**Multifunction Products, Printers, Facsimile Equipment, Scanners,**

**Related Software, Supplies, and Services**

**600-000-11-1**

**How to Use this Contract:**

This State Term Contract is intended for the following:

Purchase and maintenance of:

* + *Multifunction Products (MFPs)*
	+ *Printers*
	+ *Fax machines*
	+ *Scanners*

Lease and maintenance of:

* + *Multifunction Products (MFPs)*
	+ *Printers*

The Product Categories in this State Term Contract are:

|  |  |  |
| --- | --- | --- |
| Category 1 | **Multifunction Copiers*** Segment 2: 21-30 cpm
* Segment 3: 31-40 cpm
* Segment 4: 41-69 cpm
* Segment 5: 70-90 cpm
* Segment 6: 91 cpm and higher
 | Canon USA; Konica/Minolta; Kyocera; Sharp; Toshiba; Xerox |
| Category 2 | **Multifunction Printers*** Small Workgroup
	+ Medium Workgroup
	+ Large Workgroup
	+ Departmental
 | Canon USA; Kyocera; Lexmark; Qualpath; Sharp; Toshiba; Xerox |
| Category 3 | **Printers*** + Small Workgroup
	+ Medium Workgroup
	+ Large Workgroup
 | Canon USA; Kyocera; Lexmark; Qualpath; Sharp; Toshiba; Xerox |
| Category 4 | **Scanners*** + Desktop Workgroup: 16-30 ppm
	+ Departmental: 31-50 ppm
	+ Low-volume Production: 51-75 ppm
	+ Mid-volume Production: 65-100 ppm
	+ High-volume Production: 100 ppm and higher
 | PCMG; United Solutions |
| Category 5 | **Facsimile (Fax) Machines*** + Low-volume
	+ Mid-volume
	+ High-volume
 | Canon USA; Qualpath; Toshiba; Xerox |

**How to find particular products:**

Use the contractor’s spreadsheet located on the Price Sheet link on website, or contact the Contractor directly to ask for a quote from the specific vendor of your choosing.

**Delivery and Installation Requirements:**

Prices include delivery to the ordering Customer, F.O.B. destination, freight prepaid, delivery, uncrating, assembly, installation, making ready for use, removal of debris and instruction of Customer personnel. No other fees or charges will be paid by the Customer. Product shall be delivered within thirty (30) days after receipt of order. Contractor shall notify the Customer at least forty-eight (48) hours in advance of delivery so that necessary arrangements can be made. Contractor shall be responsible for any damages to building or individuals as a result of delivery and installation. If equipment ordered cannot be delivered with the 30 days, the customer must be given and order status updated, either verbally or via email, on a weekly basis.

**Leasing:**

All State Agencies are required to receive pre-approval from the Department of Financial Services PRIOR TO entering into a lease in excess of the annual Category Two threshold (currently $25,000). No lease shall exceed 5 years.  All State agencies are urged to review the Chief Financial Officer’s latest memorandum addressing leases and deferred-payment purchases of equipment when considering the leasing or purchasing of equipment.

Lease prices shall remain firm throughout the lease period selected by the Lessee. Lease agreements shall be effective on the first day following the executed Certificate of Acceptance. No interim rent or interim term may be charged under any circumstances. The date of acceptance is that date listed on the Certificate of Acceptance Form after equipment has been installed, tested and Customer trained. Leases shall only be executed under this Contract if the Contractor is the Lessor. No third party lease agreements are acceptable. Maintenance/Service and Supplies plan must be must be obtained for the duration of the original lease term.

***expiration of Lease:***

*Lease agreements shall expire upon completion of the specified lease period and shall not be automatically renewed for a new lease period. The customer, within 30 days of lease expiration, shall make arrangements with the lessor to either have the equipment picked up upon lease end or notify lessor of intent to renew. A Customer’s failure to notify the lessor of the intent to terminate does not constitute intent to renew.*

*All leased equipment not renewed shall be removed from customer’s location within ten (10) days after expiration of lease at contractor’s expense. Leases may be renewed under a maintenance plan if the five (5) year combined lease term has not been reached. All equipment removal shall be coordinated with customer.*

***Renewal of Lease:***

*Lease renewals are permitted under this contract for the same equipment used during the original lease term. The combined time frame of the original lease term and the lease renewal shall not exceed 5 years. Pricing for lease renewals shall be the option selected pricing provided in the Maintenance Service and Supplies spreadsheet for the appropriate leased machine segment.*

*For more information on Leases please see Section 5.13 of the Contract.*

**Maintenance:**

Maintenance Plans are available for leased and purchased equipment. In addition to the requirements listed within the Standard Support Levels (Contract Section 5.13) maintenance plans for each unit includes, at a minimum, the following:

* Imprint supplies (toner/non-toner);
* Replaceable parts subject to wear over time (drums, fusers, etc. as applicable);
* Staples (if used by machine and stapling accessory is installed);

Preventative maintenance service calls as recommended by the manufacturer.

**What to do if you are having an issue with the Contractor:**

First contact the Contractor’s Contract Administrator in writing outlining the issue and asking for resolution.If you are unable to resolve the issue with a Contractor, contact the DMS Contract Manager and let them know what has happened. The DMS Contract Manager will work with you to elevate the issue with the Contractor’s representatives, or a Complaint to Vendor form ([PUR 7017](http://www.dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/purchasing_forms)) can be completed and submitted that requires a formal response from the Contractor.