

## DEPARTMENTAL NOTES FOR A NEW COPIER PLACEMENT:

Departments are encouraged to contact the copier vendors to request a quote for an appropriate new copier using the *Copier Request for Quote* sheet attached at the end of this document. Below are some things to think about when looking for your new copier:

### 1. What Are the Contract Options?

All of the copier vendors offer both rental and purchase options as well as associated maintenance contracts. See *Copier Vendor Information Sheet (Attachment A)* for additional details about the various copier vendors including contact information and requisition language.

### 2. Things to Keep in Mind While Making Your Selection

Using the *Copier Request for Quote* sheet, each vendor you contact should provide you with pricing information to help you make your decision. It is suggested to gather quotes from multiple vendors to compare the different options and configurations from each vendor in order to determine what is the best solution for the department. In addition to the rental or purchase cost of the machine, you will want to keep the following in mind:

#### a. Copy Cost/Overage

**Copy Allowance:** Some copier agreements come with a copy allowance. This means that a certain number of copies are allowed per billing cycle and included in your rental or maintenance agreement. Knowledge of your usage patterns can save you money. If you are a department that makes a high number of copies in two specific months but few copies the rest of the time, you may want a contract that allows you to choose the billing cycle for your overage. By having the overage billed quarterly, bi-annually, or annually, departments can save money. However, not all companies allow this contract type. See *Copier Vendor Information Sheet (Attachment A)* for additional details on which vendors allow these types of overage cycles.

**Cost Per Click:** Other copier agreements do not include any copy allowance but rather have a fee associated with each copy made. It is important when comparing copier quotes that you take into consideration how many copies you make annually.

#### b. Included Items

Each copier contract can provide different included items such as toner, drums, consumables, and staples. If your department uses a great deal of staples or color toner, those items included in a contract can save a great deal of money over the term of the contract. Be sure to ask what is included in any rental or maintenance agreement.

### 3. Do You Need a Requisition?

A requisition is required for all copier purchase and rental contracts, regardless of the dollar amount. The purchase order must remain open as long as the department has a rental or maintenance contract with the vendor. The requisition should be submitted for the anticipated total initial term cost of the copier rental/purchase as well as the maintenance and any copy cost or overage. See additional information below.

### 4. Requisition Procedures

When creating your requisition for a new copier, use the copier template language and be sure to include the physical address of the copier placement. A list of campus building addresses can be located on the *Copier Vendor Information Sheet (Attachment A)*.

Copier contracts should be entered for the **full term** of the contract following the provided template language located on *Copier Vendor Information Sheet (Attachment A)*. If a contract is more than twelve months, the total cost of the contract commitment is looked at to determine the obligation. In other words, a 36-month contract with a \$219 monthly fee plus copy costs is a total obligation of \$7,884 + copy cost estimate.

( $36 \times 219 = 7,884$  + estimated copy costs of \$1,316 = a requisition in the amount of \$9,200).

Keep in mind you will need to *estimate* a contingency amount to allow for the above referenced estimated copy costs (or overage charges) that could occur over the lifetime of the contract. Those costs must be paid against the blanket purchase order and are part of the contract.

You will most likely have at least two account numbers in your resulting requisition. See Chart Below to determine the object codes required:

Copier Purchase (each piece of equipment < \$5,000)	861000
Copier Purchase (each piece of equipment > \$5,000)	862000
Copier Rental	709100
Copier Maintenance (if charged a flat cycle fee)	669502
Copy Costs (per click or overage)	730000
Prepay	140000

Finally, any additional cost incurred past the end of the initial fiscal year should be entered as a prepay account line within the purchase order. (This prepay account line IS NOT REFLECTED IN BUDGET WIZARD/COGNOS. IT ALSO DOES NOT ENCUMBER AGAINST THE CURRENT FISCAL YEAR'S BUDGET.)

## 5. Year End Procedures

At the end of the fiscal year, you must submit through Sharepoint's Purchase Order Change Form one of the following:

- a rollover request if the contract will extend into the next fiscal year;
- an amendment request if the term of an expiring contract needs to be extended or to increase the amount of the purchase order to allow for additional spend;
- or a close request if the contract is at the end of its term and you do not wish to extend it. This means that there should be no further payments made for maintenance or rental on this copier.

In the case of a rollover, Purchasing will roll the balance of the purchase order into the next fiscal year with the same account numbers you originally requested. If any account numbers change, submit the updated account number in Sharepoint as well. (The electronic Purchase Order Change Form can be found on the Purchasing website here: <https://purchasing.illinoisstate.edu/forms/>)

## 6. Installation Concerns

### a. Technology Services

Many departments require technology staff to coordinate the installation of a new copier to ensure that it is networked and set up accurately for your department. Remember to coordinate the installation with your appropriate technology support.

### b. Color Copiers

You may want to ensure that your copier vendor sets the copier to default to print black when it is being installed. Many copiers will charge you a color copy for documents that are black and white if the document is sent as color. This can create unnecessary expenses.

### c. Changing Vendors

Remember if you are switching vendors you will need to coordinate the pick-up of the old machine before you schedule the delivery of the new machine. (This includes the pick-up of a University owned machine by Property Control).

## 7. Billing, Payment, and Rollovers

### a. Monthly Rental or Service Agreement Payments

You will make **all recurring payments** (rental or service agreement payments) for the lifetime of the agreement against the blanket purchase order, which may have an updated BPO number each fiscal year. You will need to receive each month's costs in Colleague through the Blanket PO Use Maintenance (BPUM) screen prior to issuing the voucher. Additional instructions are available if required.

#### 1. Account Codes to Use with Purchased Copiers

If fixed monthly payments represent regular maintenance coverage, use object 669502.

Variable monthly payments calculated from click counts/overages should be coded to 730000.

#### 2. Account Codes to Use with Rental Copiers

Fixed payments (base charge) for the life of the lease period should be coded to 709100.

Variable payments (meter usage) calculated from click counts/overages should be coded to 730000.

b. Copier Usage (Overage) Payments

Copier overage should be included on the requisition and paid against the Blanket Purchase Order. Please estimate this amount based upon historical print counts.

c. Vouchering in Colleague

1. Voucher Date: When you enter a voucher in Colleague, the voucher date should be the last day of rental period. If paying for yearly rental in advance, use the first day of the period as the voucher date.
2. Invoice Date: The invoice date field should reflect the date provided on the invoice.
3. Due Date: The due date should be the date the check needs to be issued, which generally will be included on the invoice. If a due date is not entered, the voucher will not be paid until **after** the voucher date. Please note that when paying against a BPO, you can only use objects included on that BPO.

If both base and overage charges are included on the same invoice but the invoice shows different periods, use the base charge period as the voucher date.

Ex:

	Invoice Detail	Voucher Date
Base Charge Period	02/01/21 - 02/28/21	2/28/21
Meter Usage Period	1/01/21 to 01/31/21	

d. Billing Address and Physical Location Address

Copier bills should be mailed directly to the department using the copier. If you receive a bill that has been routed through another department (such as Purchasing), please update your billing address with the vendor to ensure the most timely receipt of invoices. Also, be sure that your invoice includes the correct physical location of the copier as we may need to use that to reroute an invoice sometimes.

e. Billing Questions

Be sure to confirm that the rental rate and overage rate are correct on your first bill. There have been many installations where the first bill does not match the purchase order. If yours does not, contact the vendor. If the vendor maintains a discrepancy with the purchase order, then contact Purchasing.

**Note:** Beware of additional fees such as insurance, late charges, and set-up fees on your first bill.

f. Toner, Staples, and Other Consumables

Make sure that you are not charged extra for these items if your contract includes them. It is best to notify the Copier Vendor when you call to place your order that your contract includes these items so that they do not erroneously bill them to your account.

**8. End of Initial Term**

a. Renew Agreement: If you are interested in keeping your copier beyond the original term, you should contact Purchasing to discuss your renewal options. Once you have confirmed a renewal option is available, you can initiate a renewal. You are responsible for initiating and sending notice to the vendor and Purchasing at least 90 days prior to the end of the current contract. As with a new purchase or rental, **Purchasing will need to review the renewal contract and provide an authorized signature.** Any copier renewal should be submitted as an Amendment using the Purchase Order Change Form.

b. Cancellation or Replacement: If you are ending your existing copier agreement (to upgrade to new machines, switch vendors, or cancel maintenance), please follow the below steps:

1. Confirm End of Term

Confirm the end of the term for your existing service with your current vendor. Make sure you have a confirmation from them in writing. While Purchasing can typically give you an idea of the term date, our records do not always reflect the actual installation date, and can cause billing issues later.

2. Notify Existing Vendor

Notify the existing vendor in writing at least 90 days prior to the end of the contract. The notice should be confirmed by the vendor. Copy Purchasing when you send the notification so that we can file it with the contract. Remember that a new placement can take six weeks or more to process and receive. It is your responsibility to plan a specific date as a pick-up date and delivery date for the new machine.

**Note:** Be aware that different vendors will bill your final invoice differently. Several of them bill the entire month's fee for the last month rather than prorating it to match its removal date per the contract. Additionally, the monthly allowances are prorated by day.

Vendor:	RK Dixon or Xerox	RK Dixon or Xerox	RK Dixon or Xerox	RK Dixon	Watts Copy	Digital Copy Systems
Contract:	State Contract	MHEC Contract	Vendor Contract	Wells Fargo	Vendor Contract	Vendor Contract
Includes:	- toner - drums - staples - consumables	- toner - drums	- varies	- varies	- toner - drums - staples - consumables	- varies
Terms:	36 month rental Purchase (with 60 mo service agreement required)	24 – 48 months	Existing machines = 12 months New Machines = 36 months	36 months	- varies based upon dept needs – often includes initial term and renewal options	- 12 months
Contact:	Danny Reinmann 309-662-6500 <a href="mailto:dareinmann@rkdixon.com">dareinmann@rkdixon.com</a>	Danny Reinmann 309-662-6500 <a href="mailto:dareinmann@rkdixon.com">dareinmann@rkdixon.com</a>	Danny Reinmann 309-662-6500 <a href="mailto:dareinmann@rkdixon.com">dareinmann@rkdixon.com</a>	Danny Reinmann 309-662-6500 <a href="mailto:dareinmann@rkdixon.com">dareinmann@rkdixon.com</a>	Jeff Brock 309-663-7012 <a href="mailto:jbrock@wattscopy.com">jbrock@wattscopy.com</a>	Tim Lance 309-661-6444 <a href="mailto:tlance@dcscopiers.com">tlance@dcscopiers.com</a>
Brand:	Xerox	Xerox	Xerox	Xerox/Samsung	Sharp	Canon
Req Language	<b>LINE ITEM DESCRIPTION:</b> PER STATE OF ILLINOIS CMS AGREEMENT: ~ #072690900 ~ . Xerox <model number> ~ -Feature 1 ~ -Feature 2 ~ INCLUDES: ~ - _____ b/w copies/mo ~ - _____ color copies/mo ~ - Consumable supplies included for all prints ~ . -OVERAGE RATES: ~ --Cost Per Page (Mono): ~ \$.0025 ~ -Cost Per Page (Color): ~ \$.0375 ~ . TERM: ~ -Eqt Fee: \$_____/mo ~ -Term: 36 months . PHYSICAL LOCATION: Department ISU Building, Rm # Street Address Normal, IL 61790	<b>LINE ITEM DESCRIPTION:</b> PER MHEC AGREEMENT: #072433500 . Xerox <model number> ~ -Feature 1 ~ -Feature 2 ~ INCLUDES: ~ - _____ b/w copies/mo ~ - _____ color copies/mo ~ - Consumable supplies included for all prints ~ . -OVERAGE RATES: ~ --Cost Per Page (Mono): ~ \$.0084 ~ -Cost Per Page (Color): ~ \$.065 ~ . TERM: ~ -Eqt Fee: \$_____/mo ~ -Term: XX months . PHYSICAL LOCATION: Department ISU Building, Rm # Street Address Normal, IL 61790	<b>LINE ITEM DESCRIPTION:</b> Xerox <model number> ~ -Feature 1 ~ -Feature 2 ~ INCLUDES: ~ - _____ b/w copies/mo ~ - _____ color copies/mo ~ - Consumable supplies included for all prints ~ . -OVERAGE RATES: ~ --Cost Per Page (Mono): ~ \$.XXXX ~ -Cost Per Page (Color): ~ \$.XXXX ~ . TERM: ~ -Eqt Fee: \$_____/mo ~ -Term: 36 months . PHYSICAL LOCATION: Department ISU Building, Rm # Street Address Normal, IL 61790	<b>LINE ITEM DESCRIPTION:</b> XEROX <model number> ~ -Feature 1 ~ -Feature 2 ~ INCLUDES: ~ - _____ b/w copies/mo ~ - _____ color copies/mo ~ - Consumable supplies _____ for all prints ~ . -OVERAGE RATES: ~ --Cost Per Page (Mono): ~ \$.XXXX ~ -Cost Per Page (Color): ~ \$.XXXX ~ . TERM: ~ -Eqt Fee: \$_____/mo ~ -Term: XX months . PHYSICAL LOCATION: Department ISU Building, Rm # Street Address Normal, IL 61790	<b>LINE ITEM DESCRIPTION:</b> SHARP <model number> ~ -Feature 1 ~ -Feature 2 ~ INCLUDES: ~ - _____ b/w copies/mo ~ - _____ color copies/mo ~ - Consumable supplies included for all prints ~ . -OVERAGE RATES: ~ --Cost Per Page (Mono): ~ \$.0025 ~ -Cost Per Page (Color): ~ \$.0375 ~ . TERM: ~ -Eqt Fee: \$_____/mo ~ -Term: 36 months . PHYSICAL LOCATION: Department ISU Building, Rm # Street Address Normal, IL 61790	<b>LINE ITEM DESCRIPTION:</b> CANON <model number> ~ -Feature 1 ~ -Feature 2 ~ INCLUDES: ~ - _____ b/w copies/mo ~ - _____ color copies/mo ~ - Consumable supplies _____ for all prints ~ . -OVERAGE RATES: ~ --Cost Per Page (Mono): ~ \$.XXXX ~ -Cost Per Page (Color): ~ \$.XXXX ~ . TERM: ~ -Eqt Fee: \$_____/mo ~ -Term: 12 months . PHYSICAL LOCATION: Department ISU Building, Rm # Street Address Normal, IL 61790
Notes:	-No dollar limit -Billing by Xerox -Support by RK	-No dollar limit -Billing by Xerox -Support by RK	-\$79,999 limit -Billing by RK Dixon -Support by RK Dixon	-\$79,999 limit -Billing by Wells Fargo -Support by RK	-\$79,999 limit -Billing by Watts -Support by Watts	-\$79,999 limit -any machine -Overage choice

	-limited # of machines -overage monthly	-any Xerox machine -overage monthly	-any machine -overage choice (mo, qtr, yr, etc)	-any machines -Overage pd to RK Dixon -overage choice (mo, qtr, yr, etc)	-any machine -Overage choice (mo, qtr, yr, etc) -will allow annual contracts with possible renewals	(mo, qtr, yr, etc) -will allow annual contracts with possible renewals
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**\*\*\* As of January 1, 2017, the University does not have a designated Xerox Corporate representative. If you would like to request a quote from Xerox Corporate rather than through RK Dixon as a dealer, please contact Purchasing.**