



## DISTRIBUTED COPIER SERVICE (DCS) CONTRACT

Please use a separate form for each copier selected

Copier Selection PLACE AN "X" IN THE RELEVANT BOX	Lot	Model	B/W Copies Per Min <small>Minimum Spec</small>	B/W Maintenance Cost Based on Maximum Copies per Month	Color Maintenance Cost Based on Maximum Copies per Month	B/W Per Copy Overage Rate <small>Computed Quarterly</small>	Color Per Copy Overage Rate <small>Computed Quarterly</small>	Monthly Lease and Maintenance Cost	Fax Board Option \$16 <small>Place X</small>	Coin Op Option \$73 <small>Place X</small>
<b>Black/White Copiers (color scanning)</b>										
	1	Kyocera TASKalfa 3212i	15	1,500	n/a	\$0.015	n/a	\$93.91		
	2	Kyocera TASKalfa 3212i	21	3,500	n/a	\$0.015	n/a	\$134.00		n/a
	3	Kyocera TASKalfa 3212i	31	9,500	n/a	\$0.015	n/a	\$241.93		n/a
	4	Kyocera TASKalfa 4002i	40	18,500	n/a	\$0.015	n/a	\$316.40		n/a
	5	Kyocera TASKalfa 6002i	55	19,500	n/a	\$0.015	n/a	\$398.33	n/a	n/a
	6	Kyocera TASKalfa 7002i	70	47,500	n/a	\$0.015	n/a	\$451.62	n/a	n/a
	7	Konica Minolta Bizhub 958	91	80,000	n/a	\$0.015	n/a	\$641.01	n/a	n/a
<b>Color and Black/White Combination Copiers (color scanning)</b>										
	8	Kyocera TASKalfa 2552ci	15	2,400	600	\$0.015	\$0.070	\$187.04		n/a
	9	Kyocera TASKalfa 3552ci	31	12,800	3,200	\$0.015	\$0.070	\$344.43		n/a
	10	Kyocera TASKalfa 3552ci	35	20,000	5,000	\$0.015	\$0.070	\$542.60	n/a	n/a

### TERMS OF AGREEMENT

- a. The UAA customer will be required to commit to a three year (36 month) contract for the copier selected. The three year period commences at the time the copier is installed and accepted by the customer. Upgrade/downgrade option is available after a minimum of one year from date of initial placement. Downgrade or removal of a machine is only allowable based on documented business needs, such as merging or elimination of a department. Change in usage is not an allowable basis for removal of a machine/cancellation of departmental contract.
- b. UAA customer will be charged a fixed monthly rate for the machine provided, plus any applicable overages which will be charged quarterly.
- c. The monthly copier charge includes lease and maintenance costs. Each copier lot has an initial maximum monthly number of copies included in the monthly fee. UAA customer will be responsible for providing their own paper (not included in contract).
- d. The monthly overage fee is based on a per copy use charge as outlined in the pricing summary shown under each copier lot description.
- e. PCL drivers are standard on all lots. Fax board and coin op selections are optional on specified lots and will incur additional monthly charges as noted.
- f. Black and white copiers (Lots 1-7) have a single overage rate for copies above the specified maximum included each month.
- g. The color and black/white combination copiers (Lots 8-10) have a dual overage rate for copies above the specified maximum included per month. One rate for black and white copies above the specified maximum and another rate for color copies above the specified maximum.
- h. Copiers that will be used by more than one customer must have a designated primary department. The primary department will be billed the monthly rate (monthly) and any overage charges (quarterly) to a single org/fund. The designated primary department will be responsible for any inter-department billing for joint use of the copier by other departments.
- i. UAA customer will be responsible for any power/facility requirements, internet connectivity maintenance and ongoing IT support pertaining to connectivity-related issues as well as damage outside of normal use and/or damage resulting from vandalism/theft.
- j. UAA customer will place service calls directly to the vendor. Terms of vendor contract require vendor to contact departmental customer within one hour of service call and be on-site within four business hours. GSS will manage the copier contract with the vendor and serve as a liaison on all customer support issues as needed. Departmental customer should notify GSS if service terms are not being met.
- k. Machine moves/relocations must be performed by a vendor service technician and coordinated through UAA GSS. Per vendor contract, moves within the same building will be charged a flat fee of \$95.00 per machine. All other moves will incur a flat fee of \$190.00 per machine.
- l. Contract start date for billing purposes will be the date of the machine installation at the department.

Department/Organization \_\_\_\_\_ Org/Fund \_\_\_\_\_

Primary User/Key Operator Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### CONTRACT AGREEMENT CONFIRMATION

*By signing below, the authorized departmental representative acknowledges agreement to all terms of the contract.*

\_\_\_\_\_  
Dean/Director/Department Head (Printed Name)

\_\_\_\_\_  
Dean/Director/Department Head (Signature)

\_\_\_\_\_  
Date of Order

**Forward completed request to: Copy and Print Center • Email: [uaa.copy@alaska.edu](mailto:uaa.copy@alaska.edu) • Phone: 786.6860**