

# STATEWIDE COPIER CONTRACT AWARD OVERVIEW

EFFECTIVE DATES: JULY 1, 2013 THRU JUNE 30, 2014



Presented By:  
State of Louisiana  
Office of State Purchasing  
Sandra G. Gillen, CPPB, Director of State Purchasing

BOBBY JINDAL  
GOVERNOR



KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Purchasing**

**IMPORTANT NOTICE**

TO: All State Agencies – Purchasing Departments  
All Political Subdivisions – Purchasing Departments

FROM: Sandra G. Gillen, CPPB  
Director of State Purchasing

DATE: May 31, 2013

RE: **Overview of Statewide Copier Contract Award**  
**T-Number: 91729**

Attached for your convenience is basic information needed to assist you in selecting and processing requests for copiers that were awarded effective July 1, 2013.

Copier categories this year include purchase monochrome, rental monochrome, purchase color and rental color. All categories may be purchased with or without connectivity.

No wireless connectivity is allowed.

Vendors must adhere to all OIT policies and standards as well as any agency specific policies and standards for copiers with connectivity.

Vendors are to insure that agencies have obtained input from their IT Department prior to placing any orders for copiers with connectivity.

All agencies are required to work closely with their Information Systems personnel and the copier vendor(s) prior to placing orders for copiers with connectivity.

Agencies are allowed to change MCA lines, if applicable, within a given segment one time per contract year (12 month period) if deemed necessary.

If additional assistance is required, please contact Susan Bonfanti at (225) 342-6634 or by e-mail address at: [susan.bonfanti@la.gov](mailto:susan.bonfanti@la.gov).

## FIND A COPIER CONTRACT

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**[Copier Purchase Monochrome](#)**

**[Copier Rental Monochrome](#)**

**[Copier Purchase Color](#)**

**[Copier Rental Color](#)**

**[Copier Vendors List](#)**