



# Distributive Copier Service (DCS) Contract Request

*NOTE: Use a separate form for each copier selected.*

| Lot                                                    | Copier                          | B&W Copies per Minute | B&W Maint. Cost Based on Max. Copies per Month | Color Maint. Cost Based on Max. Copies per Month | B&W per Copy Overage Rate (computed quarterly) | Color per Copy Overage Rate (computed quarterly) | Monthly Lease & Maint. Cost | Copier Selection (place X in the relevant box) | PCL Driver License | Fax Board Option \$23.18 | Coin Op Option \$91.77 |
|--------------------------------------------------------|---------------------------------|-----------------------|------------------------------------------------|--------------------------------------------------|------------------------------------------------|--------------------------------------------------|-----------------------------|------------------------------------------------|--------------------|--------------------------|------------------------|
| <b>Black and White Copiers (color scanning)</b>        |                                 |                       |                                                |                                                  |                                                |                                                  |                             |                                                |                    |                          |                        |
| 1                                                      | Canon ImageRunner 4025          | 15                    | 1,500                                          | n/a                                              | \$0.011                                        | n/a                                              | \$101.25                    |                                                | \$20.00            |                          |                        |
| 2                                                      | Canon ImageRunner 4025          | 21                    | 3,500                                          | n/a                                              | \$0.011                                        | n/a                                              | \$153.55                    |                                                | \$20.00            |                          | n/a                    |
| 3                                                      | Canon ImageRunner 4035          | 31                    | 9,500                                          | n/a                                              | \$0.011                                        | n/a                                              | \$281.20                    |                                                | \$20.00            |                          | n/a                    |
| 4                                                      | Canon ImageRunner 4045          | 41                    | 18,500                                         | n/a                                              | \$0.011                                        | n/a                                              | \$333.00                    |                                                | \$20.00            |                          | n/a                    |
| 5                                                      | Canon ImageRunner Advance 6055  | 55                    | 19,500                                         | n/a                                              | \$0.011                                        | n/a                                              | \$419.95                    |                                                | \$21.00            | n/a                      | n/a                    |
| 6                                                      | Canon ImageRunner Advance 6075  | 70                    | 47,500                                         | n/a                                              | \$0.011                                        | n/a                                              | \$477.90                    |                                                | \$21.00            | n/a                      | n/a                    |
| 7                                                      | Canon ImageRunner Advance 8095  | 91                    | 80,000                                         | n/a                                              | \$0.011                                        | n/a                                              | \$723.60                    |                                                | \$21.00            | n/a                      | n/a                    |
| <b>Color and Black &amp; White Combination Copiers</b> |                                 |                       |                                                |                                                  |                                                |                                                  |                             |                                                |                    |                          |                        |
| 8                                                      | Canon ImageRunner Advance C2020 | 15                    | 2,400                                          | 600                                              | \$0.011                                        | \$0.085                                          | \$197.95                    |                                                | \$19.00            |                          | n/a                    |
| 9                                                      | Canon ImageRunner Advance C2030 | 31                    | 12,800                                         | 3,200                                            | \$0.011                                        | \$0.085                                          | \$372.60                    |                                                | \$19.00            |                          | n/a                    |
| 10                                                     | Canon ImageRunner Advance C5045 | 55                    | 29,600                                         | 7,400                                            | \$0.011                                        | \$0.085                                          | \$588.60                    |                                                | \$21.00            | n/a                      | n/a                    |

### Terms of the Agreement

- a. UAA Customer will place service calls directly to the vendor. GSS will manage the copier contract with the vendor and serve as the liaison on all customer support issues with the vendor.
- b. General Support Services will provide addition and deletion of internal copier tracking codes as requested by the departments using the copiers.
- c. UAA Customer will be charged a fixed monthly rate for the copier provided.
- d. The monthly copier charge 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 3.5 year contract for the copier selected. The 3.5 year period commences at the time the copier is installed and accepted by the customer. An addendum to this agreement will be issued upon actual installation and acceptance of the copier.
- f. The monthly overage fee is based on a per copy use charge as outlined in the pricing summary shown under each copier lot description.
- g. Black and white copiers (lots 1-7) have a single overage rate for copies above the specified maximum included each month.
- h. The color and black & white combination copiers (lots 8-10) have a dual overage rate for copies above the specified maximum included per month. One rate for black & white and one for color.
- i. 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.
- j. Copier lots 1-7 refer to black and white copiers and Lots 8-10 refer to black/white and color combination copiers.
- k. UAA customer will be responsible for any power/facility requirements, internet connectivity maintenance and ongoing IT support pertaining to connectivity-related
- l. UAA customer will be responsible for providing their own paper for the copier.

Department/Organization \_\_\_\_\_ Org \_\_\_\_\_ Fund \_\_\_\_\_

**Primary User/Key Operator Information:**

Name \_\_\_\_\_ Phone\* \_\_\_\_\_ Email \_\_\_\_\_

\*type in all 10 digits of the phone number without hyphens (ex. 907xxxxxx)

### Contract Agreement Confirmation

Dean/Director/Dept. Head Name \_\_\_\_\_

Dean/Director/Dept. Head Signature \_\_\_\_\_

**Return completed form to Jeff Smith • UAA General Support Services • anjls2@uaa.alaska.edu • (907) 786-1035**