

RFP 12-07 Multifunction Copier Contract – Santa Rosa County Schools

Ordering Instructions:

The Santa Rosa County School Board entered into an agreement with the following vendors as a result of RFP 12-07 Multifunction Copier Contract.

Copy Products (V# 12471)

View copiers:

Pricing Site:

<http://www.copyproductscompany.com/srcsb>

Sharp Copier Help Website:

<http://www.my-sharp.com/srcsb.mysharp.aspx>

Berney Office Solutions (V#19122)

To view copiers: URL <http://www.berney.com/santarosa>

Password: srsk12 (all lower case)

Purchase Orders are to list the following :

Copier Name/Make

Copier Model #

Copier Serial #

Located in Room

1st year of a 3 year contract (update each year)

July 2012 to June 2013 (update each year)

Monthly machine cost (broken down as 12 at \$.00

Monthly cost of each option (if any) broken down as 12 at \$.00

Cost per copy (estimate monthly usage) and key in as 1 at \$.00 (your yearly estimate)

Estimated monthly copy cost

More than one copier can be listed on a single purchase order, but each must be listed separately on the PO. **Use object code 390.**

The price includes all maintenance and supplies (**including staples-Copy Products only**), except paper.

Staples must be purchased for Berney machines

The copiers listed are just a few that are being offered by your vendors. Each copier also has different options and standard equipment which is not listed on our web site. Please contact the vendors for a quote on the machine that would best fit your needs. ([Vendor Contacts](#)) The vendors will visit your school and go over your copier needs before they give you a quote. Once you have your quotes you may use any of the three vendors awarded the contract. Once you have decided on the vendor or vendors of your choice fax a copy of the quote to purchasing. and enter a request for purchase order based on the attached sample.

Reminder: You must complete your current contracted copier before requesting a new copier. However **RICOH** has stated that they can buy out some of the existing copier contracts if you are planning on leasing a new machine through their company under the old RFP until June 30, 2012. Please contact the RICOH representative for additional information. Ricoh (V#17608) Ricoh will continue to bill through Accounts Payable on a quarterly basis per machine and on a monthly basis for cost per copy.

You do not have to go with just one vendor for all of your copier needs.

Contracts will be based on a three year agreement.

You will be invoiced every month.

Contact the vendors for complete pricing and additional information.

(COIN OPERATED MACHINES ARE AVAILABLE UPON REQUEST TO THE VENDOR)

COPY PRODUCTS: ANN HIGHSTREET
CELL: 850-698-3111
FAX: 850-432-8666
EMAIL: AHIGHSTREET@COPYPRODUCTSCOMPANY.COM
BILLING PROBLEMS: KRISTY: 432-1580

BERNEY OFFICE SOLUTIONS: JUDY WILLHOIT
CELL: 850 516 9661
PHONE: 850 473 0018 EXT 4619
EMAIL: JUDY.WILLHOIT@BERNEY.COM