



*State of Louisiana*  
 DIVISION OF ADMINISTRATION  
 OFFICE OF STATE PURCHASING

M. J. "MIKE" FOSTER, JR.  
 GOVERNOR

MARK C. DRENNEN  
 COMMISSIONER OF ADMINISTRATION

**MEMORANDUM OSP01-12**

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

FROM: Denise Lea, Director of State Purchasing

DATE: May 24, 2001

RE: \* **Statewide Copier Contract Renewed Effective 07/01/01**  
 \* **Change in Copier Committee Approvals for FY2002**

The statewide copier contract which was awarded July 1, 2000 has been renewed, except where noted, for the effective period beginning July 1, 2001. **The contract numbers remain the same.**

<u>Rental</u>	<u>Brand</u>	<u>Prime Contractor</u>
404409	Xerox	Xerox Corporation
404410	Ricoh	Ricoh Corporation
404411	Panasonic	Panasonic Communications & Systems
404412	Pitney Bowes	Pitney Bowes/Louisiana Graphics Supply
404413	Sharp	Sharp Electronics Corporation
404414	Minolta	Minolta Corporation
404415	Mita <b>(rental continuations only)</b>	
404416	Kodak <b>(rental continuations only)</b>	

Under the renewal provision for rental, agencies will be allowed to make first time placements against the contracts above during the period of 07/01/01 through 06/30/02. These copiers may remain in place for a maximum of three (3) years or no later than 06/30/04. (No new placements may be made against these contracts beyond 06/30/02.) Likewise, copiers placed under these contracts during the period of 07/01/00 thru 06/30/01 are eligible for rental continuation through 06/30/04.

Please note the serial number for all renewals or indicate if this is a first time placement on your orders. **This information is essential for the vendors in accurately processing your orders.**

Note: The prime contractors did not renew Contract Nos. 404415 and 404416 for first time placements. Subsequently, only rental continuations are eligible through 06/30/03.



**Expiring Rental Contracts:** The following contracts will expire effective 06/30/01  
403526, 403527, 403528, 403529, 403530, 403531, 403532, and 403533

All copiers placed against these contracts during the period of 07/01/98 through 06/30/99 can only stay in place through 06/30/01. A new rental selection will need to be placed against one of the renewed contracts listed above.

<b><u>Purchase</u></b>	<b><u>Brand</u></b>	<b><u>Prime Contractor</u></b>
404397	Pitney Bowes	Pitney Bowes/Louisiana Graphics Supply
404398	Toshiba	Dick Roundtree Copiers, Inc.
404399	Xerox	Xerox Corporation
404400	Sharp	Sharp Electronics Corporation
404401	Minolta	Minolta Corporation
404402	Canon	Advanced Office Systems
404403	Konica	Applied Business Concepts LLC
404404	Gestetner	Key Office Equipment, Inc.
404405	Kodak ( <b>vendor did not renew</b> )	
404406	Oce'	Ikon Office Solutions

Purchases may be made against the above contracts during the period of 07/01/01 through 06/30/02. No purchases may be made against these contracts beyond 06/30/02.

**Maintenance** - These are contracts that were awarded effective 07/01/00 in association with copier purchases. Prices under these contracts are firm for three (3) years or through 06/30/03.

404368	Toshiba	Dick Roundtree Copiers, Inc.
404369	Pitney Bowes	Pitney Bowes/Louisiana Graphics Supply
404370	Xerox	Xerox Corporation
404371	Sharp	Sharp Electronics Corporation
404372	Minolta	Minolta Corporation
404373	Canon	Advanced Office Solutions
404374	Konica	Applied Business Concepts LLC
404375	Gestetner	Key Office Equipment, Inc.
404376	Kodak	Danka Office Imaging Company
404377	Oce'	Ikon Office Solutions

**Maintenance** - These are contracts for agency-owned copiers for which the three (3) years maintenance prices associated with the purchase of the copier have expired. These contracts have been renewed through 06/30/02.

404354	Xerox & Kodak	CSU LLC/dba CSU of New Orleans
404355	Kodak	Danka Office Imaging Company
404356	Konica	Applied Business Concepts LLC
404357	Canon & Oce'	Ikon Office Solutions
404358	Canon	Advanced Office Systems, Inc.
404359	Ricoh	Ricoh Corporation
404360	Savin	Gulf Coast Office Products of BR
404361	Sharp	Sharp Electronics Corporation
404362	Toshiba	Dick Roundtree Copiers, Inc.

404363	Xerox	Xerox Corporation
404364	Minolta	Minolta Corporation
404365	Mita <b>(vendor did not renew)</b>	
404366	Gestetner <b>(vendor did not renew)</b>	

### **Change in Copier Approvals for FY2002:**

Effective immediately, requests for the rental and/or purchase of copiers in Segments 6 through 8 are exempt from the State Photocopier/Printing Committee review and approval process. The commodity approvals for these segments have been inactivated in AGPS. However, all agencies of the State of Louisiana (except those which are exempt from State Central Purchasing under R.S. 39:1572) are still required to submit their requests for copiers in Segments 9 and 10 to the Office of State Purchasing for Committee approval.

Beginning July 1, 2001 and thereafter at the end of every three (3) months, the prime contractors are required to submit to the Office of State Purchasing a list of these rental copiers which have a monthly copy volume which averages below the monthly copy allowance (MCA). Those agencies that have copiers not meeting the MCA will be reported to the Undersecretary of their respective agency to take whatever action deemed appropriate.

### **Accessing Contract Information:**

AGPS users may access comprehensive contract information directly from the following screens: KONT, KLI2, KMOD (complete item descriptions), KVDL (contract distributors), KON2, and KLBN.

Non-AGPS users may access the contracts by visiting the Office of State Purchasing website at <http://www.state.la.us/osp> and clicking on Contracts / Featured Contracts / and Statewide Copier Contract. You may print this information by section, and you will need Acrobat Reader 4.0.

Please distribute this important copier contract information to your appropriate agency personnel. If additional information is required, please contact Debbie Gautreau, State Purchasing Officer at (225) 342-8038 or by Email address: [dgautre@doa.state.la.us](mailto:dgautre@doa.state.la.us)

Note: Above contact information updated on 01/15/2002.