Copiers, Printers & Related Devices

STATE OF IDAHO

GROUP DESCRIPTIONS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group A** | **Group B** | **Group C** | **Group D** | **Group E** | **Group F** |
| Convenience Copiers (B&W and  Color/B&W) | Production Copiers (B&W and Color/B&W) | Wide Format Devices (B&W and Color/B&W) | Printers  (B&W and Color/B&W) | Digital Duplicators | Scanners |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Awards by Category | | | | | |
| **Group A** Convenience Copiers | **Group B** Production Copiers | **Group C** Wide Format | **Group D -** Printers | **Group E** Digital Duplicators | **Group F** Scanners |
| Canon USA  Konica Minolta  Ricoh USA  Sharp  Xerox | Canon USA  Konica Minolta  Ricoh USA  Sharp  Xerox | Canon USA  Ricoh USA | Canon USA  Hewlett Packard  Konica Minolta  Ricoh USA  Xerox | Ricoh USA | Canon USA |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Awards by Vendor | | | | | |
| **Canon USA**  PADD16201166 | **Hewlett Packard** PADD16201165 | **Konica Minolta**  PADD17200007 | **Ricoh**  PADD17200088 | **Sharp**  PADD16201163 | **Xerox**  PADD16201164 |
| Group A  Group B  Group C  Group D  Group F | Group D  (PURCHASES ONLY - NO LEASES) | Group A  Group B  Group D | Group A  Group B  Group C  Group D  Group E | Group A  Group B | Group A  Group B  Group D |

CONTRACT OVERVIEW:

* + NASPO is a Mandatory-Use Contract for State Agencies, optional use for PoliSubs, K-12 and non-State Higher Ed.
  + Vendors must complete a Placement Form – Entities should only have to verify pricing/math and sign. NO OTHER DOCUMENTATION IS REQUIRED.
  + All Placement Forms must be emailed to [purchasing@adm.idaho.gov](mailto:purchasing@adm.idaho.gov)
  + All State Agencies are exempt from the payment of sales or property tax.
  + All State Agencies may terminate with no penalty for Non-appropriation of funds.
  + Availability of equipment models will vary – applicable equipment will be determined based on the Spec descriptions outlined in the Scope of Work in the amended RFP posted by Nevada.
  + Ricoh, Canon, and Konica allow for Dealers to bill the State directly. All usage and admin fee information gets reported through the manufacturer.
  + All software (outside of basic functionality) must be treated as separate agreements and executed outside of these PADD’s.

LEASE INFORMATION:

* + Only Operational Leases are allowed; 36, 48, 60 month options only. No ownership at the end of term.
  + All leases have a non-appropriations clause.
  + An additional cost may be charged for the removal and surrender of hard drives. All Vendors are required to discuss and disclose the options and cost to the Entity prior to signing a lease.
  + Volume placements are more than 1 system on 1 order & may be discounted.
  + Network installation & 1 hour training is included with each lease/purchase.
  + Additions to equipment leases must be coterminous as to have same term date.
  + Leases will roll month to month for 12 months if no 30-day notice is supplied upon termination. If 30-day written notice is submitted other options are available and are vendor specific.
  + Early Termination includes the balance of lease payments for leases and, for service and maintenance obligations, the lesser of four (4) months service & supply base charges or 25% of the service/supply payment for the remaining term.
  + If an Entity requires a PO for payment, verify PO term is the same as the lease term.
  + **Service Response Times:** Urban Response Time – 4 Hours, Rural Response Time – 1 Working Day, Remote Response Time – 4 Working Days.
  + Leases placed under the current contract will survive through the end of the lease term.
  + All leases are bound to the Master Lease Agreement associated with each particular Vendor.

PURCHASE INFORMATION:

* + Vendors must complete a Placement Form – Entities should only have to verify pricing/math and sign. NO OTHER DOCUMENTATION IS REQUIRED.
  + Entities may purchase equipment, with or without a Maintenance Agreement (based on availability with each Vendor).