

**SHELBY COUNTY SCHOOLS
DISTRICT COPIER CONTRACT**

August 8, 2017

To: All School Principals and Administrative Staff

From: Andre Z. Woods, Buyer

Subject: Copier Contract- Rental and Purchase

The Shelby County Schools District has contracts in place for four (4) different volume categories for black and white copiers and two (2) volume categories for color copiers.

Copier purchases and rentals will be made from Ricoh Business Solutions. All copier rentals will be for 36 months with no exceptions.

All school sites and administrative offices are to contact sales representative, Andrew Smith at (901)562-4587 or andrew.smith@ricoh-usa.com before placing a request. This representative will provide information on the equipment that will be most efficient for your location.

All maintenance costs are quoted as a cost per copy to include all supplies with the exception of paper. Maintenance costs will NOT increase upon renewal of any contract, nor may they increase within the 36 month contract term. Maximum response time for a service call will be 4 hours.

All machines are new. No reconditioned machines will be accepted. All copiers will include a base unit with stand, two (2) or four (4) paper drawers, and RADF and automatic duplexing. Please see the attachment below for the different options that may be available for each category of copier.

A monthly **rental** and **maintenance** fee applies to each copier. Please submit one (1) single requisition in APECS to cover both the rental and maintenance fees for a twelve (12) month period. The description of the requisition should include the make, model, serial number, and ID number of the copier listed on your contract. Use commodity code 985-26. Please include the click rate or cost per copy rate in description. Copier click rate black & white .0039 and color .044. Make sure your total amount includes the lease cost and click rate per month multiplied by 12 months. Attach a copy of your copier contract if available. A blanket P.O. will be created to cover any payments due. Please call Procurement Services at 416-5376 if there are any questions or concerns.

BLACK & WHITE COPIERS

BASIC COPIER	Ricoh MP2852 SP 28 CPM 0-5,000 Copies Per Month		RICOH MP4002 SP 40 CPM 5,000-10,000 Copies Per Month		RICOH MP5002 SP 50 CPM 10,000-30,000 Copies Per Month		RICOH MP6002 SP 60 CPM 30,000+ Copier Per Month	
	RENTAL PRICE	CASH PRICE	RENTAL PRICE	CASH PRICE	RENTAL PRICE	CASH PRICE	RENTAL PRICE	CASH PRICE
	\$74.40	\$2,839.50	\$88.12	\$3,363.20	\$108.19	\$4,129.38	\$154.61	\$5,901.00
COST PER COPY	0.0039		0.0039		0.0039		0.0039	
<i>OPTIONS</i>	INCL	INCL	INCL	INCL	INCL	INCL	INCL	INCL
RADF	INCL	INCL	INCL	INCL	INCL	INCL	INCL	INCL
DUPLEXING	INCL	INCL	INCL	INCL	INCL	INCL	INCL	INCL
TWO (2) PAPER DRAWERS	INCL	INCL	INCL	INCL	INCL	INCL	INCL	INCL
FOUR (4) PAPER DRAWERS	N/A	N/A	N/A	N/A	INCL	INCL	INCL	INCL
POSTSCRIPT & PCL PRINTING	INCL	INCL	INCL	INCL	\$6.93	\$264.60	\$20.27	\$764.40
SCAN TO FILE AND SCAN TO EMAIL	INCL	INCL	INCL	INCL	\$9.56	\$365.00	\$25.61	\$977.55
ACCOUNT TRACKING CODES	INCL	INCL	INCL	INCL	INCL	INCL	INCL	INCL
STAPLING FINISHER	\$9.71	\$370.70	\$14.86	\$567.00	INCL	INCL	INCL	INCL
FAX BOARD	\$9.25	\$352.80	\$9.50	\$362.25	\$9.49	\$362.25	\$8.80	\$336.00
HOLE PUNCH	N/A	N/A	\$5.25	\$200.55	\$5.25	\$200.55	\$5.25	\$200.55
1,000 SHEET PAPER TRAY	N/A	N/A	\$10.81	\$412.65	N/A	N/A	N/A	N/A
2,000 SHEET PAPER DECK	N/A	N/A	N/A	N/A	N/A	N/A	\$22.28	\$850.50

COLOR COPIERS

BASIC COPIER	RICOH MPC2551 25 CPM 0-5,000 Copies Per Month		RICOH MPC4503 45 CPM 5,000-20,000 Copies Per Month	
	RENTAL PRICE	CASH PRICE	RENTAL PRICE	CASH PRICE
	\$78.16	\$2,983.05	\$160.93	\$6,142.35
COST PER COPY-B/W	0.0039		0.0039	
COST PER COPY-COLOR	0.044		0.044	
<i>OPTIONS</i>	INCL	INCL	INCL	INCL
RADF	INCL	INCL	INCL	INCL
DUPLEXING	INCL	INCL	INCL	INCL
TWO (2) PAPER DRAWERS	INCL	INCL	N/A	N/A
FOUR (4) PAPER DRAWERS	N/A	N/A	INCL	INCL
POSTSCRIPT & PCL PRINTING	INCL	INCL	INCL	INCL
SCAN TO FILE AND SCAN TO EMAIL	INCL	INCL	INCL	INCL
ACCOUNT TRACKING CODES	INCL	INCL	INCL	INCL
STAPLING FINISHER	\$12.01	\$458.55	INCL	INCL
FAX BOARD	N/A	N/A	\$9.96	\$380.10
HOLE PUNCH	N/A	N/A	\$5.25	\$200.55