



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

NOTIFICATION OF STATEWIDE CONTRACT

September 23, 2019

CONTRACT TITLE: MEDIUM USE AND HIGH USE FAX MACHINE STATEWIDE

CURRENT CONTRACT PERIOD FOR MAINTENANCE: OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020

CURRENT CONTRACT PERIOD FOR ACQUISITIONS: OCTOBER 1, 2017 THROUGH DECEMBER 31, 2017

BUYER INFORMATION: Autumn Klauba
573-522-0001 Phone
573-526-9816 Fax
autumn.klauba@oa.mo.gov

RENEWAL INFORMATION (NEW ACQUISITIONS)	Original Contract Period	Potential Final Expiration	Current Expiration Date of Extension
	October 1, 2014 - September 30, 2015	September 30, 2017	December 31, 2017

RENEWAL INFORMATION (CONTINUED MAINTENANCE)	Original Contract Period	Potential Final Expiration	Current Expiration Date of Renewal
	September 30, 2014 – October 1, 2015	September 30, 2021	September 30, 2020

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 acquisition 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 / MissouriBUYS Number	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C215020001	4317464130 0 / MB00090542	<p>Schriefer's Office Equipment P.O. Box 145 Jefferson City, MO 65102</p> <p>Contact Person: David Wilde</p> <p>Telephone 573-636-7412 Facsimile 573-636-9303 Email: david@schriefersoffice.com</p> <p>Further contract information and machine comparisons found at: www.schriefersoffice.com</p>	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
10/1/19-9/30/20	9/23/19	Buyer information updated.
10/1/19-9/30/20	8/27/19	Contract C215020001 was renewed for maintenance and supplies only through 9/30/20.
10/1/18 – 9/30/19	8/5/19	Buyer information updated.
10/1/18 – 9/30/19	10/29/15	Contract was renewed for maintenance purposes though 9/30/18.
10/1/17 – 9/30/18	11/16/17	Contract was renewed for maintenance purposes though 9/30/18.
10/1/17 – 12/31/17	11/16/17	Contract was extended for acquisitions through 12/31/17 to allow time to complete the rebid process.
10/01/16 – 09/30/17	08/03/16	Contract renewal and buyer contact information updated.
10/01/15 – 09/30/16	09/11/15	Contract renewal and buyer contact information updated.
10/01/14 – 09/30/15	03/26/15	Updated to include MVE Waiver Requirements on page 1.
10/01/14 – 09/30/15	03/20/15	Buyer contact information updated
10/01/14 – 09/30/15	09/26/14	Initial issuance of new statewide 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 two 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 (October 1, 2014 thru November 30, 2014....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. WARRANTY:

Warranty on new equipment commences upon installation and acceptance by the state agency and is for one year. This warranty covers both parts and labor. There is no need for a maintenance agreement until the warranty is expired. Additional warranties may be purchased under this contract.

Toner products not purchased from the contractor are not covered under warranty, and will be a billable amount if maintenance is provided by the contractor.

4. 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.

5. 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.

6. INSTALLATION:

The contractor will provide free installation with the purchase of a new facsimile machine and all start-up supplies at no additional cost. Upon receipt of an order, the contractor will contact the state agency to coordinate installation and training. The contractor will furnish all labor and materials necessary for the successful completion of the installation and operation of each unit.

- a) The contractor will supply the user documentation/operating manuals necessary to install, operate and maintain the products provided. The contractor will furnish to the state agency at least one (1) set of all technical literature for each fax machine purchased.
- b) The state agency should provide a phone line, and not a voice-over internet provider (VOIP) line to connect to the fax machine in order to eliminate connectivity issues.

7. 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 respond 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.

8. 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.

9. 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.

10. PAYMENT IN ARREARS:

All payments shall be made in arrears only.

11. SPECIFICATIONS:

Medium Use Fax: Samsung SL-M2885FW: <http://www.flyers.schriefersoffice.com/SL-M2885FW.pdf>

High Use Fax: Samsung SCX-5935FN: <http://www.flyers.schriefersoffice.com/SCX5935FN.pdf>

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

Line Item	Description	Unit of Measure	Unit Price
001	Medium Use Fax Machine: Samsung M2885FW with a one year parts and labor warranty	Each	\$295.00
002	Medium Use Fax Machine: On-Site Maintenance	Month	\$5.00
003	Medium Use Fax Machine: Samsung #MLT-D116L Toner – 3,000 Yield Samsung #MLT-R116 Drum – 9,000 Yield	Each	\$75.00 \$55.00
004	High Use Fax Machine: Samsung SCX-5935FN with one year part and labor warranty	Each	\$695.00
005	High Use Fax Machine: On-Site Maintenance	Month	\$10.00
006	High Use Fax Machine: All-in-One Supply Cartridge Samsung #MLT-D206L – 10,000 yield	Each	\$98.00

<u>Medium Use Fax Machine Optional Features</u>			
Line Item	Description	Unit of Measure	Unit Price
007	M-4070FR Upgrade Option – Increases document feeder capacity to 50 pages, adds Ethernet USB port for printing and scanning, and allows for duplex printing. (Must be added on initial order)	Each	\$250.00
	SCF - 3800 – Additional 250 sheet paper cassette	Each	\$275.00
	High Yield Cartridge – MLT-D203L: 5,000 page fits M-4070FR machines	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
M-4070FR Upgrade Option Maintenance	Monthly	\$4.00	

High Use Fax Machine Optional Features

Line Item	Description	Unit of Measure	Unit Price
008	SCX –S5835A – Additional 500 Sheet Paper Cassette (Must be Added to Initial Order)	Each	\$250.00
	Additional Memory Card – 256MB	Each	\$150.00
	Samsung SCX-5935FN – MLT-P206A (Two Pack Toner Cartridge)	Each	\$175.00
	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

All Samsung From Previous and Current Contracts for Medium and High Use Machines

Line Item	Fax Machine	Toner Cartridge	Unit Price
009	SL-M2875FD	MLT-D1161 (Toner) MLT-R116 (Drum)	\$75.00 \$55.00
	Samsung SF-560	SCX4216D3	\$79.00
	Samsung SF-560R	SFD560RA	\$79.00
	Samsung SCX-4521F	SCX4521D3	\$79.00
	Samsung SCX-4826FN	MLTD209L	\$99.00
	Samsung SL-M3370FD	MLTD203L	\$99.00
	Samsung SCX-4835R	MLTD205L	\$99.00
	Samsung SF-650	MLTD105L	\$79.00
	Samsung SCX-4623F	MLTD105L	\$79.00
	Samsung 4729FD	MLTD103L	\$79.00
	Samsung SCX-5935FN	MLTD206L	\$98.00
	Samsung SCX-5935FN	MLT-P206A (Two Pack)	\$175.00
	Samsung SCX-5639FR	MLTD205E	\$139.00

**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.: C215020001 **Contractor:** Schriefer's Office Equipment

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
autumn.klauba@oa.mo.gov