



# How to Use This Contract

## Copiers and Managed Print Services (44000000-NASPO-19-ACS)

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/alternate\\_contract\\_source/copiers\\_and\\_managed\\_print\\_services](https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/alternate_contract_source/copiers_and_managed_print_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](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_agency_customers/mfmp_university/requisitions_purchase_orders).
  - **CATALOG TYPE:**
    - **HP Computing and Printing Inc. or Ricoh USA, Inc.:** 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., Inc.; Lexmark International, Inc.; Sharp Electronics Corporation; or Toshiba America Business Solutions, Inc.:** 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, 81111504, 81111508, 81111808, 81111809, 81111811, 81112004, 81112005, 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:** C - Alternate contract source
- **IMPORTANT: Please note that this contract requires customers to include the NASPO ValuePoint master agreement number on all purchase orders.** Please add a comment to the requisition that includes the selected contractor's master agreement number; master agreement numbers are listed below. Please ensure that the 'Visible to Supplier' checkbox is selected so that the comment will be included on the purchase order.

Contractor	NASPO ValuePoint Master Agreement Number
Canon U.S.A., Inc.	140595
HP Computing and Printing Inc.	140596
Konica Minolta Business Solutions U.S.A., Inc.	140597
Kyocera Document Solutions America, Inc.	140599
Lexmark International, Inc.	140601
Ricoh USA, Inc.	140602
Sharp Electronics Corporation	140603
Toshiba America Business Solutions, Inc.	140604
Xerox Corporation	140606

- 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](#), may contact the contractor(s) directly to place an order using this contract; contractor contact information is accessible from the contract webpage.
- **IMPORTANT: Please note that this contract requires customers to include the NASPO ValuePoint master agreement number on all purchase orders.** Master agreement numbers are listed in the section above.

## Frequently Asked Questions

- Does this contract include a provision for early termination of leases?
  - Yes, in accordance with Exhibit A (Additional Special Contract Conditions), "S. Except in the case of non-appropriation of funds, Straight Leases shall be subject to an early termination charge and shall involve the return of the equipment (in good working

condition; ordinary wear and tear excepted) by the purchasing entity to the contractor. With respect to the equipment, the termination charge shall not exceed the balance of remaining equipment payments (including any current and past due amounts), and with respect to service or maintenance obligations, the termination charge shall not exceed four (4) months of the service and supply base charge or twenty-five percent (25%) of the remaining maintenance agreement term, whichever is less.”

- Can I purchase from a vendor outside of this contract if they offer better pricing?
  - State agencies are encouraged to use alternate contract sources for the added savings and convenience that may be realized; however, agencies are not required to purchase commodities and contractual services from alternate contract sources. If an alternate contract source is not utilized, agencies must follow proper procurement methods.
- 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** located at <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](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace).