How to Use This Contract

Multifunction Products, Printers, Facsimile Equipment, Scanners, Related Software, Supplies, and Services (600-000-11-1)

Contractor information, pricing, and contract documents are located on the contract webpage at https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/state_term_contracts/multifunction_products_printers_facsimile_equipment_scanners_relatedSoftware_supplies_and_services.

State Agencies

- The State of Florida’s online procurement system, MyFloridaMarketPlace (MFMP), is the preferred method for placing orders and making payments for this contract:
  - Please contact the contractor(s) directly to request a quote; contractor contact information is accessible from the contract webpage. Please note that a quote is not required if purchasing from a contractor with a “punchout” or “line item” catalog, as listed below.
  - State agencies may create a blanket requisition/purchase order to use this contract, then contact the contractor directly to request a quote and/or place an order when needed; contractor contact information is accessible from the contract webpage.
  - Create a requisition/purchase order in MFMP Buyer; for additional information, visit https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_agency_customers/mfmp_university/requisitions_purchase_orders.
  - CATALOG TYPE:
    - **Xerox Corporation**: Punchout - Create a requisition and search by contractor, contract name, or contract number; click on the appropriate link in the ‘Supplier Punchout Catalog Resources’ section. Locate and select the item(s) on the contractor’s website, then checkout; the item(s) will be added to the requisition.
    - **Canon U.S.A., Kyocera Document Solutions America, Lexmark International, Qualpath, and United Solutions Company**: Line item - Create a requisition and search by contractor, contract name, contract number, manufacturer, part number, or item name/description; click the ‘Add to Cart’ button to add the item(s) to the requisition.
- **All other contractors**: None - Create a requisition and click the ‘Create Non-Catalog Item’ button. In the ‘Supplier’ field, use the appropriate contractor’s FEIN, as provided on the contract webpage; in the ‘State Contract ID’ field, select the contract number shown above from the drop-down menu.

  - **COMMODITY CODE**: 43211711, 43232202, 44101700, 44102200, 44103100, 81112306, or select the most appropriate eight-digit commodity code under 43212100, 44101500, or 80161800; the current list of commodity codes activated in MFMP is located at [https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/commodity_codes](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/commodity_codes).
  - **METHOD OF PROCUREMENT**: A - State term contract without RFQ

- Please use the appropriate contractor’s FEIN, as provided on the contract webpage, when making payments in the Florida Accounting Information Resource (FLAIR); also, please use the appropriate contractor’s FEIN when recording purchasing card (PCard) payments in FLAIR.

### Eligible Users

- Eligible users, as defined by [Rule 60A-1.001, Florida Administrative Code](https://www.myflorida.com/business_operations/state_purchasing/commodity_codes), may contact the contractor(s) directly to place an order using this contract; contractor contact information is accessible from the contract webpage.

### Frequently Asked Questions

- Does this contract include a “Lease Cancellation for Convenience” clause?
  - Yes, lease agreements may be canceled by the customer at any time during the lease agreement period with a thirty (30) day written cancellation notice.

- Can I purchase from a vendor outside of this contract if they offer better pricing?
  - In accordance with section 287.056, Florida Statutes, state agencies are required to purchase commodities and contractual services from state term contracts procured by the Department of Management Services.

- What should I do if I have an issue with the contractor?
  - If you are unable to resolve an issue with a contractor, you may contact the contract manager listed on the contract webpages to explore additional options. These options include: complete a vendor performance survey online to document the issue, work with the contract manager to elevate the issue with the contractor representatives, or submit a vendor complaint that requires a formal response from the contractor.

### Additional Information

- Equipment leases that have an annual cost anticipated to exceed the purchasing Category Two threshold (i.e. $35,000) require prior approval from the Department of Financial Services (DFS); please refer to the [Checklist for Requesting DFS Approval to Lease Equipment](https://www.myfloridacfo.com/Division/AA/Forms) located at [https://www.myfloridacfo.com/Division/AA/Forms](https://www.myfloridacfo.com/Division/AA/Forms).
Contact Information

- If you have any questions or require assistance specific to this contract (e.g. pricing, contract requirements, etc.), please contact the contract manager listed on the contract webpage.
- If you have any questions or require assistance specific to MFMP (e.g. system access, purchase orders, catalogs, etc.), please visit the Division of State Purchasing’s MFMP webpage located at https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace.