- Call several of these Contractors and have the suppliers fully explain all features and capabilities.
- Check the user diagnostics to see if they are "user friendly" and make sense without great explanation.
- If unsure about the speed needed, ask a supplier to try a machine for a few weeks. Perform a survey and look at the activity level and the wait times. If still unsure, replace the trial machine with a different speed and track its activity. These trial machines can be floor models from the suppliers and the cost of the trial will be a cost per copy for their use. They can be run while the regular machine is still in place to minimize disruption. Use such trials to run all standard documents and check all needed features.
- How does training capability of the Contractor compare to the needs of the office?
- Ask who has same or similar equipment that may be called for an opinion.

When a selection has been made, document the order with a copy of the Contractor's offer packet, noting rental rate and cost per copy charges. Make a file for each machine to be retained through its entire placement. Include a copy of the Purchase Order and delivery paper work. Note the intention of the activity on the Purchase Order (Purchase of equipment, 36 month rental, or 36 month lease, etc.). Also note the authority used in the placement (as provided by State Contract 03706, etc.)

How to Check for Best Pricing

The best way to find the best pricing for copiers is to do a life cycle cost analysis for each machine being considered based on historic or planned individual monthly volume with the configuration of the machine required by the department.

Factors to consider include:

- How long might the machine be in place? Can a change in the office operation be foreseen that may require a different machine in the near future? Technology has been changing rapidly.
- What budget restraints apply? A purchase is often the least overall cost option.
- Refer to the provided templates to prepare an evaluation and comparison of machines and prices.
- With a rental plan, all supplies (except paper) and maintenance are included with the machine. If the department is growing and the demand on the machines will change, this may be the best plan. If the budget allows for a purchase of the machine, be sure to add in the cost of maintenance and supplies in the cost analysis.
- Consider the final cost per copy with all factors included.

RENTAL COST ANALYSIS WORKSHEET

Machine Charges

	Cost Per Month
Base Machine Charge Per Month:	\$

Accessory Charges (add or subtract if adding an option or opting out of a standard item)

Accessory(ies)	Cost Per Month
1.	\$
2.	\$
3.	\$
Total Machine Cost Per Month =	

Anticipated Usage

A. Expected/estimated Volume per Month.	#	
B. Cost per copy	\$	
C. Monthly Usage Cost per Copy (Usage times cost per copy)		\$
TOTAL COST PER MONTH: (Total Machine +Usage Costs)		\$

HYPOTHICAL EXAMPLE 36 MONTH RENTAL COMPARISON

CONTRACTOR	MONTHLY RENTAL 3 Year	COST PER COPY FOR 15,000 COPIES	TOTAL COST PER MONTH	THREE YEAR COST
ACME	\$528.00	\$.01/copy = \$150.00/month	\$678.00	\$24,408.00
BEST	\$349.96	\$.0105/copy = \$157.50/month	\$507.46	\$18,268.56
COST U LESS	\$304.20	\$.0095/copy = \$142.50/month	\$446.70	\$16,081.20
COPIERS R US	\$568.00	\$.006/copy = \$90.00	\$658.00	\$23,688.00