

# ITC66: Copiers, Printers, Scanners and Related Devices and Services

<b>Contract #:</b> ITC66	<b>Contract Duration:</b> 12/02/2016 to 12/31/2019
<b>MMARS #:</b> ITC66*	<b>Options to Renew:</b> Two 1-year renewal options
<b>Contract Manager:</b> Tim Kennedy – <a href="mailto:tim.kennedy@state.ma.us">tim.kennedy@state.ma.us</a> – (617) 720-3107	
<b>This contract contains:</b> Environmentally Preferable Products (EPP), Prompt Pay Discounts (PPD), Supplier Diversity Program (SDP)	
<b>UNSPSC:</b> 43-21-17 Scanners	
43-21-21 Computer printers	
44-10-00 Copiers, Printers, Digital Duplicators, Scanners, and Related Equipment	
44-10-15 Digital Duplicator Equipment and Supplies	
44-10-17 Printer and photocopier and facsimile accessories	
44-10-22 Scanner accessories	
44-10-31 Printer and facsimile and photocopier supplies	
45-11-20 Microfiche and microfilm reader printers, components and accessories	
81-11-22 Maintenance or support fees	
82-13-15 Microfiche services	
84-12-16 Operating lease finance service	
<b>Last change date:</b> 03/08/2017	



## Contract Summary

Statewide Contract ITC66 comprises four categories for the purchase, lease or rental of energy-efficient copiers, printers, digital duplicators, scanners, faxes, and related services and supplies.

1. **Copiers, Printers & Related Devices:** This category is based on a multi-state cooperative contract of the National Association of State Procurement Officers (NASPO) for Copiers, Printers & Related Devices, for which the State of Nevada is the lead organization. The vendors in this category have executed Participating Addenda with the Commonwealth and are awarded one or more of the following sub-categories:
  - A. **Convenience Copiers**
  - B. **Production Copiers**
  - C. **Wide Format**
  - D. **Printers**
  - E. **Digital Duplicators**
  - F. **Scanners**
2. **Digital Duplicators:** This category was procured through the RFR process. Vendors in this category are manufacturers or manufacturer-authorized dealers. Equipment in this category consists of high-production devices that make use of templates to create a large quantity of documents quickly at the lowest cost per copy. Such devices are commonly equipped with a medium that serves as a stencil, ink, and a drum; however new digital duplicating technologies are also allowed. Software, supplies, and maintenance services are allowed under this category.
3. **Scanners, Facsimile, Micrographic Equipment and Related Services:** This category was procured through the RFR process. Vendors in this category are manufacturers or manufacturer-authorized dealers. Equipment in this category consists of devices and services which convert paper or microfiche documents into digital images in high volume (production) quantities. Software, supplies, maintenance, and scanning services are allowed under this category.
4. **Supplies and Maintenance Services:** This category was procured through the RFR process. Vendors in this category are manufacturers or manufacturer-authorized dealers. This category is for remanufactured, generic, and OEM supplies and maintenance services.

All executive department agencies and agencies using Commonwealth Information Technology Capital Funds should note the Enterprise Printer Cartridge Acquisition Policy (<http://www.mass.gov/anf/research-and-tech/policies-legal-and-technical-guidance/it-policies-standards-and-procedures/ent-pols-and-stnds/enterprise-printer-cartridge-policy.html>) issued by the Operational Services Division and the Office of Information Technology. Such agencies are required to purchase remanufactured laser print toner cartridges when available. The goal of the Commonwealth is ultimately to ensure a minimum of 80% of all laser printer toner cartridges purchased by executive departments are remanufactured.



## Vendor List

Vendor Name	Convenience Copiers (90 PPM, max)	Production Copiers (90 PPM, min)	Wide Format Copiers	Printers	Digital Duplicators	Scanners	Scanning/Micrographic Conversion Services	Facsimile Machines	Micrographic Equipment	Supplies (* includes reman. EPP)
All Star Software Systems						X		X		
CAM Office Services										X*
Canon U.S.A.	X	X	X	X		X				X
DataBank IMX							X			
Encore Images										X*
G.A. Blanco and Sons						X				X*
HP					X	X				X
Inception Technologies						X	X		X	X
Konica Minolta Business Solutions	X	X		X	X	X			X	X
New England Archives Center							X			
ProConversions						X			X	X
Ricoh U.S.A.	X	X	X	X	X	X				X
Riso					X					X
Sharp Electronics	X	X								X
Toshiba America Business Solutions	X				X	X				X
W.B. Mason										X*
Xerox	X	X		X	X	X				X*

## Benefits and Cost Savings

- Equipment purchase, lease, or short-term rentals available
- Production printers available
- Lease terms available of up to 60 months
- Extended warranties



- Environmentally Preferable Products
  - All devices are EPEAT Bronze or better
  - Power management features
  - Wide selection of high-performing third-party certified remanufactured toner
  - Vendors provide no-charge methods of returning empty cartridges

## Who Can Use This Contract?

Applicable Procurement Law: MGL c.7, §22; c.30, §51, §52; 801 CMR 21.00

### Eligible Entities

*All Categories:*

1. Cities, towns, districts, counties and other political subdivisions;
2. Executive, Legislative and Judicial Branches, including all departments and elected offices therein;
3. Independent public authorities, commissions and quasi-public agencies;
4. Local public libraries, public school districts and charter schools;
5. Public hospitals owned by the Commonwealth;
6. Public institutions of higher education;
7. Non-profit, UFR-certified organizations that are doing business with the Commonwealth; and
8. Other entities when designated in writing by the State Purchasing Agent.

*Categories 2-4 Only:*

9. Public purchasing cooperatives; and
10. Other states and territories with no prior approval by the State Purchasing Agent required.

## Pricing and Acquisition Process

### Purchase Options

Purchases made through this contract may be direct, outright purchases, operational term leases (no ownership), rental, or cost per copy.

For all leases, refer to the vendors' COMMBUYS MBPO for lease documents. If a document does not appear on COMMBUYS, it is not authorized for use under ITC66.

### Acquisition Process

All equipment vendors have provided cost sheets for their products, which include:

1. Equipment speed in copies per minute (cpm)
2. Manufacturer minimum monthly volume



3. Warranty length in months
4. Standard configuration cost (purchase, lease and rental)
5. Maintenance plan costs
6. Supplies cost
7. Total cost of ownership

Equipment costs do not include supply costs. Equipment is delivered with a minimal amount of supplies, therefore Buyers should plan the initial supplies delivery, from the equipment vendor or from one of the Category 4 vendors, to coincide with the equipment delivery.

Buyers should verify whether the equipment cost includes free maintenance service or whether they need to purchase a maintenance service plan. Many vendors' lease agreements require continuous maintenance service plan coverage.

### **Equipment Confirmation Form**

The Equipment Confirmation Form (ECF) must be used for all equipment leases and purchases under this contract. The ECF can be found on the "vcurrent" version of the contract on COMMBUYS on the Attachment tab. The form requires both the buyer and vendor to sign at two different points during the procurement process:

1. First signature confirms that the information under the Equipment and Maintenance sections of the form are what the buyer is ordering and the costs and lease terms (if applicable) are correct.
2. Second signature should only occur once the product has been installed and operational, the required training has occurred, and the startup supplies received. The date of the second signature is the acceptance date, which is also the date the lease begins.

The Equipment Confirmation Form is the only paperwork requiring both vendor and buyer signatures on this contract. All other vendor paperwork is considered null and void. In the event a vendor insists on additional paperwork to be signed, contact the OSD Strategic Sourcing Services Lead.

### **Startup Supplies**

All startup supplies must be labeled as such and reference the buyer's purchase order number. Do not sign the Equipment Confirmation Form unless all startup supplies have been received. The specific startup supplies required are listed on the ECF.

### **Delivery & Installation**

All equipment prices include delivery and installation statewide. Delivery is F.O.B. destination with no delivery or travel expenses paid by the buyer. The vendor must coordinate the delivery of both equipment and startup supplies to arrive simultaneously or within a mutually agreed upon time frame.



Vendor and buyer must discuss and confirm in writing any need for site preparation (e.g. electrical, telecommunication, space and ventilation requirements). It is the vendor's responsibility to survey and review the installation location prior to accepting an order. If special installation is required, the cost must be agreed to by both parties and noted on the equipment confirmation form prior to a purchase order release.

### Training

**Category 1 Only:** Vendor must provide a minimum of one hour on-site training upon installation along with an abbreviated user manual at no additional charge. Pricing for additional training may be offered in one-hour increments.

**Categories 2-3 Only:** Upon delivery and installation, vendor must agree to provide training to personnel designated by the buyer. Training must leave the designated personnel able to independently operate the equipment and must include information on all environmental features of the machine. A fact sheet or brochure from the vendor is encouraged.

**Category 4 Only:** Upon delivery and request of the buyer, vendor must agree to provide training to personnel designated by the buyer. Training must include information on all environmental features of the machine. A fact sheet or brochure from the vendor is encouraged.

## Additional Information

### Service

**Category 1:** Category 1 vendors have negotiated a base service level with the Commonwealth, available on their respective Participating Addenda. Service and maintenance plans may not be financed as part of a lease, but must appear as separate items on quotations and invoices.

**Categories 2-3:** Vendors on categories 2 and 3 must offer both yearly maintenance, and time and material service pricing. These plans will be indicated on vendors' cost sheets. Yearly plans must include all materials and offer both four-hour and next day service response plans. Vendors must respond to service call requests within two hours after written or oral notice from a buyer.

Transportation and travel costs will not be reimbursed by the buyer. For time and material services, the clock starts upon arrival at the equipment site by the technician.

For rental equipment, all maintenance, repairs, parts and labor are the responsibility of the vendor at no additional cost to the buyer.

If software is included with the equipment, the vendor must also provide support for that software.



### **End of Lease**

It is the responsibility of the buyer to schedule the return of equipment and it is the vendor's responsibility to pick up the equipment within 10 business days of the scheduled return at no cost to the buyer.

Early termination of leases for convenience may incur penalty charges. Buyers should carefully read the lease agreement document before a leasing vendor.

### **Lease Renewal**

Upon termination of a term lease, the lease may not be renewed or otherwise extended under its original terms and rates. In the rare event that a term lease needs to be extended for any reason, the vendor and buyer must renegotiate a short term lease that reflects the depreciated value of the equipment. Renewal of a term lease, even at the request of an eligible entity, without re-negotiation and reduction of the price shall be considered a material breach by the vendor, and the vendor shall be obligated to reimburse the Commonwealth for all payment amounts made by an eligible entity which exceed the amounts that would have been charged under a re-negotiated and reduced lease.

### **Rentals**

All rentals are limited to a maximum term of six months. At the end of this term, rental may not be renewed or otherwise extended under its original terms and rates. In the rare event that a rental term needs to be extended for any reason, the vendor and buyer must renegotiate the rental as a short term lease which reflects the value of the equipment, and which represents a reduced rate as compared to the rental rate.

### **Data Security**

Vendors must propose a fixed price for a technician to remove and surrender the hard drive or to erase image and user data, as appropriate, at the termination of any lease or rental. This cost will be indicated in the vendors cost sheet. Bidders have agreed to abide by the terms of Executive Order 504 and ITD's Procurement Standards and Procedures (<http://www.mass.gov/anf/research-and-tech/it-finance-and-procurement/executive-order-504-procurement.html>).

### **Remanufactured Supplies**

Executive Order 515 requires Executive agencies to purchase remanufactured and other environmentally preferable products (EPP) wherever they are available. Additionally, the Joint Enterprise Printer Cartridge Acquisition Policy is obligatory for any executive agency buyers. Remanufactured supplies are indicated on Category 4 vendors cost sheets with a remanufactured product ID.



## Where to Obtain Contract Information

Each of the vendors on this contract has been assigned a unique Master Blanket Purchase Order (MBPO) number. Vendor pricing is located in the line item catalog and in the cost table spreadsheet documents located in the attachments tab on the MBPO for each vendor.

To access vendor contracts, the Request for Response (RFR), related documents and form, go to the COMMBUYS ([www.commbuys.com](http://www.commbuys.com)) website. Click on "Contract & Bid Search," then select the "Contracts/Blankets" radio button.

- Enter "ITC66" in the Contract/Blanket Description field.
- Select "Statewide Contract" in the Type Code pull-down menu.
- Click "Find It"

An additional MBPO resulting from the above search includes "ITC66 Statewide Contract Documents and User Guide" in the Description field. This MBPO contains a list of all ITC66 vendors located in the Distributors list on the Vendor tab. Documents common to all ITC66 vendors, including the Contract User Guide, the RFR and its amendments, and the Vendor Quarterly Engagement Report template are located on the Attachments tab.

<u>Contract/Blankets #</u>	<u>Description</u>	<u>Vendor</u>
<a href="#">PO-17-1080-OSD03-SRC01-9544</a>	ITC66: Copiers, Printers, Scanners and Related Devices and Services	All Star Software Systems
<a href="#">PO-17-1080-OSD03-SRC01-9608</a>	ITC66: Copiers, Printers, Scanners and Related Devices and Services	CAM Office Services Inc. - G2B
<a href="#">PO-17-1080-OSD03-SRC01-9543</a>	ITC66: Copiers, Printers, Scanners and Related Devices and Services	CAM Office Services Inc.
<a href="#">PO-17-1080-OSD03-SRC01-9481</a>	ITC66: Copiers, Printers, Scanners and Related Devices and Services	Canon U.S.A., Inc.
<a href="#">PO-17-1080-OSD03-SRC01-9545</a>	ITC66: Copiers, Printers, Scanners and Related Devices and Services	DataBank IMX
<a href="#">PO-17-1080-OSD03-SRC01-9546</a>	ITC66: Copiers, Printers, Scanners and Related Devices and Services	Encore Images
<a href="#">PO-17-1080-OSD03-SRC01-9547</a>	ITC66: Copiers, Printers, Scanners and Related Devices and Services	G A Blanco and Sons, Inc.
<a href="#">PO-17-1080-OSD03-SRC01-9548</a>	ITC66: Copiers, Printers, Scanners and Related Devices and Services	HP Inc.
<a href="#">PO-17-1080-OSD03-SRC01-9549</a>	ITC66: Copiers, Printers, Scanners and Related Devices and Services	Inception Technologies Inc.
<a href="#">PO-17-1080-OSD03-SRC01-9523</a>	ITC66: Copiers, Printers, Scanners	Konica Minolta Business





	and Related Devices and Services	Solutions USA, Inc.
<a href="#">PO-17-1080-OSD03-SRC01-9550</a>	ITC66: Copiers, Printers, Scanners and Related Devices and Services	New England Archives Center
<a href="#">PO-17-1080-OSD03-SRC01-9551</a>	ITC66: Copiers, Printers, Scanners and Related Devices and Services	ProConversions Corp
<a href="#">PO-17-1080-OSD03-SRC01-9682</a>	ITC66: Copiers, Printers, Scanners and Related Devices and Services	Ricoh USA, Inc.
<a href="#">PO-17-1080-OSD03-SRC01-9553</a>	ITC66: Copiers, Printers, Scanners and Related Devices and Services	RISO, Inc.
<a href="#">PO-17-1080-OSD03-SRC01-9555</a>	ITC66: Copiers, Printers, Scanners and Related Devices and Services	Sharp Electronics Corp
<a href="#">PO-17-1080-OSD03-SRC01-9357</a>	ITC66: Copiers, Printers, Scanners and Related Devices and Services	Toshiba America Business Solutions, Inc.
<a href="#">PO-17-1080-OSD03-SRC01-9554</a>	ITC66: Copiers, Printers, Scanners and Related Devices and Services	W.B. Mason
<a href="#">PO-17-1080-OSD03-SRC01-9472</a>	ITC66: Copiers, Printers, Scanners and Related Devices and Services	Xerox Corporation
<a href="#">PO-17-1080-OSD03-SRC01-9764</a>	ITC66: Statewide Contract Documents and Contract User Guide (Solicitation Enabled)	Conversion Vendor

Category 1 of this contract is a cooperative contract between the Commonwealth of Massachusetts and the National Association of State Procurement Officers (NASPO) for Copiers, Printers & Related Devices, for which the State of Nevada is the lead organization. Documents relating to the NASPO procurement are available at <http://www.naspovaluepoint.org>

### Strategic Sourcing Team Members

Name	Organization
Melane Bisbas	Town of Needham
Kathy Chipman	State Lottery
Sidney Fuller-Jones	Department of Public Health
Karen E. Glass	Department of Developmental Services
Glenn Kendall	Operational Services Division
Tim Kennedy	Operational Services Division
Regina R. Kinney	Operational Services Division
Jameel Moore	Office of the State Treasurer
Angel Perry-Smith	Department of Children & Families
Reann Rostamnezhad	Operational Services Division
Mark Rousseau	Executive Office of Labor and Workforce Development
Chris Voss	Department of Environmental Protection
Julia Wolfe	Operational Services Division