Statewide Information Sheet

Statewide Contract Number	SWC90819	NIGP Code	Multiple-See Tab
Name of Contract	Multifunctional Devices for Print/ Copy/ Scan/ Fax in Industry Segments 2-4		
Effective Date	09/17/2009		

Contract Table of Contents			
Suppliers Awarded	Canon, Docuteam, Ricoh, Xerox	Contract Information:	MANDATORY CONTRACT

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*See Team Georgia Marketplace for current contract owner.

Supplier Information Sheet

Contract Information	
Statewide Contract Number	**SWC90819-01**
PeopleSoft Vendor Number	**0000004596**
Supplier Name & Address	
Canon, USA, Inc. For quotes: Rudy Jacobs: rjacobs@cusa.canon.com	
Contract Administrator	
For contract issues: Kathleen Alousch: kaloush@cusa.canon.com	
Contact Details	
Ordering Information	User Agency Leases must be made through use of the attached "**Standard Agency Agreement for Multifunctional Devices (Midrange) Lease and Maintenance**"
Remitting Information	See contract terms
Delivery Days	See contract terms
Discounts	Negotiated pricing
Payment Terms	Net 30 Days
Bid Offer includes	State and Local Government
Acceptable payment method	Vendor will accept Purchase Orders and the Purchasing Card under this contract as permitted by current policies governing the Purchasing Card program.

Supplier Information Sheet

Contract Information	
Statewide Contract Number	**SWC90819-02**
PeopleSoft Vendor Number	
Supplier Name & Address	
Sharp Business Systems(a division of Sharp Electronics Corporation)	
Contract Administrator	
Eric Denny: Eric.Denny@SharpUSA.Com	
Contact Details	
Ordering Information	User Agency Leases must be made through use of the attached "**Standard Agency Agreement for Multifunctional Devices (Midrange) Lease and Maintenance"**
Remitting Information	See contract terms
Delivery Days	See contract terms
Discounts	Negotiated pricing
Payment Terms	Net 30 Days
Bid Offer includes	State and Local Government
Acceptable payment method	Vendor will accept Purchase Orders and the Purchasing Card under this contract as permitted by current policies governing the Purchasing Card program.

Supplier Information Sheet

Contract Information	
Statewide Contract Number	**SWC90819-04**
PeopleSoft Vendor Number	**0000004958**
Supplier Name & Address	
Ricoh Americas Corporation	
Contract Administrator	
Contact for contract issues: Steve Bissey:Steve.Bissey@ricoh-usa.com For quotes: Joe O'Neill: Joe.O'Neill@ricoh-usa.com	
Contact Details	
Ordering Information	User Agency Leases must be made through use of the attached "**Standard Agency Agreement for Multifunctional Devices (Midrange) Lease and Maintenance"**
Remitting Information	See contract terms
Delivery Days	See contract terms
Discounts	Negotiated pricing
Payment Terms	Net 30 Days
Bid Offer includes	State and Local Government
Acceptable payment method	Vendor will accept Purchase Orders and the Purchasing Card under this contract as permitted by current policies governing the Purchasing Card program.

Supplier Information Sheet

Contract Information	
Statewide Contract Number	**SWC90819-05**
PeopleSoft Vendor Number	**0000004794**
Supplier Name & Address	
Xerox Corporation	
Contract Administrator	
Contact: Cynthia Carter: Cynthia.Carter@xerox.com	
Contact Details	
Ordering Information	User Agency Leases must be made through use of the attached "**Standard Agency Agreement for Multifunctional Devices (Midrange) Lease and Maintenance**"
Remitting Information	See contract terms
Delivery Days	See contract terms
Discounts	Negotiated pricing
Payment Terms	Net 30 Days
Bid Offer includes	State and Local Government
Acceptable payment method	Vendor will accept Purchase Orders and the Purchasing Card under this contract as permitted by current policies governing the Purchasing Card program.

Item Schedule

These contracts have been awarded for Multifunctional Devices to Copy/Print/Scan/Fax in Industry Segments two through four (2 - 4), or equipment with speeds of 20 to 49 pages per minute (ppm).

These contracts replace the former GTA000119 contracts for equipment in these segments.

For equipment in Industry Segments five and higher (5+), please see SWC99999-SPD-0000042.

The contracts provide for either purchases or leases. Leases may include an option to purchase at the end of the lease term.

Leases may be entered only by using the DOAS-approved MFD Standard User Agency Agreement for Lease and Maintenance form, a copy of which is attached to this Information Sheet. **Third party lease agreements or forms are not permitted.**

The contracts include right-sizing services from the suppliers to assist agencies with determining how many pieces of equipment they need and what the placement should be to optimize performance and cost savings. The contracts also provide options for upgrading or downgrading equipment based on changing needs.

These leases include maintenance and include prepaid toner.

The contracts offer optional software interfaces that provide lots of interesting new functionality.

MFDs (and copiers) are generally installed on the network. Although the suppliers on the new MFD contracts will install the equipment, agencies should coordinate closely with their IT Departments, network services and security organizations to ensure that installation and defaults are consistent with organization policy. Among other requirements, the equipment selected should also be installed to comply with any relevant encryption or other security requirements for the type of information that may be transmitted between the network and the equipment. This may apply especially with respect to information subject to HIPAA-HITECH, FERPA, PCI and/or other federal or State regulations.

The contracts offer the option to purchase hard drives at the end of lease term. Many educational agencies have asked for this, and this

may be required for some educational agencies and institutions under federal regulations related to funding for educational entities.

Please be aware that many models of equipment store an image of each document that is copied or printed on the equipment during the life of the equipment. Some equipment models offer special designs or installation configurations to avoid this. Agencies must take necessary steps to destroy or electronically wipe the hard drive of the equipment at the end of a lease so that stored information is not inappropriately made available to unauthorized persons.

Please see the attached GTA Standard on Media Sanitization – Vendor Return for the State of Georgia mandatory requirements that apply to electronic media (including digital copiers and MFDs) that are being returned to suppliers at the end of a lease or that are otherwise being disposed of.

Additional requirements may also apply depending upon the types of information that may have been copied, printed or scanned on the equipment.

Ordering Instructions

Because the equipment is available for custom configuration with numerous options for paper supply, finishers and included or add-on software, **please review the pricing available through the link for each supplier. Then please contact the dealer rep to provide a quote for custom configuration.**

Dealers should provide quotes in the form of Attachment 1 for purchase or for the desired maximum lease term (including renewal options). **The dealer quote should provide the price for each line item (primary equipment, drawer(s), finishers, etc.) as well as a total price for purchase and for lease. Quotes should include the cost of hard drive replacement or electronic wiping at end of lease term.**

The agency should compare the prices on the quote to the prices on the Supplier's website for the State contract. If an agency leases equipment, the agency should also obtain the purchase price of the equipment in writing for comparison, for valuation and other purposes.

All leases must be written on the attached Standard User Agency Agreement. Select and use the version of Attachment 1 for the maximum term lease the User Agency desires (36 month, 48 month or 60 month).

For leases of multiple pieces of equipment that begin at the same time, User Agencies may use one User Agency Agreement with multiple Attachments; use a separate Attachment 1 for each piece of equipment. (Multiple attachments to the same Agreement can be numbered 1-A, 1-B, etc. or 1-1, 1-2, etc.). The Attachment 1 Equipment Schedule should be a schedule of equipment and services only. No additional terms or conditions are permitted to be added to Attachment 1 or the User Agency Agreement.

User Agencies should be sure to obtain and keep a copy of the User Agency Agreement with Supplier's authorized signature and with the serial number of each piece of equipment completed.