



DISTRIBUTED COPIER SERVICE (DCS) CONTRACT

Please use a separate form for each copier selected

Lot	Model	B/W Copies Per Min Minimum Spec	B/W Maintenance Cost Based on Maximum Copies per Month	Color Maintenance Cost Based on Maximum Copies per Month	B/W Per Copy Overage Rate Computed Quarterly	Color Per Copy Overage Rate Computed Quarterly	Monthly Lease and Maintenance Cost	Copier Selection PLACE AN "X" IN THE RELEVANT BOX	Fax Board Option \$16	Coin Op Option \$73
Black/White Copiers (color scanning)										
1	Ricoh MP 2501SP	15	1,500	n/a	\$0.010	n/a	\$91.26			
2	Ricoh MP 2554 SP	21	3,500	n/a	\$0.010	n/a	\$139.84			n/a
3	Ricoh MP 3554 SP	31	9,500	n/a	\$0.010	n/a	\$249.56			n/a
4	Ricoh MP 5002 SP	41	18,500	n/a	\$0.010	n/a	\$304.09			n/a
5	Ricoh MP 6002 SP	55	19,500	n/a	\$0.010	n/a	\$377.81		n/a	n/a
6	Ricoh MP 7502 SP	70	47,500	n/a	\$0.010	n/a	\$433.59		n/a	n/a
7	Ricoh MP 9002 SP	91	80,000	n/a	\$0.010	n/a	\$654.40		n/a	n/a
Color and Black/White Combination Copiers										
8	Ricoh MPC 2503	15	2,400	600	\$0.010	\$0.060	\$180.68			n/a
9	Ricoh MPC 4503	31	12,800	3,200	\$0.010	\$0.060	\$339.12			n/a
10	Ricoh MPC 6003	35	20,000	5,000	\$0.010	\$0.060	\$517.49		n/a	n/a

TERMS OF AGREEMENT

- The UAA customer will be required to commit to a three year (36 month) contract for the copier selected. The three year period commences at the time the copier is installed and accepted by the customer.
- UAA customer will be charged a fixed monthly rate for the machine provided, plus any applicable overages which will be charged quarterly.
- 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. UAA customer will be responsible for providing their own paper (not included in contract).
- The monthly overage fee is based on a per copy use charge as outlined in the pricing summary shown under each copier lot description.
- PCL drivers are standard on all lots. Fax board and coin op selections are optional on specified lots and will incur additional monthly charges as noted.
- Black and white copiers (Lots 1-7) have a single overage rate for copies above the specified maximum included each month.
- 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 and white copies above the specified maximum and another rate for color copies above the specified maximum.
- 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.
- UAA customer will be responsible for any power/facility requirements, internet connectivity maintenance and ongoing IT support pertaining to connectivity-related issues.
- UAA customer will place service calls directly to the vendor. GSS will manage the copier contract with the vendor and serve as a liaison on all customer support issues as needed.
- Machine moves/relocations must be performed by a vendor service technician and coordinated through UAA GSS. Per vendor contract, moves within the same building will be performed at no charge. All other moves will incur a \$150 flat fee per machine.
- Contract start date for billing purposes will be the date of the machine installation at the department.

Department/Organization _____ Org/Fund _____

Primary User / Key Operator Name _____ Phone _____ Email _____

CONTRACT AGREEMENT CONFIRMATION

Dean/Director/Department Head (Printed Name)

Dean/Director/Department Head (Signature)

Date of Order

Forward completed request to: Jeff Smith • Email: jsmith@uaa.alaska.edu • Phone: 786.1035