



**STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING**

NOTIFICATION OF STATEWIDE CONTRACT

April 28, 2016

CONTRACT TITLE: Statewide Copier Maintenance/Supplies

CURRENT CONTRACT PERIOD: July 1, 2015 through June 30, 2016

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, 2013 through June 30, 2014	June 30, 2016

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
C213083001	4109917210 0	Marco Technologies, LLC 4510 Heatherwood Road Saint Cloud, MN 56301 Contact Person: Brian Ridenhour Telephone: 573-893-5800 Facsimile: 573-893-7145 Email: Brian.Ridenhour@Marconet.com	NO	YES
C213083002	9528195060 0	Kyocera Document Solutions America, Inc. 225 Sand Road Fairfield, NJ 07004-0008 Contact Person: Frank Sciutto Telephone: 513-755-3156 Facsimile: 513-285-7642 Email: Frank.Sciutto@da.kyocera.com	NO	YES

C213083003	2303344000 K	Ricoh USA 1401 Forum Blvd. Columbia, MO 65203 Contact Person: Dave Johnson Telephone: 573-356-5173 Facsimile: 573-446-4777 Email: david.d.johnson@ricoh-usa.com	NO	YES
C213083004	1604680200 T	Xerox Corporation 520 Maryville Centre Dr., Ste. 410 St. Louis, MO 63141 Contact Person: Todd Vodnansky Office Telephone: 314-542-8419 Cellular: 314-705-6106 Facsimile: 314-542-8456 Email: Todd.Vodnansky@Xerox.com	NO	YES

IMPORTANT AMENDMENT NOTICE(S):

- C213083001 - Part # FY9-4368-000 is no longer available for the hard drive maintenance of Canon IR models: **2200, 2220, 2800, 3300, 3320, 5000, 5020, 6000, and 6020**. Maintenance agreements shall remain in effect and maintenance services shall remain available for these models until part FY9-4368-000 is required for maintenance. Upon the contractor's determination this part is necessary for repair, the maintenance agreement shall terminate and ongoing maintenance shall not be the responsibility of the contractor.

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
07/01/15 – 06/30/16	04/28/16	C213083001 was assigned from Data Comm to Marco Technologies
07/01/15 – 06/30/16	09/28/15	C213083002 has been renewed.
07/01/15 – 06/30/16	07/14/15	C213083004 has been renewed. C213083002 will be renewed soon.
07/01/15 – 06/30/16	07/06/15	C213083001 pricing fully updated.
07/01/15 – 06/30/16	06/30/15	C213083001 has been renewed. C213083002 and C213083004 will be renewed soon.
07/01/15 – 06/30/16	06/11/15	C213083003 has been renewed. C213083001, C213083002, and C213083004 will be renewed soon.
07/01/14 – 06/30/15	08/07/14	Xerox contract renewed – Xerox Representative contact updated
07/01/14 – 06/30/15	07/15/14	Canon device pricing fully updated; C213083002 renewed.
07/01/14 – 06/30/15	07/15/14	C213083001 and C213083003 have been renewed. C213083002 will be renewed soon. C213083004 will be renewed soon. Pricing has been updated for renewed contracts. “Important Amendment Notice(s)” section added on page 2.
07/01/13 – 06/30/14	10/28/13	Data Comm contact information updated
07/01/13 – 06/30/14	10/21/13	Kyocera contact information updated
07/01/13 – 06/30/14	09/12/13	Canon IR 2200 & IR 5570 device maintenance added
07/01/13 – 06/30/14	07/25/13	Canon Time and Materials Pricing added and Invoicing Requirements 5.2 updated
07/01/13 – 06/30/14	07/10/13	Konica pricing added & contract number corrections
07/01/13 – 06/30/14	07/09/13	Initial issuance of new statewide contract.

GENERAL INFORMATION AND REQUIREMENTS

1. BACKGROUND:

- 1.1 This contract provides maintenance and supplies on a time and materials, cost per copy no minimum, monthly minimum copy allowance basis. The firm, fixed monthly minimum copy allowance for the minimum number of copies allowed per month and 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.
- 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 C210038001 must be maintained under either contract C2100038001 or Specialty Underwriters' 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 (For example: July 1, 2013 thru June 30, 2014)

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 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.
 - c. The contractor shall have a technician onsite to perform any necessary repairs within 24 working hours after notification by the state agency (during work week).
 - d. 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 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.
- 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 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 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 prior to the change taking place and should be received no later than five 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 may 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. State agencies may also utilize Time and Materials pricing on the Pricing Pages for the maintenance.

5.3 There shall be no more than one billing per calendar month and bills for more or less than 30 days shall have the monthly copy allowance prorated. Any given calendar day shall only be billed 1 time. Contractors may use longer billing cycles, such as 60 or 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:

6.1 All payments shall be made in arrears only.

MAINTENANCE/SUPPLIES FOR STATE-OWNED EQUIPMENT

CANON COPIER-BASED MULTIFUNCTIONAL EQUIPMENT MAINTENANCE – C213083001					
Manufacturer/ Model	Monthly Minimum Copy Allowance	Networked		Not Networked	
		Firm, Fixed Price Monthly Minimum Copy Allowance	Cost Per Copy Over Monthly Minimum Copy Allowance	Firm, Fixed Price Monthly Minimum Copy Allowance	Cost Per Copy Over Monthly Minimum Copy Allowance
IR 2200	No Minimum	NA	\$0.0140	NA	\$0.0111
	5,000	\$62.90	\$0.0140	\$45.84	\$0.0092
	7,500	\$92.75	\$0.0125	\$67.17	\$0.0090
	10,000	\$123.67	\$0.0125	\$89.55	\$0.0090
IR 2270	No Minimum	NA	\$0.0138	NA	\$0.0107
	5,000	\$61.33	\$0.0124	\$44.70	\$0.0090
	7,500	\$90.44	\$0.0122	\$65.49	\$0.0088
	10,000	\$120.58	\$0.0122	\$87.32	\$0.0088
IR 3025	No Minimum	NA	\$0.0138	NA	\$0.0107
	5,000	\$61.33	\$0.0124	\$44.70	\$0.0090
	7,500	\$90.44	\$0.0122	\$65.49	\$0.0088
	10,000	\$120.58	\$0.0122	\$87.32	\$0.0088
IR 3035	No Minimum	NA	\$0.0138	NA	\$0.0107
	10,000	\$122.66	\$0.0124	\$89.40	\$0.0090
	15,000	\$180.87	\$0.0122	\$131.00	\$0.0088
	20,000	\$241.16	\$0.0122	\$174.64	\$0.0088
IR 3230	No Minimum	NA	\$0.0246	NA	\$0.0246
	3500	\$43.05	\$0.0133	\$39.46	\$0.0123
	5000	\$61.50	\$0.0133	\$56.38	\$0.0123
	7500	\$92.25	\$0.0133	\$84.56	\$0.0123
	10000	\$123.00	\$0.0133	\$112.75	\$0.0123
	15000	\$184.50	\$0.0133	\$169.13	\$0.0123
	20000	\$246.00	\$0.0133	\$225.50	\$0.0123
IR 3045	No Minimum	NA	\$0.0124	NA	\$0.0107
	20,000	\$203.74	\$0.0103	\$162.16	\$0.0082
	30,000	\$296.26	\$0.0100	\$237.01	\$0.0080
	40,000	\$395.01	\$0.0100	\$316.01	\$0.0080
IR 3300	No Minimum	NA	\$0.0138	NA	\$0.0107
	10,000	\$99.56	\$0.0100	\$64.83	\$0.0065
	15,000	\$149.33	\$0.0100	\$97.24	\$0.0065
	20,000	\$192.17	\$0.0100	\$122.71	\$0.0059
IR 3570	No Minimum	NA	\$0.0138	NA	\$0.0107
	10,000	\$122.66	\$0.0124	\$89.40	\$0.0090
	15,000	\$180.87	\$0.0122	\$131.00	\$0.0088
	20,000	\$241.16	\$0.0122	\$174.64	\$0.0088
IR 3030	No Minimum	NA	\$0.0138	NA	\$0.0107
	10,000	\$122.66	\$0.0124	\$89.40	\$0.0090
	15,000	\$180.87	\$0.0122	\$131.00	\$0.0088
	20,000	\$241.16	\$0.0122	\$174.64	\$0.0088
IR 2800	No Minimum	NA	\$0.0121	NA	\$0.0096
	2,500	\$30.10	\$0.0106	\$22.00	\$0.0088
	5,000	\$60.20	\$0.0106	\$44.00	\$0.0088
	7,500	\$90.30	\$0.0106	\$64.25	\$0.0088
	10,000	\$120.40	\$0.0106	\$85.67	\$0.0088
	12,500	\$150.50	\$0.0106	\$107.10	\$0.0088
	15,000	\$180.60	\$0.0106	\$128.50	\$0.0088
	17,500	\$210.69	\$0.0106	\$149.92	\$0.0088
20,000	\$240.79	\$0.0106	\$171.33	\$0.0088	
IR 4570	No Minimum	NA	\$0.0124	NA	\$0.0107
	20,000	\$203.74	\$0.0103	\$162.16	\$0.0082

	30,000	\$296.26	\$0.0100	\$237.01	\$0.0080
	40,000	\$395.01	\$0.0100	\$316.01	\$0.0080
IR 5000	No Minimum	NA	\$0.0082	NA	\$0.0056
	25,000	\$182.33	\$0.0072	\$121.30	\$0.0049
	30,000	\$208.37	\$0.0070	\$149.33	\$0.0049
	40,000	\$259.31	\$0.0065	\$185.22	\$0.0046

CANON COPIER-BASED MULTIFUNCTIONAL EQUIPMENT MAINTENANCE (continued) – C213083001					
Manufacturer/ Model	Monthly Minimum Copy Allowance	Networked		Not Networked	
		Firm, Fixed Price Monthly Minimum Copy Allowance	Cost Per Copy Over Monthly Minimum Copy Allowance	Firm, Fixed Price Monthly Minimum Copy Allowance	Cost Per Copy Over Monthly Minimum Copy Allowance
IR 5055	No Minimum	NA	\$0.0101	NA	\$0.0090
	25,000	\$215.70	\$0.0087	\$158.53	\$0.0064
	35,000	\$294.70	\$0.0085	\$214.66	\$0.0062
	45,000	\$378.90	\$0.0085	\$275.99	\$0.0062
IR 5070	No Minimum	NA	\$0.0101	NA	\$0.0090
	25,000	\$215.70	\$0.0087	\$158.53	\$0.0064
	35,000	\$294.70	\$0.0085	\$214.66	\$0.0062
	45,000	\$378.90	\$0.0085	\$275.99	\$0.0062
IR 5065	No Minimum	NA	\$0.0101	NA	\$0.0080
	30,000	\$240.12	\$0.0081	\$177.75	\$0.0060
	40,000	\$311.85	\$0.0079	\$228.69	\$0.0058
	50,000	\$389.81	\$0.0079	\$285.86	\$0.0058
IR 5570	No Minimum	NA	\$0.0082	NA	\$0.0055
	25,000	\$182.44	\$0.0073	\$121.37	\$0.0049
	35,000	\$267.58	\$0.0070	\$177.47	\$0.0049
	45,000	\$291.23	\$0.0066	\$213.38	\$0.0042
IR 6000	No Minimum	NA	\$0.0063	NA	\$0.0042
	30,000	\$173.65	\$0.0059	\$173.65	\$0.0036
	40,000	\$250.05	\$0.0059	\$138.92	\$0.0036
	50,000	\$289.41	\$0.0059	\$173.65	\$0.0036
IR 6570	No Minimum	NA	\$0.0101	NA	\$0.0080
	30,000	\$240.12	\$0.0081	\$177.75	\$0.0060
	40,000	\$311.85	\$0.0079	\$228.69	\$0.0058
	50,000	\$389.81	\$0.0079	\$285.86	\$0.0058

CANON COPIER-BASED MULTIFUNCTIONAL EQUIPMENT TIME AND MATERIALS PRICING – C213083001	
Description	Firm, Fixed Hourly Rate
During Normal Business Hours - 8:00 a.m. to 5:00 p.m., Monday –Friday	\$115.76
After Normal Business Hours	\$231.53

KONICA COPIER-BASED MULTIFUNCTIONAL EQUIPMENT TIME AND MATERIALS PRICING – C213083001	
Description	Firm, Fixed Hourly Rate
During Normal Business Hours - 8:00 a.m. to 5:00 p.m., Monday –Friday	\$115.76
After Normal Business Hours	\$231.53

KYOCERA MITA COPIER-BASED MULTIFUNCTIONAL EQUIPMENT MAINTENANCE – C213083002					
Manufacturer/Model	Monthly Minimum Copy Allowance	Networked		Not Networked	
		Firm, Fixed Price Monthly Minimum Copy Allowance	Cost Per Copy Over Monthly Minimum Copy Allowance	Firm, Fixed Price Monthly Minimum Copy Allowance	Cost Per Copy Over Monthly Minimum Copy Allowance
TASKalfa 520i, CS 520i	No Minimum	NA	\$0.0068	NA	\$0.0068
	25,000	\$125.00	\$0.0050	\$125.00	\$0.0050
	35,000	\$161.00	\$0.0046	\$161.00	\$0.0046
	45,000	\$193.50	\$0.0043	\$193.50	\$0.0043
KM/CS 5050	No Minimum	NA	\$0.0068	NA	\$0.0068
	25,000	\$125.00	\$0.0050	\$125.00	\$0.0050
	35,000	\$161.00	\$0.0046	\$161.00	\$0.0046
	45,000	\$193.50	\$0.0043	\$193.50	\$0.0043

KYOCERA MITA COPIER-BASED MULTIFUNCTIONAL EQUIPMENT TIME AND MATERIALS PRICING – C213083002	
Description	Firm, Fixed Hourly Rate
During Normal Business Hours - 8:00 a.m. to 5:00 p.m., Monday –Friday	\$ 125.00 per hour Plus Travel & Mileage
After Normal Business Hours	\$ 185.00 per hour Plus Travel & Mileage

RICOH COPIER-BASED MULTIFUNCTIONAL EQUIPMENT MAINTENANCE – C213083003					
Manufacturer/Model	Monthly Minimum Copy Allowance	Networked		Not Networked	
		Firm, Fixed Price Monthly Minimum Copy Allowance	Cost Per Copy Over Monthly Minimum Copy Allowance	Firm, Fixed Price Monthly Minimum Copy Allowance	Cost Per Copy Over Monthly Minimum Copy Allowance
2020D	No Minimum	\$0.015 cost per copy	\$0.015	\$0.015 cost per copy	\$0.015
	1,000	\$15.00	\$0.015	\$15.00	\$0.015
	2,500	\$30.00	\$0.012	\$30.00	\$0.012
	5,000	\$60.00	\$0.012	\$60.00	\$0.012
2018D	No Minimum	\$0.015 cost per copy	\$0.015	\$0.015 cost per copy	\$0.015
	1,000	\$15.00	\$0.015	\$15.00	\$0.015
	2,500	\$30.00	\$0.012	\$30.00	\$0.012
	5,000	\$60.00	\$0.012	\$60.00	\$0.012
MP 3350	No Minimum	\$0.0069 cost per copy	\$0.0069	\$0.0069 cost per copy	\$0.0069
	10,000	\$50.00	\$0.005	\$50.00	\$0.005
	15,000	\$75.00	\$0.005	\$75.00	\$0.005
	20,000	\$100.00	\$0.005	\$100.00	\$0.005
MP 5000	No Minimum	\$0.0059 cost per copy	\$0.0059	\$0.0059 cost per copy	\$0.0059
	25,000	\$110.00	\$0.005	\$110.00	\$0.005
	35,000	\$154.00	\$0.005	\$154.00	\$0.005
	45,000	\$198.00	\$0.005	\$198.00	\$0.005

RICOH COPIER-BASED MULTIFUNCTIONAL EQUIPMENT TIME AND MATERIALS PRICING – C213083003	
Description	Firm, Fixed Hourly Rate
During Normal Business Hours - 8:00 a.m. to 5:00 p.m., Monday –Friday	\$ 100.00
After Normal Business Hours	NA

XEROX COPIER-BASED MULTIFUNCTIONAL EQUIPMENT MAINTENANCE – C213083004			
Manufacturer/ Model	Monthly Minimum Copy Allowance	Networked	Not Networked
		Monthly Firm, Fixed Price for Unlimited Copies	Monthly Firm, Fixed Price for Unlimited Copies
WC 4118X	No Minimum	\$18.00	\$18.00

XEROX COPIER-BASED MULTIFUNCTIONAL EQUIPMENT TIME AND MATERIALS PRICING – C213083004	
Description	Firm, Fixed Hourly Rate
During Normal Business Hours - 8:00 a.m. to 5:00 p.m., Monday –Friday	\$299 Call charge (includes 30 minutes of labor) \$69 for an additional 15 minutes or portion thereof
After Normal Business Hours	\$299 Call charge (includes 30 minutes of labor) \$117 for an additional 15 minutes or portion thereof