



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

NOTIFICATION OF STATEWIDE CONTRACT

November 15, 2012

CONTRACT TITLE: MAINTENANCE & SUPPLIES FOR STATE-OWNED COPIERS

CURRENT CONTRACT PERIOD: JULY 1, 2012 THROUGH JUNE 30, 2013

BUYER INFORMATION: PAUL LINHARDT
573-751-4578 phone
573-526-9818 fax
Paul.Linhardt@oa.mo.gov

RENEWAL INFORMATION	Original Contract Period	Potential Final Expiration
	July 1, 2010 through June 30, 2011	June 30, 2014

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 **NOT MANDATORY**.

This contract has been established for the convenience of state agencies. Local Purchase Authority may be used to purchase supplies/services included in this contract from an alternative source at the discretion of the agency.

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

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C210058001	4309829400 0	Data Comm, Inc. P.O. Box 2110 Jefferson City, MO 65102 Contact Person: Brian Ridenhour Telephone 573-893-5800 Facsimile 573-893-7145 Email: datacomm@datacomminc.com	NO	YES
C210058002	2303344000 K	Ricoh USA, Inc. 1401 Forum Blvd. Columbia, MO 65203 For support call: 888 456 6457 or visit brand.ricoh-usa.com Contact Person: Dave Johnson Telephone: 573-447-5322 Fascimile: 573-446-4777 Email: david.d.johnson@ricoh-usa.com	NO	YES

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
07/01/12 – 06/30/13	05/06/13	Updated Background information
07/01/12 – 06/30/13	11/15/12	Updated Equipment Maintenance Management Program information included in background
07/01/12 – 06/30/13	07/31/12	DPMM buyer information updated.
07/01/12 – 06/30/13	07/03/12	DPMM buyer information updated.
07/01/11 – 06/30/12	05/22/12	DPMM buyer information revised.
07/01/11 – 06/30/12	04/27/12	C210058002 contractor name has been changed from IKON Office Solutions to Ricoh USA, Inc.
07/01/11 – 06/30/12	03/27/12	Contracts C210058001 and C210058002 have been renewed in their entirety.
07/01/11 – 06/30/12	09/15/11	Removed Canon NP6221, Canon NP2120, Canon NP2020, Canon NP1820 copiers due to lack of parts availability.
07/01/11 – 06/30/12	07/12/11	Contracts C210058001 and C210058002 have been renewed in their entirety.
07/01/10 – 06/30/11	11/03/10	Removed Canon 6050 due to lack of parts availability
07/01/10 – 06/30/11	06/14/10	Initial issuance of new statewide contract.

GENERAL INFORMATION AND REQUIREMENTS

1. BACKGROUND:

- 1.1 This contract provides maintenance and supplies at a firm, fixed monthly minimum copy allowance for the minimum number of copies allowed per month and also provides for a cost per copy over monthly minimum copy allowance.
- 1.2 The contract allows the state and cooperative purchasing agencies to acquire on-site maintenance and supplies for all existing state owned copiers purchased through previous contracts.
 - a. This contract shall not supersede existing contracts for ongoing lease with purchase options. All copiers that are under a lease purchase program shall continue to be covered by maintenance under existing contracts.
 - b. State agencies requiring service under this contract for their existing Canon imageRunner copier(s) shall indicate on their purchase order the copier(s) origin of purchase (i.e. contract number indicating where copier(s) was originally purchased).
- 1.3 Contract C213007001-Equipment Maintenance Management Program with Specialty Underwriters is an alternative available to agencies for procuring maintenance for copiers. (Contract C213007001 allows an allotment for supplies and does not apply to leases). Please refer to the statewide notice (C213007001) for more information.
- 1.4 All Ricoh copiers purchased under contract C207030001 must be maintained under either contract C207030001 or Specialty Underwriters's contract, C213007001.

2. ORDERING:

- 2.1 Agencies may use either PGQ or SC for placing orders from this contract. The following information needs to be included on purchase orders submitted for maintenance so the contractor can bill and collect meter readings correctly.

State of MO Contract number

Contractor Vendor Number

Copier make

Copier model

Manufacturer Equipment ID Number or the Manufacturer Ser No

Time Period the PO covers (July 1, 2010 thru June 30, 2011....as an example)

Quantity

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

- 2.2 This information will allow us to set the copier up properly in the system to bill the correct amount to the correct address, inform the service tech of the location of the machine when service is needed, and give us ample information to collect the monthly meter reading.

3. CANCELLATION:

3.1 Maintenance agreements may be canceled with thirty (30) days written notice to the contractor at no additional cost to the State of Missouri. The agency shall send to the contractor a written notice of cancellation referencing the copier model, serial number, location, and contract number.

4. MAINTENANCE TERMS:

4.1 The contractor shall provide statewide on-site maintenance/service support for all makes/models of copiers accepted under contract.

4.2 The contractor must be a manufacturer-authorized service representative for each of the makes/models accepted under contract.

4.3 The contractor's on-site maintenance shall include preventive maintenance calls and all remedial service calls required by the using state agencies and found to be necessary by the service representative in order to maintain the equipment in optimum operating condition.

a. The contractor's on-site maintenance shall include all labor, mileage, travel time, and parts, including rollers and drums necessary to maintain equipment in optimum operating condition.

b. Each regularly scheduled preventive maintenance call shall 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.

a. The contractor shall have a technician onsite to perform any necessary repairs within twenty-four (24) working hours after notification by the state agency (during work week).

b. The contractor's on-site maintenance shall include all supplies except paper, staples, and staple wire.

1) The supplies may be a brand other than the equipment, but the contractor shall be responsible for the performance and compatibility of the supplies.

2) Supplies shall be delivered within fourteen (14) days of state agency notification by phone or in writing.

3) The contractor should 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.

4.4 The state shall not pay for copy charges arising from either the contractor's service calls, or copies which are unusable due to poor copy quality. Agencies shall give unusable copies to the service technician to be granted copy credits.

4.5 The contractor shall maintain a service log for each copier. The service log shall be kept with the respective copier and the service technician shall update the log with each service call with the date, meter reading, description of problem, and a list of parts replaced.

4.6 The contractor must provide maintenance (including upgrades/new releases) and technical support for all copier software, including ongoing telephone support, problem determination, and resolution.

a. The contractor must provide technical support Monday - Friday, 8:00 a.m. to 5:00 p.m. central time, excluding state holidays.

b. It is highly desirable that the contractor provide a toll free telephone number for support.

- 4.7 Copiers which are not currently covered by a similar type maintenance agreement by a manufacturer-authorized service dealer for a period of more than thirty (30) days, are subject to inspection by the contractor before being brought under this contract. Applicable costs for bringing the copiers up to maintenance agreement standards shall be the responsibility of the using agency.
- 4.8 The contractor shall notify the Division of Purchasing and Materials Management of any change of administration contact or service representation (e.g. change in organization responsible for service). Such notification should be received by Division of Purchasing and Materials Management prior to the change taking place and should be received no later than five (5) working days of the change of service.
- 4.9 Single Point of Contact: The contractor must function as the single point of contact for the state, regardless of any subcontract arrangements for all products and services. This shall include assuming responsibility and liabilities for all problems relating to all hardware, software and services provided.

5. INVOICING REQUIREMENTS:

- 5.1 All invoices must bear the state's contract number, and reference the model number, serial number, copy usage, unit and extended price, billing period, and agency name and location.
- 5.2 The state agencies shall commit in advance to the monthly minimums specified on the Pricing Pages, thus creating a minimum monthly payment amount. If the state agency's usage exceeds their monthly minimum copy allowance, the contractor shall bill the state agency for their monthly minimum copy allowance price including the cost per copy pricing for each copy which exceeds their monthly minimum copy allowance.
- 5.3 There shall be no more than one billing per calendar month and bills for more or less than thirty (30) days shall have the monthly copy allowance prorated. Any given calendar day shall only be billed one (1) time. Contractors may use longer billing cycles, such as sixty (60) or ninety (90) days, but the monthly copy allowance and actual usage must be prorated accordingly.
- 5.4 The contractor shall provide each agency with meter cards for each copier as necessary. Agencies shall complete the cards and mail per instructions provided by the contractor.

6. PAYMENT IN ARREARS:

All payments shall be made in arrears only.

MAINTENANCE/SUPPLIES FOR STATE-OWNED EQUIPMENT

The following is pricing for maintenance and supplies of existing state owned equipment. The Monthly Copy Allowance is the minimum volume billed each month. The state agency must select a Monthly Copy Allowance Plan. An example is as follows: for the Canon IR2200 - Networked, the state agency may select a Monthly Copy Allowance of 1,000 copies per month. The state agency shall pay for a minimum of 1,000 copies per month at \$11.13. All copies over 1,000 are billed at \$0.0111/copy. The state agency should select a Monthly Copy Allowance based on actual monthly usage.

CANON COPIERS - C210058001			
Manufacturer/Model	Monthly Minimum Copy Allowance	Firm, Fixed Price Monthly Minimum Copy Allowance	Cost Per Copy Over Monthly Minimum Copy Allowance
Canon IR2200 – Networked	100	\$1.17	\$0.0117
Canon IR2200 – Networked	500	\$5.85	\$0.0117
Canon IR2200 – Networked	750	\$8.77	\$0.0117
Canon IR2200 – Networked	1,000	\$11.69	\$0.0117
Canon IR2200 – Networked	1,500	\$17.54	\$0.0117
Canon IR2200 – Networked	2,000	\$23.37	\$0.0117
Canon IR2200 – Networked	2,500	\$29.22	\$0.0117
Canon IR2200 – Networked	5,000	\$58.43	\$0.0117
Canon IR2200 – Networked	7,500	\$87.65	\$0.0117
Canon IR2200 – Not Networked	100	\$0.82	\$0.0082
Canon IR2200 – Not Networked	500	\$4.08	\$0.0082
Canon IR2200 – Not Networked	750	\$6.12	\$0.0082
Canon IR2200 – Not Networked	1,000	\$8.16	\$0.0082
Canon IR2200 – Not Networked	1,500	\$12.24	\$0.0082
Canon IR2200 – Not Networked	2,000	\$16.32	\$0.0082
Canon IR2200 – Not Networked	2,500	\$20.40	\$0.0082
Canon IR2200 – Not Networked	5,000	\$40.79	\$0.0082
Canon IR2200 – Not Networked	7,500	\$61.19	\$0.0082
Canon IR2800 – Networked	2,500	\$28.67	\$0.0101
Canon IR2800 – Networked	5,000	\$57.33	\$0.0101
Canon IR2800 – Networked	7,500	\$86.00	\$0.0101
Canon IR2800 – Networked	10,000	\$114.66	\$0.0101
Canon IR2800 – Networked	12,500	\$143.33	\$0.0101
Canon IR2800 – Networked	15,000	\$172.00	\$0.0101
Canon IR2800 – Networked	17,500	\$200.66	\$0.0101
Canon IR2800 – Networked	20,000	\$229.32	\$0.0101
Canon IR2800 – Not Networked	2,500	\$20.95	\$0.0084
Canon IR2800 – Not Networked	5,000	\$41.90	\$0.0084
Canon IR2800 – Not Networked	7,500	\$61.19	\$0.0084
Canon IR2800 – Not Networked	10,000	\$81.59	\$0.0084
Canon IR2800 – Not Networked	12,500	\$101.99	\$0.0084

Canon IR2800 – Not Networked	15,000	\$122.38	\$0.0084
Canon IR2800 – Not Networked	17,500	\$142.78	\$0.0084
Canon IR2800 – Not Networked	20,000	\$163.17	\$0.0084
Canon IR3300 – Networked	5,000	\$47.41	\$0.0095
Canon IR3300 – Networked	10,000	\$94.82	\$0.0095
Canon IR3300 – Networked	15,000	\$142.22	\$0.0095
Canon IR3300 – Networked	20,000	\$183.02	\$0.0095
Canon IR3300 – Networked	25,000	\$228.77	\$0.0095
Canon IR3300 – Networked	30,000	\$274.52	\$0.0095
Canon IR3300 – Networked	40,000	\$366.03	\$0.0095
Canon IR3300 – Networked	45,000	\$411.79	\$0.0095
Canon IR3300 – Not Networked	5,000	\$30.87	\$0.0093
Canon IR3300 – Not Networked	10,000	\$61.74	\$0.0062
Canon IR3300 – Not Networked	15,000	\$92.61	\$0.0062
Canon IR3300 – Not Networked	20,000	\$116.87	\$0.0056
Canon IR3300 – Not Networked	25,000	\$146.09	\$0.0056
Canon IR3300 – Not Networked	30,000	\$175.30	\$0.0056
Canon IR3300 – Not Networked	40,000	\$233.73	\$0.0056
Canon IR3300 – Not Networked	45,000	\$262.95	\$0.0056
Canon IR400 - Networked	5,000	\$49.61	\$0.0100
Canon IR400 - Networked	10,000	\$99.23	\$0.0100
Canon IR400 - Networked	15,000	\$148.84	\$0.0100
Canon IR400 - Networked	20,000	\$176.40	\$0.0088
Canon IR400 - Networked	25,000	\$220.50	\$0.0088
Canon IR400 - Networked	30,000	\$264.60	\$0.0088
Canon IR400 - Networked	35,000	\$308.70	\$0.0088
Canon IR400 - Networked	40,000	\$308.70	\$0.0078
Canon IR400 - Networked	45,000	\$347.29	\$0.0078
Canon IR400 – Not Networked	5,000	\$38.59	\$0.0078
Canon IR400 - Not Networked	10,000	\$77.18	\$0.0078
Canon IR400 – Not Networked	15,000	\$115.76	\$0.0078
Canon IR400 – Not Networked	20,000	\$154.35	\$0.0078
Canon IR400 – Not Networked	25,000	\$192.94	\$0.0078
Canon IR400 – Not Networked	30,000	\$198.45	\$0.0066
Canon IR400 – Not Networked	35,000	\$231.53	\$0.0066
Canon IR400 – Not Networked	40,000	\$220.50	\$0.0056
Canon IR400 – Not Networked	45,000	\$248.06	\$0.0056
Canon IR400S - Networked	5,000	\$51.27	\$0.0103
Canon IR400S - Networked	10,000	\$102.53	\$0.0103
Canon IR400S - Networked	15,000	\$153.80	\$0.0103
Canon IR400S - Networked	20,000	\$205.07	\$0.0103

Canon IR400S - Networked	25,000	\$233.73	\$0.0103
Canon IR400S - Networked	30,000	\$281.14	\$0.0103
Canon IR400S - Networked	35,000	\$328.00	\$0.0103
Canon IR400S - Networked	40,000	\$335.16	\$0.0084
Canon IR400S - Networked	45,000	\$377.06	\$0.0084
Canon IR400S – Not Networked	5,000	\$38.59	\$0.0078
Canon IR400S – Not Networked	10,000	\$77.18	\$0.0078
Canon IR400S – Not Networked	15,000	\$115.76	\$0.0078
Canon IR400S – Not Networked	20,000	\$154.35	\$0.0078
Canon IR400S – Not Networked	25,000	\$192.94	\$0.0078
Canon IR400S – Not Networked	30,000	\$198.45	\$0.0066
Canon IR400S – Not Networked	35,000	\$231.53	\$0.0066
Canon IR400S – Not Networked	40,000	\$220.50	\$0.0056
Canon IR400S – Not Networked	45,000	\$248.06	\$0.0056
Canon IR5000 - Networked	5,000	\$34.73	\$0.0069
Canon IR5000 - Networked	10,000	\$69.46	\$0.0069
Canon IR5000 - Networked	15,000	\$104.19	\$0.0069
Canon IR5000 - Networked	20,000	\$138.92	\$0.0069
Canon IR5000 - Networked	25,000	\$173.65	\$0.0069
Canon IR5000 - Networked	30,000	\$198.45	\$0.0066
Canon IR5000 - Networked	35,000	\$254.68	\$0.0072
Canon IR5000 - Networked	40,000	\$246.96	\$0.0062
Canon IR5000 - Networked	45,000	\$277.20	\$0.0062
Canon IR5000 - Networked	50,000	\$308.70	\$0.0062
Canon IR5000 - Networked	60,000	\$370.44	\$0.0062
Canon IR5000 - Networked	70,000	\$432.18	\$0.0062
Canon IR5000 – Not Networked	5,000	\$23.71	\$0.0047
Canon IR5000 – Not Networked	10,000	\$47.41	\$0.0047
Canon IR5000 – Not Networked	15,000	\$71.12	\$0.0047
Canon IR5000 – Not Networked	20,000	\$94.82	\$0.0047
Canon IR5000 – Not Networked	25,000	\$115.52	\$0.0047
Canon IR5000 – Not Networked	30,000	\$142.22	\$0.0047
Canon IR5000 – Not Networked	35,000	\$154.35	\$0.0044
Canon IR5000 – Not Networked	40,000	\$176.40	\$0.0044
Canon IR5000 – Not Networked	45,000	\$178.61	\$0.0040
Canon IR5000 – Not Networked	50,000	\$198.45	\$0.0040
Canon IR5000 – Not Networked	60,000	\$238.14	\$0.0040
Canon IR5000 – Not Networked	70,000	\$277.83	\$0.0040
Canon IR6000 – Networked	5,000	\$29.77	\$0.0060
Canon IR6000 – Networked	10,000	\$59.54	\$0.0060
Canon IR6000 – Networked	15,000	\$89.30	\$0.0060
Canon IR6000 – Networked	20,000	\$119.07	\$0.0060

Canon IR6000 – Networked	25,000	\$148.84	\$0.0060
Canon IR6000 – Networked	30,000	\$165.38	\$0.0056
Canon IR6000 – Networked	40,000	\$238.14	\$0.0056
Canon IR6000 – Networked	50,000	\$275.63	\$0.0056
Canon IR6000 – Networked	60,000	\$330.75	\$0.0056
Canon IR6000 – Not Networked	5,000	\$19.85	\$0.0040
Canon IR6000 – Not Networked	10,000	\$39.69	\$0.0040
Canon IR6000 – Not Networked	15,000	\$59.54	\$0.0040
Canon IR6000 – Not Networked	20,000	\$79.38	\$0.0040
Canon IR6000 – Not Networked	25,000	\$99.23	\$0.0040
Canon IR6000 – Not Networked	30,000	\$119.07	\$0.0034
Canon IR6000 – Not Networked	40,000	\$132.30	\$0.0034
Canon IR6000 – Not Networked	50,000	\$165.38	\$0.0034
Canon IR6000 – Not Networked	60,000	\$198.45	\$0.0034
Canon NP1020	500	\$5.63	\$0.0112
Canon NP1020	1,000	\$11.25	\$0.0112
Canon NP1020	1,500	\$16.87	\$0.0112
Canon NP6230	500	\$1.98	\$0.0040
Canon NP6230	1,000	\$3.97	\$0.0040
Canon NP6230	2,500	\$9.92	\$0.0040
Canon NP6230	5,000	\$19.85	\$0.0040
Canon NP6230	7,500	\$29.77	\$0.0040
Canon NP6230	10,000	\$39.69	\$0.0040
Canon NP6230	15,000	\$59.54	\$0.0040
Canon NP6230	25,000	\$99.22	\$0.0040
Canon NP6230	40,000	\$158.76	\$0.0040
Canon NP6551	5,000	\$20.56	\$0.0041
Canon NP6551	10,000	\$41.13	\$0.0041
Canon NP6551	15,000	\$61.69	\$0.0041
Canon NP6551	20,000	\$82.25	\$0.0041
Canon NP6551	25,000	\$102.81	\$0.0041
Canon NP6551	40,000	\$164.50	\$0.0041
Canon NP6560	5,000	\$20.48	\$0.0041
Canon NP6560	10,000	\$40.95	\$0.0041
Canon NP6560	25,000	\$102.38	\$0.0041
Canon NP6560	50,000	\$204.75	\$0.0041
Canon NP6651	5,000	\$20.56	\$0.0041
Canon NP6651	7,500	\$30.85	\$0.0041
Canon NP6651	10,000	\$41.13	\$0.0041
Canon NP6651	15,000	\$61.69	\$0.0041

Canon NP6651	20,000	\$82.25	\$0.0041
Canon NP6651	40,000	\$164.50	\$0.0041
Canon NP7130	5,000	\$20.56	\$0.0041
Canon NP7130	7,500	\$30.85	\$0.0041
Canon NP7130	10,000	\$41.13	\$0.0041
Canon NP7130	15,000	\$61.69	\$0.0041
Canon NP7130	20,000	\$82.25	\$0.0041
Canon NP7130	40,000	\$164.50	\$0.0041
Canon GP-30	5,000	\$31.95	\$0.0890
Canon GP-30	10,000	\$63.95	\$0.0064
Canon GP-30	25,000	\$159.86	\$0.0064
Time and Material Hourly Rates for Canon Copiers no mentioned above and not covered under another maintenance contract.			
Description	Unit of Measure	Firm, Fixed Hourly Rate	Firm, Fixed One Time Travel Charge
Firm, Fixed Hourly Rate - 8:00 a.m. to 5:00 p.m., Monday –Friday	Hour	\$110.25	\$110.25
Firm, Fixed Hourly Rate - Outside Coverage Hours	Hour	\$165.38	\$165.38
Firm, Fixed Hourly Rate - Weekends and Holidays	Hour	\$220.50	\$220.50
Description	Quantity	Unit of Measure	Firm, Fixed Discount
Discount From List Price For Parts	1	Percent	10%
ALL KONICA COPIERS - C210058001			
Time and Material Hourly Rates for all Konica Copiers.			
Description	Unit of Measure	Firm, Fixed Hourly Rate	Firm, Fixed One Time Travel Charge
Firm, Fixed Hourly Rate - 8:00 a.m. to 5:00 p.m., Monday –Friday	Hour	\$110.25	\$110.25
Firm, Fixed Hourly Rate - Outside Coverage Hours	Hour	\$165.38	\$110.25
Firm, Fixed Hourly Rate - Weekends and Holidays	Hour	\$220.58	\$165.38
Description	Quantity	Unit of Measure	Firm, Fixed Discount
Discount From List Price For Parts	1	Percent	10%

ALL RICOH COPIERS - C210058002

Manufacturer/Model	Monthly Minimum Copy Allowance	Firm, Fixed Price Monthly Minimum Copy Allowance	Cost Per Copy Over Monthly Minimum Copy Allowance
Ricoh 250	2,500	\$27.00	\$0.0108
Ricoh 250	5,000	\$50.50	\$0.0108
Ricoh 270	2,500	\$27.00	\$0.0108
Ricoh 270	5,000	\$50.50	\$0.0108
Ricoh 1027	2,500	\$27.00	\$0.0108
Ricoh 1027	5,000	\$50.50	\$0.0108
Ricoh 1027	7,500	\$75.00	\$0.0108
Ricoh 1027	10,000	\$99.00	\$0.0108

Time and Material Hourly Rates for Ricoh Copiers no mentioned above and not covered under another maintenance contract.

Description	Unit of Measure	Firm, Fixed Hourly Rate	Firm, Fixed One Time Travel Charge
Firm, Fixed Travel Charge - 8:00 a.m. to 5:00 p.m., Monday –Friday	Hour	\$100.00	\$0.00
Firm, Fixed Hourly Rate - Outside Coverage Hours	Hour	\$200.00	\$200.00
Firm, Fixed Travel Charge - Outside Coverage Hours	Hour	\$200.00	\$0.00
Description	Quantity	Unit of Measure	Firm, Fixed Discount
Discount From List Price For Parts	1	Percent	10%