

**Contract #6473**  
**Canon Business Solutions, Inc.**  
**Rental of Copiers (Multifunctional Devices)**

This is a competitively bid 5-year, cost-per-copy, rental contract for multifunctional devices. The contract includes the following:

- The provision of all copier equipment
- White, letter and legal, 30% recycled, paper
- Paper will be marked "for copier use only" and delivered to each location
- All toner, supplies, and staples
- Pickup of all used toner cartridges
- All maintenance, service, and repairs – 4 hour response time
- Training as required

**Cost:** Black and white (monochrome) copies \$0.03 per page. Color copies \$0.10 per page. Double-sided copies count as 2 pages.

**Supply/Paper Ordering:** New supply order forms, request forms, and user guides, have been posted online at <http://myvcweb/index.php/copier-program>

**Service:** Please call (800)-355-1385, have the copier serial number available when calling.

**Training:** Training can be requested by calling the service number shown above.

**Moves:** Due to possible liability issues, DO NOT move any copier on your own. Please complete the appropriate form and forward to Procurement Services.

**New/Additional Copier Requests:** Additional units will be placed based on need or increased volume. Locations with multiple copiers, and/or printers, within close proximity may need to consolidate use. Please complete the appropriate form and forward to Procurement Services.

**Segment Upgrades:** Model upgrades are typically based on increased volume and/or need. They are usually granted in instances where the volume of copies has increased to the point where the current copier is not able to handle the increased capacity.

**Functional Upgrades:** **All copiers come with printing and scanning as standard features.** Additional functional features are faxing, saddle-stitch finishing and three-hole punch finishing functionality for devices that do not have this feature installed. Additional features may be requested by completing the appropriate form. Not all upgrades are available for all models. **NOTE:** Actual cost associated with adding these features will be based on current list price, less discount, and varies by model number.

**Please direct questions to Procurement Services, Buyer, Curtis Heath, at 654-2483.**