

To: All School Principals and Administrative Staff

Subject: Ricoh Copier Contract – Rental and Purchase

The Memphis-Shelby County School District currently has a contract in place for four (4) different volume categories for Black and White Copiers and three (3) volume categories for Color copiers.

Copier purchases and rentals will be made from Ricoh USA, Inc. All copier rentals are for 36 months, with no exceptions. At the end of your 36-month period, here are four (4) options that you may select to move forward:

1. Lease the Copier from month-to-month
2. Upgrade to a newer model (please note that there may be an increase in pricing due to newer model)
3. Request a Buyout at a fair market value (service or parts will only up to 10yrs. A Ricoh representative will provide you with the actual cost).
4. Purchase a new Copier

*If you choose to purchase or request a Buyout, please notify Asset Management and provide them with this information.

All maintenance costs are quoted as a cost per copy to include all supplies with the exception of paper. Maintenance costs will NOT increase upon renewal of any contract, nor may they increase within the 36-month contract term. Maximum response time for a service call will be 4 hours.

All machines are new and reconditioned machines will not be accepted. All copiers will include a base unit with stand, two (2) or four (4) paper drawers, RADF (reverse automatic document feeder), and automatic duplexing. Please see the attachment below for the different options that may be available for each category of copier.

A monthly **rental** and **maintenance** fee applies to each copier. Please submit one (1) single requisition in APECS to cover both the rental and maintenance fees for a twelve (12) month period. The description of the requisition should include the make, model, serial number, and ID number of the copier listed on your contract. Use commodity code **985-26**. Please include the click rate or cost per copy rate in the description.

The copier click rate for Black and White is: .0039 and Color: .044. Please make sure your total amount includes the lease cost and click rate per month, multiplied by 12mths. Please attach a copy of the lease agreement to your requisition, if available. A Blanket PO will be created to cover any payments due.

For any questions or concerns, please contact Procurement Services at (901) 416-5376.

MEMPHIS SHELBY COUNTY SCHOOLS BLACK AND WHITE COPIERS (36 Months)

BASIC COPIER		Ricoh IM2500 25 CPM		Ricoh IM4000 40 CPM		Ricoh IM5000 50 CPM		Ricoh IM6000 60 CPM	
RENTAL PRICE	CASH PRICE	RENTAL PRICE	CASH PRICE	RENTAL PRICE	CASH PRICE	RENTAL PRICE	CASH PRICE	RENTAL PRICE	CASH PRICE
\$92.85	\$3,499.08	\$115.60	\$4,261.60	\$154.78	\$5,762.08	\$229.50	\$8,662.00		
0.0039		0.0039		0.0039		0.0039		0.0039	

COST PER COPY (SERVICE)

OPTIONS

AUTOMATIC DOCUMENT FEEDER	INCL	INCL	INCL	INCL	INCL	INCL	INCL	INCL	INCL
DUPLEXING	INCL	INCL	INCL	INCL	INCL	INCL	INCL	INCL	INCL
ACCOUNT TRACKING CODES	INCL	INCL	INCL	INCL	INCL	INCL	INCL	INCL	INCL
TWO (2) PAPER DRAWERS	INCL	INCL	INCL	INCL	INCL	INCL	INCL	INCL	INCL
NETWORK PRINTING	INCL	INCL	INCL	INCL	INCL	INCL	INCL	INCL	INCL
SCAN TO EMAIL	INCL	INCL	INCL	INCL	INCL	INCL	INCL	INCL	INCL
TWO (2) ADDITIONAL PAPER DRAWER	\$19.22	\$616.54	\$19.22	\$616.54	\$19.22	\$616.54	\$19.22	INCL	INCL
INTERNAL STAPLE FINISHER	\$15.06	\$483.33	\$15.06	\$483.33	INCL	INCL	INCL	N/A	N/A
EXTERNAL STAPLE FINISHER	\$24.22	\$777.00	\$24.22	\$777.00	\$6.54	\$210.00	INCL	INCL	INCL
FAX BOARD	\$16.94	\$543.38	\$16.94	\$543.38	\$16.94	\$543.38	\$16.94	\$16.94	\$543.38
HOLE PUNCH	\$10.98	\$352.25	\$10.98	\$352.25	\$10.98	\$352.25	\$10.98	\$10.98	\$352.25

MEMPHIS SHELBY COUNTY SCHOOLS COLOR COPIERS (36 Months)

BASIC COPIER

Ricoh IMC2500		Ricoh IMC4500		Ricoh IMC6500	
RENTAL PRICE	CASH PRICE	RENTAL PRICE	CASH PRICE	RENTAL PRICE	CASH PRICE
\$94.20	\$3,547.70	\$208.16	\$7,893.75	\$334.26	\$12,533.52
0.0039		0.0039		0.0039	
0.044		0.044		0.044	

COST PER COPY -B/W (SERVICE)

COST PER COPY -CLR (SERVICE)

OPTIONS

AUTOMATIC DOCUMENT FEEDER	INCL	INCL	INCL	INCL	INCL	INCL
DUPLEXING	INCL	INCL	INCL	INCL	INCL	INCL
ACCOUNT TRACKING CODES	INCL	INCL	INCL	INCL	INCL	INCL
TWO (2) PAPER DRAWERS	INCL	INCL	INCL	INCL	INCL	INCL
NETWORK PRINTING	INCL	INCL	INCL	INCL	INCL	INCL
SCAN TO EMAIL	INCL	INCL	INCL	INCL	INCL	INCL
TWO (2) ADDITIONAL PAPER DRAWERS	\$19.22	\$616.54	INCL	INCL	INCL	INCL
INTERNAL STAPLE FINISHER	\$15.06	\$483.33	INCL	INCL	N/A	N/A
EXTERNAL STAPLE FINISHER	\$24.22	\$777.00	\$6.54	\$210.00	INCL	INCL
FAX BOARD	\$16.94	\$543.38	\$16.94	\$543.38	\$16.94	\$543.38
HOLE PUNCH	\$10.98	\$352.25	\$10.98	\$352.25	\$10.98	\$352.25