



STATE OF MISSOURI  
 OFFICE OF ADMINISTRATION  
 DIVISION OF PURCHASING AND MATERIALS MANAGEMENT

**NOTIFICATION OF STATEWIDE CONTRACT**

May 22, 2012

**CONTRACT TITLE: COPIER-BASED MULTIFUNCTIONAL EQUIPMENT**

**CURRENT CONTRACT PERIOD: 07/01/11 – 06/30/12**

**BUYER INFORMATION:** CHRIS KORSMEYER  
 573-751-4578 phone  
 573-526-9818 fax  
[Chris.korsmeyer@oa.mo.gov](mailto:Chris.korsmeyer@oa.mo.gov)

RENEWAL INFORMATION	Original Contract Period	Total Renewal Options (Lease & Maintenance/Supplies only)	Potential Final Expiration
		07/01/04 – 06/30/07	5

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.  
 PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS **MANDATORY** FOR ALL STATE AGENCIES.

Local Purchase Authority shall not be used to purchase supplies/services included  
 in this contract unless specifically allowed by the contract terms.

*~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~.*

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	Coop Procurement
<b>C204060001 Ricoh USA</b>	<b>Order Vendor # 2303344000 K</b>	<b>Order Address:</b> Ricoh USA, Inc. (Attn: Dave Johnson) 1401 Forum Blvd., Ste 202 Columbia, MO 65203  <b>Contact Person: Dave Johnson</b> Phone: 573-447-5322/800-955-1644 Ext. 5322 Fax: 573-446-4777 E-mail: <a href="mailto:david.d.johnson@ricoh-usa.com">david.d.johnson@ricoh-usa.com</a>	NO	YES
<b>C204060002</b>	<b>Order Vendor # 2227835210 6</b>	<b>Order Address –Outright Purchase of Ricoh, Savin and Gestenter Products:</b> Ricoh Corporation 1231 Warner Ave. Tustin, CA 92780-6461  <b>Fax order to: 800-545-6980</b> <b>Attn: Caroline Burch and Tine Watts</b>	NO	YES

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	Coop Procurement
	<p><b>Payment Vendor #</b> 2227835210 3</p> <p><b>Order Vendor #</b> 2227835210 5</p> <p><b>Payment Vendor #</b> 2227835210 4</p> <p><b>Order Vendor #</b> 5926067370 D</p> <p><b>Payment Vendor #</b> 5926067370 1</p>	<p><b>Email: <a href="mailto:Caroline.Burch@ricoh-usa.com">Caroline.Burch@ricoh-usa.com</a></b></p> <p><b>Payment Address - Outright Purchase</b> Ricoh Corporation P.O. Box 73210 Chicago, IL 60673-7210</p> <p><b>Order Address - Lease of Ricoh, Savin and Gestenter Products:</b> Ricoh Leasing 1111 Old Eagle Scholl Rd. Wayne, NJ 19087 Attn: Patsy Herbst</p> <p><b>Payment Address - Lease of Ricoh, Savin and Gestenter Products:</b> Ricoh Leasing Ref. No. 602 P.O. Box 41601 Philadelphia, PA 19101-1601</p> <p><b>Order Address For Lanier Products:</b> Lanier 9225 Indian Creek Pkwy Suite 120 Overland Park, KS 66210</p> <p><b>Delivery Address For Lanier Products:</b> Lanier Worldwide P.O. Box 105533 Atlanta, GA 30348</p> <p><b>Contact Person: Jim Hazen</b> Phone: 619-306-5112 Email: <a href="mailto:jim.hazen@ricoh-usa.com">jim.hazen@ricoh-usa.com</a></p>		

## STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
07/01/11-06/30/12	5/22/12	<ul style="list-style-type: none"> <li>▪ DPMM buyer information revised</li> </ul>
07/01/11-06/30/12	04/27/12	<ul style="list-style-type: none"> <li>▪ C204060001 Contractor name changed from IKON Office Solutions to Ricoh USA, Inc.</li> </ul>
07/01/11-06/30/12	06/09/11	<ul style="list-style-type: none"> <li>▪ Renewed for maintenance and lease payments only.</li> </ul>
07/01/10-06/30/11	07/01/10	<ul style="list-style-type: none"> <li>▪ Renewed for maintenance and lease payments only.</li> </ul>
07/01/09-06/30/10	07/02/09	<ul style="list-style-type: none"> <li>▪ Renewed for maintenance and lease payments only.</li> </ul>
07/01/08-06/30/09	01/28/09	<ul style="list-style-type: none"> <li>▪ Updated Section 1 – Background information and Section 17 – Equipment list</li> </ul>
07/01/08-06/30/09	07/07/08	<ul style="list-style-type: none"> <li>▪ Renewed for maintenance and lease payments only.</li> </ul>
07/01/07-06/30/08	07/31/07	<ul style="list-style-type: none"> <li>▪ Reinserted rental buyout information</li> </ul>
07/01/07-06/30/08	06/29/07	<ul style="list-style-type: none"> <li>▪ Renewed for maintenance and lease payments only.</li> </ul>
07/01/04 –06/30/07	05/18/07	<ul style="list-style-type: none"> <li>▪ Band 5 - Canon iR5055 replaces the Canon iR5570</li> <li>▪ Band 6 – Canon iR5065 replaces the Canon iR6570</li> </ul>
07/01/04 –06/30/07	03/20/07	<ul style="list-style-type: none"> <li>▪ Band 2 – Canon iR3025 replaces the Canon iR2270</li> <li>▪ Band 3 - Canon iR3035 replaces the Canon iR3570</li> <li>▪ Band 4 - Canon iR3045 replaces the iR4570</li> </ul>
07/01/04 –06/30/07	02/14/07	<ul style="list-style-type: none"> <li>▪ Updated Ricoh contact information</li> </ul>
07/01/04 –06/30/07	05/02/06	<ul style="list-style-type: none"> <li>▪ Bands 2-6 – Added eCopy SSOP (ShareScan Open Platform to the optional pricing</li> </ul>
07/01/04 –06/30/07	04/14/06	<ul style="list-style-type: none"> <li>▪ Updated fax number and contact information for C204060002</li> <li>▪ Band 1 – Replaced the Ricoh 2018D/Savin 4018D/Gestetner GDSM618D/Lanier 118 with the Ricoh 2020D/Savin 8020D/Gestetner GDSM620D/Lanier 120</li> </ul>
07/01/04 –06/30/07	02/03/06	<ul style="list-style-type: none"> <li>▪ Updated the references in the pricing footnotes on the pricing pages.</li> </ul>
07/01/04 –06/30/07	12/07/05	<ul style="list-style-type: none"> <li>▪ Band 5 – Canon iR5570 replaces the iR5000</li> <li>▪ Band 6 – Canon iR6570 replaces the iR6000</li> </ul>
07/01/04 –06/30/07	07/01/05	<ul style="list-style-type: none"> <li>▪ Band 1 - Corrected the model number on the Savin 4018 on the pricing pages</li> </ul>
07/01/04 –06/30/07	03/29/05	<ul style="list-style-type: none"> <li>▪ Band 1 – Added the platen cover to the optional equipment</li> </ul>
07/01/04 –06/30/07	01/04/04	<ul style="list-style-type: none"> <li>▪ Band 4 – Canon iR4570 replaces the iR400S</li> </ul>
07/01/04 –06/30/07	12/27/04	<ul style="list-style-type: none"> <li>▪ Band 3 – Canon iR3570 replaces the iR3300</li> </ul>
07/01/04 –06/30/07	12/20/04	<ul style="list-style-type: none"> <li>▪ Band 2 – Canon iR2270 replaces the iR2200</li> </ul>
07/01/04 –06/30/07	12/07/04	<ul style="list-style-type: none"> <li>▪ Revised Ricoh Corporation’s Order Address</li> </ul>
07/01/04 –06/30/07	09/01/04	<ul style="list-style-type: none"> <li>▪ Added paragraph 1.16 - Information To Include On Purchase Order</li> </ul>
07/01/04 –06/30/07	08/13/04	<ul style="list-style-type: none"> <li>▪ Revised Ricoh Corporation for the Large Document Feeder for Outright Purchase, 36 and 60-month leases</li> <li>▪ Revised Ricoh Corporation’s meter reading submission information</li> <li>▪ Revised Ricoh Corporation’s order information, will be revising soon with the rest of the information.</li> </ul>
07/01/04 –06/30/07	07/29/04	<ul style="list-style-type: none"> <li>▪ Initial issuance of new statewide contract. Still waiting on the following information from Ricoh Corporation: <ul style="list-style-type: none"> <li>◆ Order and payment addresses</li> <li>◆ Meter reading submission information</li> <li>◆ Pricing clarification regarding the Large Document Feeder</li> </ul> </li> </ul>

## GENERAL INFORMATION AND REQUIREMENTS

### 1. **BACKGROUND:**

Copier-based multifunctional equipment placements acquired via lease will be renewed based upon the applicable term selected by the ordering agency.

This contract also provides agencies the ability to acquire on-site maintenance and supplies for the copier-based multifunctional equipment purchased via the contract through June 30, 2012. Maintenance for copier-based multifunctional equipment leased via this contract must be obtained from this contract. Maintenance for copier-based multifunctional equipment purchased via this contract must be obtained from this contract or contract C207022001.

Contract C207022001-Equipment Maintenance Management Program with The Remi Group is an alternative available to agencies for procuring maintenance for copiers. (Contract C207022001 allows an allotment for supplies and does not apply to leases). Please refer to the statewide notice (C207022001) for more information.

### 2. **SAM II ORDER INFORMATION:**

Agencies must place orders by issuing a PGQ or SC document for all encumbrances from this contract. The information for purposes of entering into SAMII **must include the following:**

- A. PA (Contract) Number
- B. Vendor Number
- C. PA (Contract) Line Item Number
- D. Custom text including product description (brand, model, serial number, etc..) and all accessories purchased
- E. Quantity
- F. Unit Cost
- G. Responsible Person (Agency Contact) and Phone Number

Agencies must use Line Item 001 for all acquisitions made through this contract regardless of the band chosen.

### 3. **ORDER PLACEMENT AND ACCEPTANCE:**

The contractor will not substitute any item(s) that has (have) been awarded to the contractor without the prior written approval of the Division of Purchasing and Materials Management.

No equipment, supplies, and/or services received by an agency of the state pursuant to a contract shall be deemed accepted until the agency has had reasonable opportunity to inspect said equipment, supplies, and/or services.

All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection or if equipment other than that covered by the contract has been delivered) may be rejected.

The State of Missouri reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received. The contractor shall be responsible for all shipping costs involved in returning non-compliant or non-functional items to the contractor for credit or replacement.

The State of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the state may have.

The State of Missouri assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the state's rejection and shall be returned at the contractor's expense.

The contractor must supply the user documentation/operating manuals necessary to install, operate and maintain the products provided.

**4. DELIVERY:**

Supplies will be delivered within 14 days of notice by phone or in writing, from the state agency for which supplies are needed. Contractors shall not ship or install without a properly executed contract release.

In order to satisfactorily adjust the damages which the State of Missouri may suffer on account of the contractor's failure to deliver equipment and supplies according to the delivery requirements set forth herein (the parties hereto realizing that it might be impossible to compute accurately or estimate the amount of such failure), the contractor hereby covenants and agrees to pay the State of Missouri, as and for liquidated damages, without proof of actual or specific loss as stated below:

The contractor will be responsible for replacing any item received in damaged condition at no cost to the State of Missouri. This includes all shipping costs for returning non-functional items to the contractor for replacement.

**6. MAINTENANCE:**

Statewide on-site maintenance/service support will be provided.

**To place service calls contact each of the vendors as follows:**

**Ricoh USA, Inc.**

Service calls can be placed to central dispatch at 1-800-955-2009. An agency may speak with a dispatcher directly, or leave a message for your assigned technician. Ricoh USA, Inc. guarantees a four-hour response time.

**Ricoh**

Service calls are to be placed to the local/installation dealer. For assistance locating the local dealer, please contact Mark Williamson at 513-702-7583. Ricoh guarantees a one-hour call back but does not guarantee a response time.

On-site maintenance will include preventive maintenance calls and all remedial service calls required by the using agencies and found to be necessary by the service representative to maintain the equipment in optimum operating condition.

Each regularly scheduled preventive maintenance call will include a complete inspection, essential cleaning, lubrication, replacement of worn or broken parts, and mechanical adjustments to accommodate for new parts or to compensate for wear. Preventive maintenance will also include replacing the equipment's ozone filters every 50,000 copies.

On-site maintenance will include all labor, mileage, travel time, and all parts including rollers and drums necessary to maintain said equipment in optimum operating condition.

A loaner of similar make and model will be provided at no additional cost for copier-based multifunctional equipment covered under maintenance or fair market value lease, which cannot be repaired within sixteen (16) working hours of the agency's request for service. The invoice for rental or maintenance will be reduced one-thirtieth of the monthly base charge, based on the monthly copy allowance, for each day the copier-based multifunctional equipment is not fully operational and fully configured and there is no fully operational comparable loaner at the agency location.

Copy charges arising from either the contractor's service calls, or copies which are unusable due to poor copy quality will not be the responsibility of the state. Agencies are to give unusable copies to the service technician to be given copy credits.

A service log for each copier-based multifunctional equipment shall be maintained by the contractor and the state agency. The contractor will initiate the service log by recording make, model and installation date. The service technician and the state agency representative will complete entries in the log each time service is requested, listing response time, cause of downtime, and time for repairs. The service technician will sign the log when service is completed and the state agency representative shall countersign.

Should the cause of the service call be mutually agreed to be an operator error, misuse or abuse, downtime will not be a factor in determining unsatisfactory performance.

On-site maintenance will include all supplies (except paper and staples on units that include a stapler option).

**7. MAINTENANCE CANCELLATION:**

Outright purchased equipment includes installation, setup and initial training. Maintenance and supply costs (except paper and staples) including overage are as listed in the attached pricing tables. Maintenance agreements may be cancelled with thirty (30) days written notice to the contractor. The agency shall send to the contractor a written notice of cancellation referencing the copier-based multifunctional equipment's model, serial number, location, and contract number.

**8. METER CARDS:**

In accordance with the contract, contractors will provide each agency with meter cards (or other mutually agreed to method) for each copier-based multifunctional equipment installed. Agencies must complete the cards and mail per instructions provided by the contractor or mutually agree to one of the below options:

**RICOH:** An agency may submit copier-based multifunctional equipment meter readings to RICOH via the Internet. To register for this service go to [http://online.ikon.com/ik\\_mr\\_registration.process?RestartFlow=t](http://online.ikon.com/ik_mr_registration.process?RestartFlow=t) and follow the simple set of instructions. Your RICOH service technician can supply the agency with the agency's registration number (it is his/her RICOH Technician number. After an agency has registered, the agency will be prompted every month by email to submit the meter read and a one touch URL to link to the site.

NOTE: Failure to send meter readings could result in your agency being invoiced at the maximum amount of copies for the respective volume group.

**Ricoh:** Ricoh Corporation will send an authorized representative on a monthly basis to obtain meter reading information.

**9. EQUIPMENT UPTIME:**

The contractor will maintain equipment purchased through this contract so as to provide for a minimum of 90% operational uptime on a monthly basis and an average of no more than seven (7) service calls per month. Copier-based multifunctional equipment downtime begins at the time a call for maintenance is placed to the contractor and ends when the key operator or designee is satisfied that the copier-based multifunctional equipment has been restored to full working order.

Operational Uptime will be computed as follows:

Actual number of state agency work days in a given month multiplied by nine (9) hours per day = Total # of Work Hours

Total # of Work Hours minus Copier-based multifunctional equipment Downtime = Copier-based multifunctional equipment Use Hours

Number of Copier-based multifunctional equipment Use Hours divided by the Total # of Work Hours x 100  
= % Operational Uptime

EXAMPLE:

22 Days x 9 Hours/Day = 198 (Total # Work Hours)

198 - 9.9 (Copier-based multifunctional equipment Downtime) = 188.1 (Copier-based multifunctional equipment Use Hours)

188.1/198 x 100 = 95 % Operational Uptime

If copier-based multifunctional equipment purchased through this contract fails to meet the 90% uptime requirement for two (2) consecutive months, the contractor will be required to replace the copier-based multifunctional equipment with a copier-based multifunctional equipment of the same model with the same features and no more metered copies than the current copier-based multifunctional equipment.

The state will give written notification of all situations of nonperformance and shall require each situation to be rectified in no more than thirty (30) days. In the event the situation is not completely rectified in that time period, the state will reserve the right to cancel any agreements relating to that particular placement, whether for outright purchase or rental. After three such cancellations in a 12-month period, the state will reserve the right to cancel the contract in its entirety.

In the case of cancellation of outright purchase, the contractor will be required to credit the state agency(s) the full purchase price, refund the purchase amount to the State of Missouri.

**10. TECHNICAL SUPPORT:**

Maintenance (e.g. upgrades/new releases) and technical support, including ongoing telephone support, problem determination, and resolution will be provided for all software.

Technical support will be provided Monday - Friday, 8-5 central time, excluding state holidays.

Electronic support will be provided 24 hours per day, 7 days per week. Electronic support includes the ability to report problems to the vendor on-line, the ability to browse a database containing problems and technical questions, and the ability to order fixes electronically.

On-site software support will be provided.

**11. TRAINING:**

On-site training will be provided with each installation for all primary and back-up operators at no cost to the State.

**12. SUPPLIES:**

All supplies provided shall produce acceptable quality copies within the recommended machine setting of the copier-based multifunctional equipment manufacturer.

Supplies may be a brand other than the equipment; however the contractor will be responsible for the performance and compatibility of those supplies.

The contractor will monitor usage so as to anticipate the need for supplies and deliver supplies without requiring the state agency to notify the contractor that supplies are needed.

**14. RENEWALS:**

The original contract period is July 1, 2004 through June 30, 2007. New acquisitions via outright purchase or fair market value lease shall not be allowed after June 30, 2007.

The contract includes five (5) one-year renewals for accommodating ongoing 3 or 5-year fair market value lease placements and maintenance/supplies agreements. Upon expiration of the lease period, the contractor will remove the equipment at the agency's request. The agency will not be responsible for further lease payments should the contractor not remove the equipment. No cancellation, termination or other such fees will be applied after the chosen lease period is exhausted. In the event the agency desires to continue with the lease beyond the commitment period, the agency will submit such request in writing.

**15. INVOICES:**

Payment for all supplies, and/or services required herein shall be made in arrears only.

The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted shall reference the purchase order number and shall be itemized in accordance with items listed on the purchase order.

All invoices shall bear the official contract number assigned by the Division of Purchasing and Materials Management, and reference the model number, serial number, copy usage, unit and extended price, and agency name and location.

The contractor will provide one master statewide account number with unique agency- or University of Missouri System- specific identifiers.

All invoices for supplies, and/or services purchased by the State of Missouri will be subject to late payment charges as provided in Section 34.055 RSMo.

There shall be no more than one billing per calendar month and bills for more or less than thirty days shall have the monthly copy allowance prorated. Invoices shall only charge for any given calendar day one time. Contractors may use longer billing cycles, such as 60 or 90 days, but the monthly copy allowance and actual usage shall be prorated accordingly.

The contractor may invoice for the maximum amount of copies for the respective volume range if a state agency fails to follow the method as instructed. However, excess charges shall be credited when meter readings are received.

**16. INFORMATION TO INCLUDE ON PURCHASE ORDER:**

The following information needs to be included on purchase orders submitted for maintenance so Ricoh USA, Inc. can bill and collect meter readings correctly.

State of MO Contract number

Copier make

Copier model

RICOH Equipment ID Number or the Manufacturer Ser No

Time Period the PO covers (July 1, 2004 thru June 30, 2005....as an example)

Monthly payment and monthly copy allowance

Bill to Address

Ship to address....Copier address location, i.e., Dept and/or Div, Street Address, Room No., City, State, Zip

Key Operator name for meter readings

Key Operator fax number

Key Operator phone number

**17. CONTRACT AWARDS FOR FAIR MARKET VALUE LEASE PAYMENTS AND MAINTENANCE OF OUTRIGHT PURCHASED AND LEASED EQUIPMENT:**

**Awards have been made for each of the following categories:**

<b><u>BAND:</u></b>	<b><u>SPEED</u></b>	<b><u>BRAND/MODEL</u></b>	<b><u>CONTRACT NUMBER</u></b>
1	18	Ricoh 2020D/ Savin 8020D/ Gestetner GDSM620D/ Lanier 120	C204060002
2	22	Canon iR3025 Canon iR2270 Canon iR2200	C204060001
3	35	Canon iR3035 Canon iR3570 Canon iR3300	C204060001
4	45	Canon iR3045 Canon iR4570	C204060001
5	50	Canon iR5055 Canon iR5570 Canon iR5000	C204060001
6	60	Canon iR5065 Canon iR6570 Canon iR6000	C204060001

## MAINTENANCE PRICING FOR PURCHASED MACHINES

### Option #1 - Cost per Copy Maintenance

		<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>	<b>Band 4</b>	<b>Band 5</b>	<b>Band 6</b>
<b>Base Machine</b>	\$/copy	\$0.0104	\$0.0080	\$0.0060	\$0.00826	\$0.00449	\$0.00375
<b>Network Printing</b>	\$/copy	\$0.0104	\$0.0030	\$0.0030	\$0.0020	\$0.0020	\$0.0020
<b>Scanning</b>	\$/copy	\$0.0104	No Charge				
<b>Fax</b>	\$/copy	\$0.0104	No Charge				

### Option #2 - Multiple Monthly Allowance Levels

		<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>	<b>Band 4</b>	<b>Band 5</b>	<b>Band 6</b>
<b>Monthly Allowance Levels</b>	Low Allowance Level - # of Copies Included	1,000	5,000	10,000	20,000	25,000	30,000
	Middle Allowance Level - # of Copies Included	2,500	7,500	15,000	30,000	35,000	40,000
	High Allowance Level - # of Copies Included	5,000	10,000	20,000	40,000	45,000	50,000
<b>Base Machine</b>	Low Allowance - \$/copy	\$0.0104	\$0.0078	\$0.0058	\$0.0075	\$0.0045	\$0.0038
	Middle Allowance - \$/copy	\$0.0104	\$0.0076	\$0.0055	\$0.0067	\$0.0041	\$0.0032
	High Allowance - \$/copy	\$0.0104	\$0.0076	\$0.0050	\$0.0058	\$0.0038	\$0.0032
<b>Network Printing</b>	All Allowance Levels - \$/copy	\$0.0104	\$0.0030	\$0.0030	\$0.0020	\$0.0020	\$0.0020
<b>Scanning</b>	All Allowance Levels - \$/copy	\$0.0104	No Charge				
<b>Fax</b>	All Allowance Levels - \$/copy	\$0.0104	No Charge				

<sup>1</sup> The 3-Hole Punch requires a saddle finisher for Bands 2 and 3.

<sup>2</sup> Any model with Printing and Scanning requires a \$50 Install Fee.

<sup>3</sup> Any upgrade to iSeries model, eCopy, eCopy SSOP, or Universal Send Kit requires an additional \$292.50 Professional Services install fee.

<sup>4</sup> The iSeries upgrade must be ordered on the initial order for placement; it is not a field upgrade. The iSeries upgrade machines come standard with document feeder, printer/scanner and additional features such as scan to email, LDAP 3.0 and SMTP/Mail Integration. Contact vendor for more information.

<sup>5</sup> eCopy may include additional maintenance charges. Contact vendor for more information. Maintenance for eCopy SSOP hardware (i.e. the computer and accessories) is \$65.00 per month.

<sup>6</sup> For Option #2, contract users, at a minimum, pay for the number of copies included in the chosen monthly allowance level at the respective cost per copy. Copies that exceed the monthly allowance level are billed at the respective cost per copy.

**LEASE EQUIPMENT PRICING- BASE MONTHLY PAYMENT**

		36 MONTH LEASE TERM						60 MONTH LEASE TERM					
		Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6
EQUIPMENT	CONTRACTOR	RICOH	RICOH	RICOH	RICOH	RICOH	RICOH	RICOH	RICOH	RICOH	RICOH	RICOH	RICOH
	Model	Ricoh 2018D/Savin 4018/Geostenter 618D/Lanier LD118	Canon IR3025	Canon IR3035	Canon IR3045	Canon IR5055	Canon IR5065	Ricoh 2018D/Savin 4022/Geostenter 618D/Lanier LD118	Canon IR3025	Canon IR3035	Canon IR3045	Canon IR5055	Canon IR5065
	CPM	18	22	35	45	50	60	18	22	35	45	50	60
<b>Base Machine</b>	Base Monthly Payment	\$45.70	\$54.00	\$84.89	\$80.52	\$163.87	\$180.25	\$32.44	\$39.18	\$61.11	\$59.31	\$123.55	\$137.33
<b>Input</b>	Document Feeder	\$11.04	\$22.56	\$22.98	\$25.68	Included	Included	\$7.84	\$16.37	\$16.54	\$18.91	Included	Included
	Envelope Feeder	N/A	\$2.06	\$2.10	\$1.98	N/A	N/A	N/A	\$1.49	\$1.51	\$1.46	N/A	N/A
<b>Paper Handling</b>	Cassette Feeder	\$4.69	\$26.74	\$27.24	\$24.41	N/A	N/A	\$3.33	\$19.40	\$19.61	\$17.98	N/A	N/A
	Paper Deck	Included	\$38.81	\$39.54	\$37.60	\$38.50	\$37.24	Included	\$28.16	\$28.47	\$27.69	\$29.02	\$28.37
<b>Finishing</b>	Finisher	N/A	\$20.23	\$20.62	\$19.87	\$51.51	\$49.83	N/A	\$14.68	\$14.84	\$14.63	\$38.83	\$37.96
	Saddle Finisher	N/A	\$56.86	\$57.93	\$63.87	\$76.99	\$74.48	N/A	\$41.26	\$41.70	\$47.05	\$58.05	\$56.74
	Additional Finisher Tray for Finisher	N/A	\$4.23	\$4.31	\$4.06	N/A	N/A	N/A	\$3.07	\$3.10	\$3.00	N/A	N/A
	Puncher Unit – R1 for Finisher	N/A	\$11.95	\$12.17	\$11.45	N/A	N/A	N/A	\$8.67	\$8.76	\$8.44	N/A	N/A
	Finisher – Q3 Set w/Buffer Pass	N/A	\$50.68	\$51.63	\$48.59	N/A	N/A	N/A	\$36.78	\$37.17	\$35.80	N/A	N/A
	3 Hole Punch <sup>1</sup>	N/A	\$11.94	\$12.17	\$11.45	\$12.37	\$11.97	N/A	\$8.67	\$8.76	\$8.44	\$9.33	\$9.12
<b>Network Printing/Scanning<sup>1</sup></b>	Print/Scan, Network Card & Memory	\$7.72	\$39.84	\$40.56	\$50.04	\$48.87	\$47.32	\$5.48	\$28.73	\$29.03	\$36.67	\$36.63	\$35.82
<b>Fax</b>	Fax Board	\$7.36	\$16.59	\$16.90	\$15.89	\$16.52	\$15.97	\$5.23	\$12.04	\$12.16	\$11.71	\$11.32	\$12.18
	Super G3 Multi-Line Fax Board	N/A	\$23.24	\$23.67	\$22.27	N/A	N/A	N/A	\$16.87	\$17.04	\$16.41	N/A	N/A
<b>Additional Accessories</b>	Cabinet	\$2.69	\$2.59	\$4.87	\$4.58	N/A	N/A	\$1.91	\$1.88	\$3.50	\$3.37	N/A	N/A
	Inner Two-Way Tray	N/A	\$8.62	\$8.79	N/A	N/A	N/A	N/A	\$6.26	\$6.33	N/A	N/A	N/A
	Platen Cover	\$1.23	\$1.49	\$1.52	\$1.46	N/A	N/A	\$0.87	\$1.08	\$1.09	\$1.08	N/A	N/A
	Large Cassette Feeder	\$13.69	N/A	N/A	\$33.65	N/A	N/A	\$9.46	N/A	N/A	\$ 24.79	N/A	N/A
	Upgrade to I-series <sup>23</sup>	N/A	\$98.86	\$78.56	N/A	\$82.02	\$130.38	N/A	\$72.21	\$57.61	N/A	\$61.68	\$96.72

eCopy for Win 2K/XP <sup>24</sup>	N/A	\$108.27	\$108.27	\$143.38	\$145.38	\$145.38	N/A	\$73.18	\$73.18	\$96.92	\$98.27	\$98.27
Fax Handset	\$0.89	N/A	N/A	N/A	N/A	N/A	\$0.63	N/A	N/A	N/A	N/A	N/A
Postscript	\$5.09	N/A	N/A	N/A	N/A	N/A	\$3.61	N/A	N/A	N/A	N/A	N/A
Wireless Lan	\$7.09	N/A	N/A	N/A	N/A	N/A	\$5.03	N/A	N/A	N/A	N/A	N/A
BlueTooth Unit	\$7.44	N/A	N/A	N/A	N/A	N/A	\$5.28	N/A	N/A	N/A	N/A	N/A
All-in-One Kit (Printer/Scanner/Fax)	\$10.58	N/A	N/A	N/A	N/A	N/A	\$ 7.51	N/A	N/A	N/A	N/A	N/A
Universal Send Kit	N/A	\$26.26	\$26.75	\$25.18	\$22.96	\$23.39	N/A	\$19.06	\$19.26	\$18.55	\$18.24	\$17.83
Universal Send PDF Enhancement Kit	N/A	\$23.76	\$24.20	\$22.78	\$21.88	\$21.17	N/A	\$17.24	\$17.42	\$16.78	\$16.50	\$16.13
USB Application Interface Board	N/A	\$5.99	\$6.11	\$5.75	\$5.52	\$5.34	N/A	\$4.35	\$4.40	\$4.24	\$4.16	\$4.07
Expansion Bus Board	N/A	\$2.19	\$2.23	\$2.10	\$2.01	\$1.95	N/A	\$1.59	\$1.61	\$1.54	\$1.95	\$1.48
imageRunner Security Kit	N/A	\$13.43	\$13.67	\$12.87	\$16.52	\$15.97	N/A	\$9.75	\$9.85	\$9.49	\$1.52	\$1.48
eCopy SSOP (ShareScan Open Platform) with a 10 user license of eCopy Desktop software and a one year warranty on the software	N/A	\$106.35	\$106.35	\$106.35	\$106.35	\$106.35	N/A	\$74.62	\$74.62	\$74.62	\$74.62	\$74.62

**LEASE PRICING - MAINTENANCE**

**Option #1 - Cost per Copy Maintenance**

		36 MONTH LEASE TERM					
		<i>Band 1</i>	<i>Band 2</i>	<i>Band 3</i>	<i>Band 4</i>	<i>Band 5</i>	<i>Band 6</i>
<b>Base Machine</b>	\$/copy	\$0.0104	\$0.0080	\$0.0060	\$0.00826	\$0.00449	\$0.00375
<b>Network Printing</b>	\$/copy	No Charge	\$0.0030	\$0.0030	\$ 0.0020	\$ 0.0020	\$ 0.0020

60 MONTH LEASE TERM					
<i>Band 1</i>	<i>Band 2</i>	<i>Band 3</i>	<i>Band 4</i>	<i>Band 5</i>	<i>Band 6</i>
\$0.0104	\$0.0080	\$0.0060	\$0.00826	\$0.00449	\$0.00375
No Charge	\$0.0030	\$0.0030	\$ 0.0020	\$ 0.0020	\$ 0.0020

**Option #2 - Multiple Minimum Allowance Levels**

		36 MONTH LEASE TERM					
		<i>Band 1</i>	<i>Band 2</i>	<i>Band 3</i>	<i>Band 4</i>	<i>Band 5</i>	<i>Band 6</i>
<b>Minimum Allowance Levels</b>	Low Allowance Level - # of Copies Included	1,000	5,000	10,000	20,000	25,000	30,000
	Mid Allowance Level - # of Copies Included	2,500	7,500	15,000	30,000	35,000	40,000
	High Allowance Level - # of Copies Included	5,000	10,000	20,000	40,000	45,000	50,000
<b>Base Machine</b>	Low Allowance - \$/copy	\$0.0104	\$0.0078	\$0.0058	\$0.0075	\$0.0045	\$0.0038
	Middle Allowance - \$/copy	\$0.0104	\$0.0076	\$0.0055	\$0.0067	\$0.0041	\$0.0032
	High Allowance - \$/copy	\$0.0104	\$0.0076	\$0.0050	\$0.0058	\$0.0038	\$0.0032
<b>Network Printing</b>	All Allowance Levels - \$/copy	\$0.0104	\$0.0030	\$0.0030	\$0.0020	\$0.0020	\$0.0020

60 MONTH LEASE TERM					
<i>Band 1</i>	<i>Band 2</i>	<i>Band 3</i>	<i>Band 4</i>	<i>Band 5</i>	<i>Band 6</i>
1,000	5,000	10,000	20,000	25,000	30,000
2,500	7,500	15,000	30,000	35,000	40,000
5,000	10,000	20,000	40,000	45,000	50,000
\$0.0104	\$0.0078	\$0.0058	\$0.0075	\$0.0045	\$0.0038
\$0.0104	\$0.0076	\$0.0055	\$0.0067	\$0.0041	\$0.0032
\$0.0104	\$0.0076	\$0.0050	\$0.0058	\$0.0038	\$0.0032
\$0.0104	\$0.0030	\$0.0030	\$0.0020	\$0.0020	\$0.0020

<sup>1</sup> The 3-Hole Punch requires a saddle finisher for Bands 2 and 3.

<sup>2</sup> Any model with Printing and Scanning requires a \$50 Install Fee.

<sup>3</sup> Any upgrade to iSeries model, eCopy or eCopy SSOP requires an additional \$292.50 Professional Services install fee.

<sup>4</sup> The iSeries upgrade must be ordered on the initial order for placement; it is not a field upgrade. The iSeries upgrade machines come standard with document feeder, printer/scanner and additional features such as scan to email, LDAP 3.0 and SMTP/Mail Integration. Contact RICOH for more information.

<sup>5</sup> eCopy may include additional maintenance charges. Contact vendor for more information. Maintenance for eCopy SSOP hardware (i.e. the computer and accessories) is \$65.00 per month.

<sup>6</sup> For Option #2, contract users, at a minimum, pay for the number of copies included in the chosen monthly allowance level at the respective cost per copy. Copies that exceed the monthly allowance level are billed at the respective cost per copy.

**RENTAL BUYOUTS**

Canon imageRunner copiers which were rented from RICOH by the agencies of the State of Missouri under contract C202041001 may be purchased by the State of Missouri at the end of their original 12, 24, or 36 month rental term for the following amounts:

Canon imageRunner 2200 \$1,050.00  
Canon imageRunner 2800 \$1,300.00  
Canon imageRunner 3300 \$1,512.00  
Canon imageRunner 400s \$2,059.00  
Canon imageRunner 5000 \$3,400.00  
Canon imageRunner 6000 \$4,300.00

All accessories will transfer ownership at no additional cost as long as they have fulfilled their 12, 24, or 36 month original rental term.

Additional networking accessories for these existing systems may be purchased from a resulting contract for new equipment with RICOH from RFP B2Z04060.