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

NOTIFICATION OF STATEWIDE CONTRACT

August 15, 2016

CONTRACT TITLE: MEDIUM USE AND HIGH USE FAX MACHINE STATEWIDE

CURRENT CONTRACT PERIOD: SEPTEMBER 30, 2015 THROUGH SEPTEMBER 29, 2017

BUYER INFORMATION:
Daniel Engler
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573-526-9816 Fax
Daniel.engler@oa.mo.gov

RENEWAL INFORMATION (CONTINUED MAINTENANCE)	Original Contract Period	Potential Final Expiration
	September 30, 2014 – October 1, 2015	September 30, 2018

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**.
The contract shall be considered a mandatory use contract which means all state agencies shall use the contract for the continued maintenance of medium to high use facsimile machines on contract if needed unless the agency cannot meet certain terms of use such as minimum order quantity requirements.

a. State agencies may use their local procurement authority for the purchase of lower use fax machines. The State of Missouri defines a lower use fax machines as having approximately the following specifications without upgrades:

- Approximately twenty-five (25) page capacity document feeder or less
- Approximately twenty-five (25) page memory for sending or receiving documents or less
- Approximately fifteen (15) page per minute print speed or less
- Approximately six (6) seconds per page transmission speed or less

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

MVE Waiver Requirements – In the event fax machine toner is available from Missouri Vocational Enterprises (MVE), the state agency must acquire the item from MVE as required by section 217.575 RSMo unless the state agency has obtained a waiver from MVE (http://oa.mo.gov/mo/samii/fin/bulletins/MVEReleaseForm021805.pdf). It is the agency's responsibility to check the MVE catalog (http://doc.mo.gov/mve/html/1.htm) prior to making purchases for toner from the fax machine contract.

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/ WBE	COOP PROCUREMENT
C210078001	4317464130 0	Schriefer's Office Equipment P.O. Box 145 Jefferson City, MO 65102 **Contact Person:** David Wilde Telephone 573-636-7412 Facsimile 573-636-9303 Email: david@schriefersoffice.com Further contract information and machine comparisons found at: www.schriefersoffice.com	YES	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
09/30/16 – 09/29/17	08/15/16	Contract renewal for continued maintenance. Buyer information updated.
09/30/15 – 09/29/16	09/11/15	Contract renewal for continued maintenance. Buyer information updated.
09/30/14 – 09/29/15	03/26/15	Added language on page 1 regarding MVE Waiver Requirements
09/30/14 – 09/29/15	03/20/15	Statewide Notice updated to reflect the contract is for continued maintenance only
09/30/14 – 09/29/15	10/03/14	Contract renewal for continued maintenance.
07/01/14 – 09/30/14	07/08/14	Information regarding contract renewals for continued maintenance
07/01/14 – 09/30/14	07/01/14	Contract extended through September 30, 2014
07/01/13 – 06/30/14	10/21/13	Medium-Use Fax machine model substitution made
07/01/13 – 06/30/14	7/01/13	Contract Renewal - Equipment Maintenance Management Program information updated
07/01/12 – 06/30/13	03/28/13	Substitution of SCX-4623F and its compatible parts and upgrades with the SCX-4729FD and its compatible parts and upgrades
07/01/12 – 06/30/13	07/31/12	DPMM buyer contact information updated.
07/01/12 – 06/30/13	07/09/12	Contract Renewal and Change the Buyer of Record Information
07/01/11 – 06/30/12	07/01/11	Contract Renewal
07/01/10 – 06/30/11	07/01/10	Initial issuance of new statewide contract.
07/01/10 – 06/30/11	08/02/10	Change MBE/WBE indication. (IFB: MBE/WBE not required for this contract)

GENERAL INFORMATION AND REQUIREMENTS

1. BACKGROUND:

The Division of Purchasing and Materials Management has established a contract for the purchase, maintenance and supplies of medium use and high use fax machines for various State of Missouri agencies and cooperative purchasing agencies.

This contract allows for the renewal of the contract for an additional four one year periods for continued maintenance for fax machines acquired through this contract.

Contract C213007001-Equipment Maintenance Management Program with Specialty Underwriters is an alternative maintenance solution contract that is available to agencies. Contract C213007001 provides maintenance only and does not include supplies. Please refer to the statewide notice (C213007001) for more information.

2. ORDERING:

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
Fax Machine make
Fax Machine model
Time Period the PO covers (July 1, 2010 thru June 30, 2011....as an example)
Quantity
Bill to Address
Ship to address... Fax Machine address location, i.e., Dept and/or Div, Street Address, Room No., City, State, Zip
Contact information

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. SHIPPING:

All prices are F.O.B. Destination and include shipping charges. The contractor will be responsible for replacing any equipment or supplies 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.

4. CANCELLATION:

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.

5. MAINTENANCE TERMS:

The contractor will provide on-site maintenance for all installed fax machines. Following notification, the contractor will provide a qualified technician certified on the facsimile transceiver on-site within the service response time specified herein. The contractor will provide maintenance on both a monthly maintenance plan and on an hourly time and materials basis at the sole option of each state agency. Both maintenance options must

include all parts and labor. The contractor will agree and understand that state agencies will not be required to purchase maintenance from the contract.

a. The contractor will maintain service facilities and furnish trained personnel qualified to service the equipment throughout the state.

b. The contractor will provide any service and material necessary to maintain each fax machine in good working condition as requested by the agency.

c. The contractor should provide remote diagnostic maintenance service.

d. The contractor's maintenance service must be available during normal business hours (8:00 a.m. to 5:00 p.m. central time Monday through Friday).

e. The contractor will agree and understand that the State of Missouri reserves the right to cancel maintenance on any or all of the item(s) with 30 days prior written notice to the contractor.

f. The contractor must provide a "call back" response (during normal business hours) to hardware maintenance calls within one (1) hour after the call is placed. It is highly desirable that the contractor's "call back" response be within thirty (30) minutes.

g. Once it has been mutually determined that a service technician is required on-site for maintenance services, the contractor must response with service personnel within six (6) business hours after this mutual determination for on-site service has been made. However, it is highly desirable that service personnel respond on-site within two (2) business hours after this mutual determination for on-site service has been made.

6. SUPPLIES:

The contractor will provide all supplies necessary for the operation of the fax machine, if requested by the using state agency. The state agencies are not be required to purchase supplies from the contract.

7. INVOICING REQUIREMENTS:

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.

8. PAYMENT IN ARREARS:

All payments shall be made in arrears only.

9. SPECIFICATIONS:

Medium Use Fax: Samsung SL-M2875FD http://www.flyers.schriefersoffice.com/slm2875fd.pdf

Upgrade To Medium Use Fax: SL-M3370FD http://www.flyers.schriefersoffice.com/slm3370fd.pdf

High Use Fax: Samsung SCX-5935FN http://www.flyers.schriefersoffice.com/SCX-5935FN_final_LR.pdf

PRICING FOR ACQUISITIONS, MAINTENANCE, AND SUPPLIES FOR MEDIUM USE AND HIGH USE FAX MACHINES

Line Item	Description	Unit of Measure	Unit Price
001	For new acquisitions of fax machines please see: http://archive.oa.mo.gov/purch/noa/c215020.pdf		
002	**Medium Use Fax Machine**: On-Site Maintenance	Month	$5.00
003	**Medium Use Fax Machine:** MLT-D116L Toner Cartridge 3,000 page yield MLT-R116 Drum Unit 9,000 page yield MLTD103L (Fits SCX-4729FD previous model) 2,500 page yield MLTD105L (Fits SCX-4623F previous model) 2,500 page yield	Each	$75.00 $55.00 $79.00 $79.00
004	For new acquisitions of fax machines please see: http://archive.oa.mo.gov/purch/noa/c215020.pdf		
005	**High Use Fax Machine**: On-Site Maintenance	Month	$10.00
006	**High Use Fax Machine**: all-in-one supply cartridge: MLTD206L	Each	$98.00

Medium Use Fax Machine Optional Features

Line Item	Description	Unit of Measure	Unit Price
007	SL-3370FD Upgrade Option - increases document feeder capacity to 50 pages, increases memory capacity to 256 MB, increases speed dial to 200 locations, increases print speed to 35 ppm, and increases duty cycle and toner yield. (Must be added on initial order)	Each	$250.00
	SL-SCF3800 – Additional 520 sheet paper cassette	Each	$275.00
	High Yield Cartridge – MLT-D203L: 5,000 page fits SL-M3370FD machines MLT-D205L (Fits SCX-4835FR Previous Model) MLT-D209L (Fits SCX-4826FN Previous Model)	Each	$99.00
	Surge Protector – Model: Faxmax 2T	Each	$55.00
	Three Year Parts and Labor Warranty (extends 1 year warranty to a 3 year warranty)	Each	$120.00
	Maintenance after warranty (conducted during normal business hours). Time and Materials.	Hourly	$85.00
	Depo Maintenance	Hourly	$40.00
	Depo Maintenance	Monthly	$4.00
	SL-M3370FD/SCX-4835FR/4826FN Upgrade option maintenance	Monthly	$4.00
	Telephone handset unit #SF650H	Each	$69.00

High Use Fax Machine Optional Features			
Line Item	**Description**	**Unit of Measure**	**Unit Price**
008	2 pack All-in-one supply cartridge #MLTP206A (saves $21.00)	Each	$175.00
	SCX-S5835A – Additional 500 sheet paper cassette	Each	$250.00
	Additional Memory Card – 256MB	Each	$150.00
	Cabinet Stand – 5935	Each	$179.00
	Surge Protector – Model: Faxmax 2T	Each	$55.00
	Surge Protector – Ethernet Port	Each	$125.00
	Three Year Parts and Labor Warranty (extends 1 year warranty to a 3 year warranty)	Each	$220.00
	Maintenance after warranty (conducted during normal business hours). Time and Materials.	Hourly	$85.00
	Depo Maintenance	Hourly	$40.00
	Depo Maintenance - includes parts and labor	Monthly	$8.00

State of Missouri
Office of Administration
Division of Purchasing and Materials Management
Contract Performance Report

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve products and services available to state agency users. **Comments should include those of the product's end user.**

Contract No.: _____ **Contractor:** _____

Describe Product Purchased (include Item No's., if available): _____

Rating Scale: 5 = Excellent, 4 = Good, 3 = Average, 2 = Poor, 1 = Fails to meet expectations

Product Rating	**Rate 1-5, 5 best**
Product meets your needs	
Product meets contract specifications	
Pricing	

Contractor Rating	**Rate 1-5, 5 best**
Timeliness of delivery	
Responsiveness to inquiries	
Employee courtesy	
Problem resolution	
Recall notices handled effectively	

Comments: _____

_____

Prepared by: _____ Title: _____ Agency: _____

Date: _____ Phone: _____ Email: _____

Address: _____

Please detach or photocopy this form & return by FAX to 573/526-9818, or mail to:

Office of Administration
Division of Purchasing and Materials Management
301 West High Street, RM 630
PO Box 809
Jefferson City, Missouri 65102
You may also e-mail form to the buyer as an attachment at
Paul.Linhardt@oa.mo.gov