

Distributive Copier Service (DCS) Contract Request Form

LOT	Copier	B/W Copies Per Minute	Color Copies Per Minute	Black/White Maintenance Cost Based on Maximum Copies per Month	Color Maintenance Cost Based on Maximum Copies per Month	Black/White Per Copy Overage Rate (Computed Quarterly)	Color Per Copy Overage Rate (Computed Quarterly)	Monthly Lease & Maint Cost	Copier Selection (Place an X in the appropriate Box) Note: Use a separate form for each copier selected
BLACK AND WHITE COPIERS									
Lot 1	RICOH MP 2000SP	15	n/a	1,500	n/a	\$0.0111	n/a	\$ 71.98	
Lot 2	RICOH MP 2510SP	21	n/a	3,500	n/a	\$0.0111	n/a	\$ 171.15	
Lot 3	RICOH MP 4000SP	31	n/a	9,500	n/a	\$0.0111	n/a	\$ 291.43	
Lot 4	RICOH MP 5000SP	41	n/a	18,500	n/a	\$0.0111	n/a	\$ 366.05	
Lot 5	KYOCERA KM 6030	55	n/a	19,500	n/a	\$0.0111	n/a	\$ 441.10	
Lot 6	KYOCERA KM 8030	70	n/a	47,500	n/a	\$0.0111	n/a	\$ 454.00	
Lot 7	RICOH MP 9000	91	n/a	80,000	n/a	\$0.0111	n/a	\$ 657.22	
BLACK/WHITE & COLOR COMBINATION COPIERS									
Lot 8	KYOCERA KM C2525E	15	8	2,400	600	\$0.0111	\$0.0845	\$ 217.65	
Lot 9	KYOCERA KM C3232E	31	20	12,800	3,200	\$0.0111	\$0.0845	\$ 366.48	
Lot 10	RICOH MP C6000	55	30	29,600	7,400	\$0.0111	\$0.0845	\$ 783.46	

Terms of the agreement:

- a. General Support Services will manage the copier contract with the vendor and serve as the interface on all customer support issues with vendor.
- b. General Support Services will provide addition and deletion of internal copier tracking codes as requested by the departments using the copier.
- c. UAA Customer will be charged a fixed monthly rate for the copier provided.
- d. The monthly copier fee includes lease and maintenance costs. Each copier lot has an initial maximum monthly number of copies included in the monthly fee.
- e. The UAA customer will be required to commit to a 3-year contract for the copier chosen. The 3-year period commences at the time the copier is installed and accepted by the customer. An addendum to this agreement, shown on next page, will be issued upon actual installation and acceptance of the copier.
- f. At the start of each quarter, any overage (above the maximum copies established) will be assessed based on the amount over the prior 3-month usage. (Monthly maximum times 3 months, i.e. for Lot 1 if the 3 month total was 5,000 copies, an overage charge would be based on 500 copies.)
- g. The monthly overage fee is based on a per copy use charge as outlined in the pricing summary shown under each copier lot description.
- h. Black and White copiers (lots 1-7) have a single overage rate for copies above the specified maximum included per month.
- i. The Black and White and Color Copier Combination (lots 8-10) have a dual overage rate for copies above the specified maximum included per month. One rate for black and white copies above the specified maximum and another rate for color copies above the specified maximum.
- j. Copiers that will be used by more than one customer must have a designated primary user. The primary user will be billed the monthly rate (monthly) and any overage charges (quarterly). The designated primary user will be responsible for any inter-department billing for joint use of the copier by other departments.
- k. Copier Lots 1-7 below refer to black and white copiers and Copier Lots 8-10 below refer to black/white and color combination copiers.
- l. UAA Customer will be responsible for any internet connectivity maintenance and on-going IT support pertaining to connectivity related issues.
- m. UAA Customer will be responsible for providing their own paper for the copier.

Organization: _____

Funding Data: Org and Fund # _____

Primary User/key Operator Contact Data: Name: _____ Phone: _____

Contract Agreement Confirmation

Dean/Director/Dept Head [Printed Name]

Dean/Director/Department Head [Signature]

[Date of Order]

Forward completed request to:

General Support Services
Bookstore Basement
Attention: DCS Coordinator
E-Mail: AYPcopy@UAA.Alaska.edu
Phone: 786-6860

**UNIVERSITY OF ALASKA ANCHORAGE
GENERAL SUPPORT SERVICES
DCS CONTRACT START/END DETAILS**

Organization:	
Funding Data:	(Org and Fund #)
Primary User/key Operator Contact Data:	Name: _____ Phone: _____

Copier Lot #: _____

Copier Description: _____

Copier Serial # _____

Copier Installation/Billing/Commencement Date: _____

3-Year Copier Contract End Date: _____

Comments/Notes:

Acknowledgement of Final Acceptance [Printed Name]

Acceptance [Signature]

[Date Accepted]

**GENERAL SUPPORT SERVICES
ACKNOWLEDGEMENT**

Authorized General Support Services Representative

Printed Name/Title

Signature/Date