

Contract #7895
Canon Solutions America, Inc. "Canon"
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:

- Contract term: March 1, 2019 – February 28, 2024. Option to extend an additional five (5) years through 2029, including new units for 50% of the fleet.
- 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. All billing is through GSA. Departments/Agencies should not be charged directly by Canon.

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

Service: Please call 1-(800)-355-1385, have the copier serial number available when calling.

Training: Link to Canon unit training material can also be found on the Procurement Intranet site at <http://myvcweb/index.php/copier-program>

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, Sr. Buyer, Curtis Heath, at 1-(805) 654-2483 or by email curtis.heath@ventura.org .