



Department of Finance and Administration

Memorandum

To: All State Agencies, Colleges and University, Boards and Commissions,
Cooperative Purchasing Members

Attn: Agency Chief Information Technology Officer, Purchasing Agents, Agency
Procurement Officials, and Chief Fiscal Officers

Subject: **Using the State Copier Rental Contracts**

The Copier Rental Contract SP-11-0816 is now ready for use. Please refer to the following website for a list of all awarded vendors and equipment: <http://www.dfa.arkansas.gov/offices/procurement/contracts/Pages/default.aspx>.

Agencies are reminded of the following requirements that have been included in the contract awards:

1. This is a mandatory use contract for all State Agencies.
2. Under no circumstances will re-manufactured, refurbished, recycled, second-hand, previously owned, used or analog equipment be accepted.
3. All supplies/consumables, excluding paper and staples, for the equipment rented must be provided during the term of the contract and any extensions.
4. Vendors must cleanse any copier containing a hard drive per the State of Arkansas's security policy/standards at **no additional charge** to the State at the end of an agency's contract.
 - a. At the agencies discretion, hard drives that cannot be sanitized according to State security policy/standards may be returned to the State by the vendor. The charge for this option shall not exceed \$300.
5. Agency contracts for machines ordered from the master contract will run for three (3), four (4), or five (5) years depending on agency need. The master contract also allows agencies to renew their agency contract in one (1) year increments. In no event shall the agency contract remain in effect longer than seven (7) years from the beginning date of the original agency contract.
6. Ordering agency will issue a purchase order for the item desired and show delivery location with the name and phone number of the contact person at that location.
7. Vendors will not deliver a machine ordered from this contract outside the zones for which that machine was awarded.
8. Agencies have a variety of manufacturer's and models to choose from. When viewing the vendor pricing sheets, agencies will be able to:
 - a. Configure equipment to best meet agency needs by:
 - i. Selecting the base copier
 - ii. Adding any accessories that the agency needs
 - iii. Picking the maintenance plan that best fits agency printing needs
 - iv. Adding any software to the copier that could improve efficiencies
 - b. The monthly copier rental rate also includes the following:
 - i. Basic set up in user location
 - ii. Freight & Delivery
 - iii. Instruction in operation
 - iv. Operation Manuals
 - v. Surge Protector
 - vi. Removal Charges (at end of agency contract term)

Should you have any questions or need assistance with the new copier contract, please contact:

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