

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.

COPIER VENDOR INFORMATION SHEET (ATTACHMENT A)

Vendor	Watts Copy	RK Dixon/Xerox	RK Dixon/Xerox	Digital Copy Systems
Contract	Standard Vendor Contract	IPHEC (E&I) Contract	NASPO/State of IL	Standard Vendor Contract
Brand	Sharp	Xerox	Xerox	Canon
Includes	- varies - match CMS contract inclusions	- toner - other supplies vary	- varies	- varies
Terms	Based on dept needs; initial term & renewal options often included	Based on dept needs	Based on dept needs	12 mo
Overage	Choice (mo, qtr, yr, etc.)	Monthly	Monthly	Choice (mo, qtr, yr, etc.)
Contract \$ Limit	Less than \$100,000	No limit	No limit	Less than \$100,000
Termination	90 days notice	60 days notice	60 days notice	30 days notice
Contact	Jeff Brock 309-663-7012 jbrock@wattscopy.com	Taylor Adams 217-722-1800 Taylor.Adams@xerox.com	Taylor Adams 217-722-1800 Taylor.Adams@xerox.com	Tim Lance 309-693-2178 tlance@dcscoopers.com
Notes	-Billing & support by Watts -Any machine -Allows annual contracts w/ possible renewals	-Billing by Xerox -Support by RK/Xerox	-Billing by Xerox -Support by RK/Xerox	-Any machine -Allows annual contracts w/ possible renewals
RENTAL: Requisition Language	LINE ITEM DESCRIPTION: RENTAL 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): ~ \$.XXXX ~ -Cost Per Page (Color): ~ \$.XXXX ~ TERM: ~ -Eq't Fee: \$ __/mo ~ -Term: 36 months ~ USAGE/OVERAGE ALLOWANCE: ~ \$xxxx PHYSICAL LOCATION: ~ Department ~ ISU Building, Rm # ~ Street Address ~ Normal, IL 61790 ~ BILLING ADDRESS: ~ Department ~ Mail Code ~ Normal, IL 61790-xxxx ~	LINE ITEM DESCRIPTION: PER E&I Agreement CNR01366 and IPHEC Award 186ALC. The attached Certifications and Additional Terms, Data Security Addendum, University Data Addendum, and Terms for On Campus Labor apply. ~ RENTAL 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: ~ -Eq't Fee: \$ __/mo ~ -Term: XX months ~ USAGE/OVERAGE ALLOWANCE: ~ \$xxxx ~ PHYSICAL LOCATION: ~ Department ~ ISU Building, Rm # ~ Street Address ~ Normal, IL 61790 ~	LINE ITEM DESCRIPTION: This order is placed against the NASPO VP Master Agreement #140606. The terms and conditions of the Participating Addendum entered into by the State of Illinois #CMT0152120 apply to this lease or purchase and supersede all additional or conflicting terms and conditions, expressed or implied. Attached Certifications and Additional Terms, Data Security Addendum, University Data Addendum, and Terms for On Campus Labor apply. ~ RENTAL 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: ~ -Eq't Fee: \$ __/mo ~ -Term: XX months ~ USAGE/OVERAGE ALLOWANCE: ~ \$xxxx PHYSICAL LOCATION: ~ Department ~ ISU Building, Rm # ~ Street Address ~ Normal, IL 61790 ~	LINE ITEM DESCRIPTION: RENTAL 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: ~ -Eq't Fee: \$ __/mo ~ -Term: 12 months ~ USAGE/OVERAGE ALLOWANCE: ~ \$xxxx PHYSICAL LOCATION: ~ Department ~ ISU Building, Rm # ~ Street Address ~ Normal, IL 61790 ~ BILLING ADDRESS: ~ Department ~ Mail Code ~ Normal, IL 61790-xxxx ~

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PURCHASE: Requisition Language	LINE ITEM DESCRIPTION: COPIER PURCHASE: SHARP <model number> ~ -Feature 1 ~ -Feature 2 ~ EQUIPMENT COST: \$x,xxx ~ SERVICE TERMS: 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: ~ -Fee: \$____/mo ~ -Term: 36 months ~ USAGE/OVERAGE ALLOWANCE: ~ \$xxxx ~ PHYSICAL LOCATION: ~ Department ~ ISU Building, Rm # ~ Street Address ~ Normal, IL 61790 ~ BILLING ADDRESS: ~ Department ~ Mail Code ~ Normal, IL 61790-xxxx ~	LINE ITEM DESCRIPTION: PER E&I Agreement CNR01366 and IPHEC Award 186ALC. The attached Certifications and Additional Terms, Data Security Addendum, University Data Addendum, and Terms for On Campus Labor apply. ~ . COPIER PURCHASE: ~ 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: ~ -Eq't Fee: \$____/mo ~ -Term: XX months ~ USAGE/OVERAGE ALLOWANCE: ~ \$xxxx PHYSICAL LOCATION: ~ Department ~ ISU Building, Rm # ~ Street Address ~ Normal, IL 61790 ~ BILLING ADDRESS: ~ Department ~ Mail Code ~ Normal, IL 61790-xxxx ~	LINE ITEM DESCRIPTION: This order is placed against the NASPO VP Master Agreement #140606. The terms and conditions of the Participating Addendum entered into by the State of Illinois #CMT0152120 apply to this lease or purchase and supersede all additional or conflicting terms and conditions, expressed or implied. Attached Certifications and Additional Terms, Data Security Addendum, University Data Addendum, and Terms for On Campus Labor apply. COPIER PURCHASE: ~ 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: ~ -Eq't Fee: \$____/mo ~ -Term: XX months ~ USAGE/OVERAGE ALLOWANCE: ~ \$xxxx PHYSICAL LOCATION: ~ Department ~ ISU Building, Rm # ~ Street Address ~ Normal, IL 61790 ~ BILLING ADDRESS: ~ Department ~ Mail Code ~ Normal, IL 61790-xxxx ~	LINE ITEM DESCRIPTION: COPIER PURCHASE: CANON <model number> ~ -Feature 1 ~ -Feature 2 ~ EQUIPMENT COST: \$x,xxx . SERVICE TERMS: INCLUDES: ~ -__ b/w copies/mo ~ -__ color copies/mo ~ -__ supplies for all prints ~ . -OVERAGE RATES: ~ --Cost Per Page (Mono): ~ \$.XXXX ~ -Cost Per Page (Color): ~ \$.XXXX ~ . TERM: ~ -Fee: \$____/mo ~ -Term: 12 months ~ USAGE/OVERAGE ALLOWANCE: ~ \$xxxx ~ PHYSICAL LOCATION: ~ Department ~ ISU Building, Rm # ~ Street Address ~ Normal, IL 61790 ~ BILLING ADDRESS: ~ Department ~ Mail Code ~ Normal, IL 61790-xxxx ~			
BUILDING PHYSICAL ADDRESSES	ALUMNI CENTER 1101 N MAIN ST NORMAL, IL 61761	BONE STUDENT CENTER 200 N UNIVERSITY ST NORMAL, IL 61761	CARDINAL COURT 700 GREGORY ST NORMAL, IL 61761	CENTENNIAL EAST 353 S SCHOOL ST NORMAL, IL 61761	CENTER FOR PERFORMING ART 351 S SCHOOL ST NORMAL, IL 61761	CENTER FOR VISUAL ARTS 468 W BEAUFORT ST NORMAL, IL 61761	
	COOK HALL 200 S UNIVERSITY ST NORMAL, IL 61761	DEGARMO HALL 250 S UNIVERSITY ST NORMAL, IL 61761	EDWARDS HALL 110 S UNIVERSITY ST NORMAL IL 61761	EWING CULTURAL CENTER 48 SUNSET ROAD BLOOMINGTON, IL 61701	FAIRCHILD HALL 508 DRY GROVE ST NORMAL, IL 61761	FELL HALL 304 S UNIVERSITY ST NORMAL, IL 61761	

	FELMLEY HALL OF SCIENCE 101 S SCHOOL ST NORMAL IL 61761	HORTON FIELD HOUSE 180 N ADELAIDE ST NORMAL, IL 61761	HOVEY HALL 201 S SCHOOL ST NORMAL IL 61761	INSTRUCTIONAL TECHNOLOGY AND DEVELOPMENT CENTER 301 S MAIN ST NORMAL, IL 61761	JULIAN HALL 251 S SCHOOL ST NORMAL, IL 61761	MILNER LIBRARY 201 N SCHOOL ST NORMAL, IL 61761
	STATE FARM HALL OF BUSINESS 410 S UNIVERSITY ST NORMAL, IL 61761	OLD UNION BUILDING 251 S SCHOOL ST NORMAL, IL 61761	NELSON SMITH BUILDING 718 W COLLEGE AVE NORMAL IL 61761	PROFESSIONAL DEVELOPMENT 207 SOUTH MAIN ST NORMAL, IL 61761	SCHROEDER HALL 403 W COLLEGE AVE NORMAL IL 61761	MOULTON HALL 105 S SCHOOL ST NORMAL IL 61761
	STEVENSON HALL 300 S SCHOOL ST NORMAL, IL 61761	STUDENT ACCOUNTS 605 DRY GROVE NORMAL, IL 61761	STUDENT SERVICES BUILDING 201 N UNIVERSITY ST NORMAL, IL 61761	TURNER HALL 700 W COLLEGE AVE NORMAL IL 61761	UPTOWN GALLERIES 11 UPTOWN CIRCLE #103 NORMAL, IL 61761	WILLIAMS HALL 303 S SCHOOL ST NORMAL, IL 61761

Illinois State University

COPIER REQUEST FOR QUOTE

DEPARTMENT TO COMPLETE

Department Name: _____	Contact: _____
Physical Address: _____	Billing Address: _____
Building & Rm _____	Department _____
Street Address _____	Campus Box _____
Normal, IL 61761 _____	Normal IL 61790 - Campus Box _____
Phone #: _____	Email Address: _____
Existing Model #: _____	Annual Usage: _____

VENDOR TO COMPLETE

Vendor Name: _____	Payable to: _____
Vendor Contact: _____	Vendor Email: _____
	Quote Valid Through: _____

Proposed Equipment:

Features: Fax Line Stapler Hole Punch
Extra Paper Cabinet Stand Other _____

Maintenance/Service: Included Not Needed (Purchase Only)
Included with Service: _____ Mono Copies Month Quarter Year
_____ Color Copies Month Quarter Year
Consumables: Black Toner Color Toner Ink Drums Parts
 Staples Labor

Transaction Type: Rate: _____ billed Monthly Quarterly Yearly
 Rental Term: _____ mo Renewals: Yes _____ No
B/W Overage: _____ billed Monthly Quarterly Yearly
Color Overage: _____ billed Monthly Quarterly Yearly
Estimated Overage: _____
Total Contract Cost: _____

Purchase Equipment Cost: _____
Service Contract Term: _____ mo Renewals: Yes _____ No
B/W Overage: _____ billed Monthly Quarterly Yearly
Color Overage: _____ billed Monthly Quarterly Yearly
Estimated Overage: _____
Total Contract Cost: _____