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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

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April 27, 2015

TO: Executive Departments/Agencies
Department of Education (DOE)
(Excludes Charter Schools)
Hawaii Health Systems Corporation
(HHSC)
Office of Hawaiian Affairs (OHA)
University of Hawaii (UH)
House of Representatives (House)
Senate
Judiciary

City and County of Honolulu
(C&C of Honolulu)
Honolulu City Council
Honolulu Board of Water Supply
Honolulu Authority For Rapid Transportation
(HART)
County of Hawaii
Hawaii County Council
County of Hawaii-Department of Water Supply
County of Maui
Maui County Council
County of Maui-Department of Water Supply
County of Kauai
Kauai County Council
County of Kauai-Department of Water

FROM: Sarah Allen
Administrator

SUBJECT: **Change No. 20**
SPO Vendor List Contract No. 11-11
NASPO VALUEPOINT MULTIFUNCTION COPIERS & RELATED SOFTWARE
Expires June 30, 2015
WSCA Contract No. 1715

The following changes are made to the subject vendor list contract:

- The following revision is made to *Compliance* listed on page 4:

From: **COMPLIANCE**. Prior to awarding a contract, the SPO verified compliance of the Contractor with all laws governing entities doing business in the State pursuant to HRS §103D-310(c), and SPO will monitor compliance throughout the term of the contract via *Hawaii Compliance Express (HCE)*. Therefore, purchasing agencies are not required to verify compliance prior to utilizing a SPO Price or Vendor List Contract.

To: **COMPLIANCE**. The SPO verified compliance of the Contractor with all laws governing entities doing business in the State pursuant to HRS §103D-310(c). Agencies are responsible to only issue a purchase order or pCard to compliant Contractors when placing an order utilizing SPO Vendor List Contract No. 11-11.

- NASPO Value Point (formerly WSCA-NASPO) is the new cooperative agreement name.
- Canon U.S.A. Inc. has changed their purchase order address listed on page 16.
- Tritia Cruz is the new point of contact for the Judiciary.

The State Procurement Office is planning to issue a new Price List Contract for the NASPO ValuePoint Copiers, Printers, and Related Devices contract prior to June 30, 2015.

Departments currently engaged or plan to use this vendor list contract are advised to allocate sufficient time to receive and review price quotes and to issue a purchase order or execute a lease agreement to the awarded contractor(s) by June 30, 2015. ***Purchase Orders or Lease Agreements issued after the expiration date of June 30, 2015 will not be valid.***

The current contract incorporating Change No. 20 is available on the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

If you have any questions, please contact Stanton Mato at (808) 586-0566 or email stanton.d.mato@hawaii.gov.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Vendor List Contract No. 11-11 (Statewide)

Replaces SPO Vendor List Contract No. 07-19

Includes Change No. 20

Revised April 27, 2015

**NASPO VALUEPOINT
MULTIFUNCTION COPIERS AND RELATED SOFTWARE - STATEWIDE**

(NASPO VALUEPOINT Contract No. 1715)

September 26, 2011 to June 30, 2015

INFORMATION ON NASPO VALUEPOINT

The NASPO ValuePoint Cooperative Purchasing Organization (formerly WSCA-NASPO) is a multi-state contracting consortium of state governments, including local governments, of which the State of Hawaii is a member. NASPO ValuePoint Purchasing Organization seeks to achieve price discounts by combining the requirements of multi-state governmental agencies, and cost-effective and efficient acquisition of quality products and services.

The State of Nevada is the current lead agency and contract administrator for the NASPO ValuePoint Multifunction Copier and Related Software contract. A request for competitive sealed proposals was issued on behalf of NASPO ValuePoint Cooperative Purchasing Organization and contracts were awarded to 7 qualified Contractors. The State of Hawaii has signed a Participating Addendum with 7 Contractors.

The purpose of this contract is for the purchase, lease or rental of Multifunction Copiers and Related Software. This contract offers five groupings of multifunction copiers (black/white, black/white & color, high production black/white, high production color and wide format) as well as software bundles that enable and enhance the multifunction capabilities of the copiers. The financial options available are for purchase, capital lease, operational lease, fair market value lease or cancelable rental and non-cancelable lease.

For additional information on this contract, visit the NASPO ValuePoint website at www.naspovaluepoint.com.



PARTICIPATING JURISDICTIONS listed below have signed a cooperative agreement with the SPO and are authorized to utilize this vendor list contract.

Executive Departments/Agencies	C&C of Honolulu
DOE	Honolulu City Council
(Excludes Charter Schools)	Honolulu Board of Water Supply
HHSC	HART
OHA	County of Hawaii
UH	Hawaii County Council
House	County of Hawaii-Department of Water Supply
Senate	County of Maui
Judiciary	Maui County Council
	County of Maui-Department of Water Supply
	County of Kauai
	Kauai County Council
	County of Kauai-Department of Water

The participating jurisdictions are not required but may purchase from this vendor list contract, and requests for exception from the contract are not required. Participating jurisdictions are allowed to purchase from other contractors; however, HRS chapter 103D, and the procurement rules apply to purchases by using the applicable method of procurement and its procedures, such as small purchases or competitive sealed bidding. The decision to use this contract or to solicit pricing from other sources is at the discretion of the participating jurisdiction.

POINT OF CONTACT. Questions regarding the products listed, ordering, pricing and status should be directed to the contractor(s).

Procurement questions or concerns may be directed as follows:

Jurisdiction	Name	Telephone	Fax	E-mail
Executive	Stanton Mato	586-0566	586-0570	stanton.d.mato@hawaii.gov
DOE (Excludes Charter Schools)	Procurement Staff	675-0130	675-0133	doeprocure@notes.k12.hi.us
HHSC	Joe Evanoff	733-4168	733-4460	jevanoff@hhsc.org
OHA	Phyllis Ono-Evangelista	594-1833	594-1865	phylliso@oha.org
UH	Matthew Chow Karlee Hisashima	956-2765 956-8687	956-2096 956-2093	chowmatt@hawaii.edu karlee@hawaii.edu
House	Brian Takeshita	586-6423	586-6401	takeshita@capitol.hawaii.gov
Senate	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.state.hi.us
C&C of Honolulu	Procurement Specialist	768-5535	768-3299	bfpurchasing@honolulu.gov
Honolulu City Council	Clayton Wong	768-5084	768-5011	cwong@honolulu.gov
Honolulu Board of Water Supply	Vicki Kitajima	748-5151	550-9193	vkitajima@hbws.org
HART	Nicole Chapman	768-6135	768-5110	nchapman@honolulu.gov

Jurisdiction	Name	Telephone	Fax	E-mail
County of Hawaii	Jeffrey Dansdill	961-8440	961-8248	jdansdill@co.hawaii.hi.us
Hawaii County Council	Jeffrey Dansdill	961-8440	961-8248	jdansdill@co.hawaii.hi.us
County of Hawaii-Department of Water Supply	Ka'iulani L. Matsumoto	961-8050 x224	961-8657	kmatsumoto@hawaii.dws.org
County of Maui	Greg King	249-2403 x30	249-0839	greg.king@co.maui.hi.us
Maui County Council	Ross Izumigawa	270-7661	270-7686	ross.izumigawa@mauicounty.us
County of Maui-Department of Water Supply	Kenneth L. Bissen Holly Perdido	270-7684 270-7684	270-7136 270-7136	ken.bissen@co.maui.hi.us holly.perdido@co.maui.hi.us
County of Kauai	Florence Kakuda	241-4294	241-6297	fkakuda@kauai.gov
Kauai County Council	Lisa Ishibashi Scott Sato	241-4820 241-4810	241-6349 241-6349	lishibashi@kauai.gov ssato@kauai.gov
County of Kauai-Department of Water	Fay Tateishi	245-5426	241-5813	ftateishi@kauaiwater.org

USE OF PRICE & VENDOR LIST CONTRACTS BY NONPROFIT ORGANIZATIONS. Pursuant to HRS §103D-804, nonprofit organizations with current purchase of service contracts (HRS chapter 103F) have been invited to participate in the SPO price & vendor lists contracts.

A listing of these nonprofit organizations is available at the SPO website: <http://spo.hawaii.gov>. Click on *For Vendors > Non-Profits > Cooperative Purchasing Program > View the list of qualifying nonprofits eligible to participate in cooperative purchasing.*

If a nonprofit wishes to purchase from a SPO price or vendor list contract, the nonprofit must obtain approval from each Contractor, i.e., participation must be mutually agreed upon. A Contractor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and Contractor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a SPO price or vendor list Contractor(s).

VENDORS. The following vendors are authorized to provide multifunction copier and related software services. They have signed a Master Agreement with the State of Nevada and a Participating Addendum with the Hawaii State Procurement Office.

Company Name

- Canon U.S.A. Inc. (Canon)
- Konica Minolta Business Solutions USA Inc. (Konica)
- Ricoh USA, Inc. (Ricoh)
- Sharp Electronics Corporation (Sharp)
- Toshiba America Business Solutions, Inc. (Toshiba)
- Xerox Corporation (Xerox)

VENDOR CODES for annotation on purchase orders are obtainable from the *Alphabetical Vendor Edit Table* available at your department's fiscal office. Agencies are cautioned that the remittance

address on an invoice may be different from the address of the vendor code annotated on the purchase order.

COMPLIANCE. The SPO verified compliance of the Contractor with all laws governing entities doing business in the State pursuant to HRS §103D-310(c). Agencies are responsible to only issue a purchase order or pCard to compliant Contractors when placing an order utilizing SPO Vendor List Contract No. 11-11.

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive departments/agencies, excluding DOE, HHSC, OHA and UH for orders totaling less than \$2,500. For purchases of \$2,500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

PURCHASE ORDERS may be issued for purchases \$2,500 or more, and for Contractors who either do not accept the pCard, set minimum order requirements before accepting the pCard for payment, or charge its customers a transaction fee for the usage.

SPO VL CONTRACT NO. 11-11 & WSCA CONTRACT NO. 1715 shall be typed on purchase orders issued against this vendor list contract. For pCard purchases, the SPO VL Contract No. 11-11 and the WSCA Contract No. 1715 shall be notated on the appropriate transaction document.

GENERAL EXCISE TAX. The Hawaii General Excise Tax (GET) shall not exceed 4.712% for the island of Oahu and 4.166 % for Maui, Kauai and Hawaii. The GET is not applied to shipping or delivery charges.

PAYMENTS are to be made to the Contractor(s) remittance address. HRS §103-10 provides that the State shall have thirty (30) calendar days after receipt of invoice or satisfactory completion of contract to make payment. Payments may also be made via pCard.

VENDOR AND PRODUCT EVALUATION form, SPO-012, for the purpose of addressing concerns on this vendor list contract, is available to agencies at the SPO website: <http://spo.hawaii.gov>. Click on *Forms* on the home page.

PRICE OR VENDOR LIST CONTRACT AVAILABLE ON THE INTERNET at the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

INFORMATION PRIVACY AND SECURITY COUNCIL (IPSC) GUIDELINE FOR MULTI-FUNCTION DEVICES.

- The purpose of this document is to provide basic guidelines for all State and County agencies for protection of sensitive information on multi-function copier/printer (MFP) devices.
- The IPSC guideline for multi-function copier may be found at the following website: <http://hawaii.gov/ipsc/guidelines-best-practices>, click on *Multi-Function Copier/Printer Procurement Guidelines*.
- If you have any questions on IPSC, please contact Todd Crosby, Special Assistant to the State CIO, OIMT at (808) 586-1930 x535, or todd.m.crosby@hawaii.gov.

CONTRACTUAL TERMS AND CONDITIONS

End of Term Notification. Vendor(s) are required to notify their contracting agency, with 90 days prior written notice, prior to the end of any financing or service term agreement.

Owned Equipment Trade-In. Vendor may allow for agencies to trade-in owned copier equipment as part of a new copier agreement under this contract, according to State regulations and laws. The value for the trade-in will be negotiated by the vendor and agency at the time of the transaction and may not include any disposal or shipping fees.

- Prior to Owned Equipment Trade-In, agencies shall follow the instructions listed in Chapter 8, *Property Disposition*, of the Inventory System User Manual. Go to:

<http://spo.hawaii.gov/for-state-county-personnel/manual/inventory-management-excess-property/>

Termination for Non-appropriation. The continuation of any financial obligation beyond the current fiscal year is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the local source, State Legislature and/or federal sources. Agencies may terminate any financial obligation, and vendor waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the agencies funding from local, State and/or federal sources is not appropriated, withdrawn or limited.

Trial or Demonstration Equipment. Any trial or demonstration equipment period may not exceed 30 calendar days and such equipment may be used, remanufactured or reconditioned. Additionally, no trial or demonstration machine may be converted to a lease, rental or purchase, unless the equipment was new, as defined within this RFP, prior to the current placement as a trial or demonstration machine.

EQUIPMENT, SPECIAL TERMS AND CONDITIONS

Installation and Environmental Requirements. Prior to order acceptance, vendor must advise agency of any and all specialized installation and environmental agency site requirements for the delivery and installation of contract equipment. This information should include, but is not limited to the following:

1. Air conditioning;
2. Electrical requirements;
3. Special grounding;
4. Cabling requirements;
5. Space requirements;
6. Humidity and temperature, limits, and;
7. Any other considerations critical to the installation

Paper Specifications. All multifunction copier equipment shall be compatible with using recycled paper, up to and including 100% Post Consumer Waste (PCW) paper. Contractor Service personnel may not fault the use of recycled paper for equipment failures, as long as the recycled paper in use meets the standard paper specifications (e.g., multi-purpose, copy, or laser paper). Additionally, all proposed equipment shall be guaranteed by the manufacturer to accomplish 100% duplexing with 30% PCW paper.

Warranty. Equipment must carry a minimum 90 day warranty that it is free from defects in material and workmanship. If defects are identified, the vendor agrees to repair or replace defective parts promptly on a like-for-like basis without additional cost to the agency. Any and all items failing during the warranty period will be replaced promptly free of charge. Upon significant failure, the warranty period will commence again for a minimum 90 additional days. Significant failure shall be determined by the agencies Contract Administrator.

SERVICE, SPECIAL TERMS AND CONDITIONS

Service Contracts. Vendor must offer service and supply contracts for all equipment placed under this contract, if applicable. The term of any subsequent service and supply contracts may not extend beyond the initial term of any financial vehicle used to place the equipment and in the initial placement may not extend beyond 60 months in the case of purchases. For example, if a device is placed on a 60 month lease, a service and supplies contract may not extend beyond the 60 month term of the lease.

Service, Hours and Submission Methods. Vendor must perform full service support for all proposed copiers during normal business hours (Working Days, 8:00 a.m. – 5:00 p.m.)

Service Level Agreement. Contractor must maintain a Service Level Agreement (SLA) with penalties for failure to perform and must provide quarterly reports on Service Level compliance to the agencies Contract Administrator, if requested. For a copy of the vendors Service Level Agreement, please email request to stanton.d.mato@hawaii.gov.

Service, Parts. Vendor must use all OEM parts. Used parts will not be accepted except as an emergency repair to maintain uptime.

Service, Technician Training. All service technicians must be factory trained by the OEM, certified to service the multi function copier equipment.

Service, Timeliness of Service. Vendor must maintain the following service response time (8:00 a.m. through 5:00 p.m. on Working Days) according to the following Service Zones and Segments, unless otherwise allowed by the agency Contract Administrator:

Groups	Urban Response Time	Rural Response Time	Remote Response Time
Group A & B	4 Hours	1 Working Day	4 Working Days
Groups C & D	3 Hours	6 Hours	2 Working Days
Group E	4 Hours	1 Working Day	4 Working Days

Equipment Delivery, Moves, Pickup, Trade-Ins Time Frame.

- Equipment deliveries shall be F.O.B. destination with all transportation and handling charges paid by vendor. Responsibility and liability for loss or damage shall remain with the vendor until final inspection and acceptance, when responsibility shall pass to the agency except as to latent defects, fraud and vendor warranty obligations. The minimum shipment amount will be found in the special terms and conditions. Any order for less than the specified amount is to be shipped with the freight prepaid and added as a separate item on the invoice. Any portion of an order to be shipped without transportation charges that is back-ordered shall be shipped without charge.
- New orders for equipment must be installed by the vendor within 30 calendar days of order placement. Excess installation time may be afforded by the agency. Software related to the equipment must be installed within five (5) working days of the equipment installation unless the agency extends this time.
- Equipment moves, pickups and trade-ins must be accomplished within thirty (30) days of the request.
- Vendor must acknowledge service calls via phone, on-site service call or email within one hour of the placement of a service call.

PRICING, SPECIAL TERMS AND CONDITIONS

Pricing and Delivery.

- Pricing includes all in-house delivery of equipment and software, installation of equipment/accessories/software, network installation, removal of all waste material, initial training costs and removal cost (of the equipment placed under any subsequent agreement).
- Network installation shall include: configuration of the copier for the proper network protocols; and installation of the appropriate print drivers on up to five (5) computers per unit ordered.
- Vendor may charge for excessive installation requirements including rigging, excessive access alterations and access to non-ground floors via stairs. Any such excessive installation charges must be quoted to the agency prior to the signature of any lease, rental or purchase agreement and the resulting charge may not exceed this quote; but shall be based on the actual expenditures by the vendor.

Financial Options and Standard Terms offered by Canon, Konica, Ricoh, Sharp, Toshiba and Xerox:

Financial Options including Purchase	Standard Terms
Fair Market Value Lease/Operational Lease/Non-Cancelable Rental	24, 36, 48, 60 Months
Capital Lease	24, 36, 48, 60 Months
Cancelable Rental	24, 36, 48, 60 Months

- All leases may be bought out to return to the vendor, although operational, non cancelable rentals and capital leases will be subject to a termination charge. The termination charge may not exceed the balance of lease payments and may not exceed more than four (4) month service and supply base or 25% of the remaining term, whichever is less. No termination charges shall be applicable in the case of non-appropriations of funds.
- All Cancelable rentals may be canceled upon 30 days written notice to the Contractor at any point during the lease or rental term. The Contractor may assess a penalty of no more than four (4) monthly lease/rental payments that are not to include service or supply base commitments for the cancelation of a cancelable rental. Such cancelation will be subject to review and approval by the agency Contract Administrator.

Pricing, Service and Supplies Inclusions

- Supplies pricing shall include all parts, supplies and consumables with the exception of paper and staples.
- Service pricing must include technician installed parts with the exception of paper and staples.
- Vendor must perform all preventative maintenance services at the manufacturer's suggested intervals, if applicable.
- Vendor may not charge for a scan.
- Pricing shall include training according to the following schedule by Group and Segment. Agencies may elect to divide the training into multiple sessions over an extended period of time with a minimum training time division of one hour

Group	Segments	Training Hours
A and B	Segment 2 Desktop	1 hour
A and B	All remaining Segments	3 hours
C	All segments	16 hours
D	All Segments	8 hours
E	All Segments	3 hours
Advanced Scanning Software	N/A	1 hour
Advanced Scanning Interface Software	N/A	3 hours
Simple Accounting Software	N/A	2 hours
Advance Accounting Software	N/A	8 hours
Make Ready Software	N/A	4 hours
Production Management Software	N/A	8 hours
Simple Online Submission Software	N/A	8 hours
Advanced Online Submission Software	N/A	16 hours

Pricing, Software

- Software costs shall be inclusive of all computer installation costs, initial training and onsite installation (not including travel and per diem costs) required by the manufacturer to complete the installation. In the event that an agency requires customizations and/or installation above the requirements, the Contractor must disclose these additional costs (including travel and per diem costs) to the agency prior to the completion of a purchase, lease or rental agreement.
- Software maintenance costs shall be inclusive of available software patches and updates.

Special Promotions

- Vendor may offer discounted special pricing on their contract website. Specials will run for one or more calendar months, be plainly visible and be available to participating jurisdictions during the promotional period. The vendor must notify the WSCA Contract Manager of the special promotion.

Environmental, Special Terms and Conditions

- Equipment must use returnable, recyclable or remanufactured toner containers and the vendor will provide the agency with the method to return the containers to the vendor at no addition charge.
- Equipment offers the use of an organic photoreceptor or, at a minimum, a photoreceptor that does not contain arsenic, cadmium or selenium.
- Equipment uses toner that is free of carcinogenic, mutagenic or teratogenic substances.

Technology, Security

- Console copier within Groups A and B must have as an available option, the ability to encrypt any information written to a copier hard drive.
- Proposed equipment must undergo a Department of Defense (DoD) three-pass minimum level erasure of hard drives at end of product life, or when any hard drive leaves agencies control.
- Proposed equipment must have technician removable hard drives that include an obligation to leave the drive in the state’s possession at termination of the placement if so mandated by the state. The state will have the responsibility of securely erasing or destroying the hard drive in this case.
- Proposed Equipment must have the capability for at least a onetime overwrite after the completion of each print/scan job and a structured three (3) times overwrite (DoD) on a weekly off-hours (outside of working days, 8:00 a.m. – 5:00 p.m.) schedule.

AUTHORIZED VENDORS LISTED BY GROUP

VENDORS. The vendors listed below are authorized to sell, lease and rent multi-function copier and related software services. They are identified by Groups (A, B, C, D or E).

Group	Vendor Name
A	Canon, Konica, Ricoh, Sharp, Xerox
B	Canon, Konica, Ricoh, Sharp, Xerox
C	Canon, Ricoh, Toshiba, Xerox
D	Ricoh, Toshiba, Xerox
E	Ricoh

MULTIFUNCTION COPIER - GROUP, SEGMENT SPEED & FINANCIAL OPTIONS

Group	Description	Speed
A	Black & White Convenience Copiers	20 – 119 IPM
B	Hybrid Convenience Copiers (Color Enabled)	20 – 69 IPM
C	Black & White Production Copiers	100 – 159 IPM
D	Color Production Copiers	50 – 79 IPM
E	Wide Format Copiers	2 – 15 LPM

Segment Speed Listed by Group

Group	Segment	Speed in IPM
A	2	20 -29 (Desktop & Console)
A	3	30 -39
A	4	40 -49
A	5	50 -59
A	6	60 -69
A	7	70 -79
A	8	80 -89
A	9	90 -99
A	10	100 -119

<u>Group</u>	<u>Segment</u>	<u>Speed in IPM</u>
B	2H	20 -29 (Console Only)
B	3H	30 -39
B	4H	40 -49
B	5H	50 -59
B	6H	60 -69

<u>Group</u>	<u>Segment</u>	<u>Speed in IPM</u>
C	C1	100 – 119
C	C2	120 – 139
C	C3	140 – 159

<u>Group</u>	<u>Segment</u>	<u>Speed in IPM</u>
D	D1	50 - 59
D	D2	60 - 69
D	D3	70 - 79

<u>Group</u>	<u>Segment</u>	<u>Speed in LPM</u>
E	E1	2 - 6
E	E2	7 – 15

FINANCIAL OPTIONS

- **Purchase**
- **Fair Market Value Lease:** Fair market value leases have an *end of term buyout to own value* that is determined by the end of lease current market price. Agency may purchase the equipment or return equipment back to the vendor. *No term extensions are allowed after the end of lease.*
- **Capital Leases:** At the end of the lease term, agency may purchase equipment for \$1.00. *No term extensions are allowed after the end of lease.*
- **Operational Lease:** Operational lease have an end of term buyout to own value that is determined prior to the lease inception, although this value may or may not be disclosed based on a fixed dollar amount or percentage of funded value. Agency may purchase the equipment or return equipment back to the vendor. *No term extensions are allowed after the end of lease.*
- **Cancelable Rental and Non-Cancelable Lease:** Cancelable Rental and Non-Cancelable Lease do not have a buyout option. Equipment is returned to vendor at the end of the term. *No term extensions are allowed after the end of rental or lease.*

AGENCY INSTRUCTIONS

PRICE QUOTES FOR GROUPS A, B, C, D, E:

A. **REVIEW** the vendors multi-function copier pricing and specifications available at:

Canon: <http://ebb.cusa.canon.com/portal/page/portal/sites/wscahome>

Konica: <http://kmbs.konicaminolta.us/wsca>

Ricoh: <http://ricoh-usa.com/rmap/wsca>

Sharp: <http://wsca.sharpgov.com>

Toshiba: <http://www.toshibamedia.com/wsca-copiers/>

Xerox: www.portal.xerox.com/Hawaii

B. **DETERMINE YOUR MULTI-FUNCTION COPIER SPECIFICATIONS BY:**

- **Group** (type of multifunction copier)
- **Segment Speed** (speed in impressions per minute)
- **Financial Options** (purchase, fair market value, operational lease, capital lease, cancelable rental and non-cancelable lease) which best meets the agencies operational requirements.

C. **REQUEST FOR PRICE QUOTES** by fax or email to **all** authorized vendors, listed by group A, B, C, D, and E. Agency should include the following information:

- Requesting Department/Agency, Name, Phone, Fax, Email Address.
- The number of multifunction copiers, identified by Group, Segment Speed and Financial Option.
- Requestor may add additional functional attachments to the multi-function copier within the group and segment speed at an additional cost specified in the contract.
- Agencies shall not send a specification sheet, requiring vendors to meet minimum specifications. Specifications are determined by group number, segment speed and financial options.
- Provide delivery address for each multi-function copier.
- Vendor information is available on pages 16 to 21.

D. **VENDORS SHALL SUBMIT THEIR PRICE QUOTE:**

- Within five (5) work days to the agency by fax or email. Price quotes received after the due date is non-responsive and shall not be accepted by the agency.

- On the form attached to this vendor list contract, approved by the SPO. Any other vendor form not approved by the SPO shall not be accepted by the agency.

E. EACH VENDOR HAS THE OPTION TO SCHEDULE A MEETING (ONE ON ONE) WITH THE AGENCY.

- Each vendor has the option to schedule a meeting with the agency by checking the box on the vendor price quote form that states **REQUEST VENDOR MEETING WITHIN 5 WORK DAYS UPON RECEIPT OF THIS PRICE QUOTE**. If the box is not checked, the vendor declines to meet with the agency.
- When the vendor submits the price quote form (with the box checked) to the agency, the vendor shall contact the agency to setup a meeting within five (5) work days or as agreed upon by both parties. Both parties may meet at the agencies work site, vendors sales office, or at a location agreed by both parties.

F. VENDOR CONDUCT. The vendor shall conduct their business in a professional manner during the scheduled meeting. If their conduct is unprofessional, rude, offensive, shows intimidation, etc., the agency shall report this incident to the SPO by submitting form SPO-012. As a result, corrective action will be taken by the SPO.

G. NUMBER OF PRICE QUOTES. The vendor shall submit one (1) written price quote listed by Group, Segment Number and Financial Option.

- Example #1: If an agency request a price quote for one (1) or more multifunction copier(s) from Group A, Segment 5, 60 Month Fair Market Value Lease, the vendors listed in Group A shall submit one (1) written price quote to the agency.
- Example #2: If an agency request a price quote for one (1) or more multifunction copier(s) from Group A, Segment 4; 60 month Fair Market Value Lease and one (1) or more multifunction copier(s) from Group B, Segment 3H, 60 Month Operational Lease, the vendors listed in Group A and Group B shall submit one (1) price quote each to the agency.
- Example #3: If an agency request a price quote for one (1) or more multifunction copier(s) from Group B, Segment 5H, 60 month Fair Market Value Lease and one (1) or more multifunction copier(s) from Group D, Segment D1, 24 month non-cancellable rental, the vendors listed in Group B and Group D shall submit one (1) price quote each to the agency.

H. PRICE QUOTE EVALUATION AND AWARD BASED ON BEST VALUE.

- If an agency is seeking to procure one or more multifunction copier of the same group, same segment speed and same financial option, the agency may award to one vendor or multiple vendor(s) based on best value.
- If an agency is seeking to procure multiple multifunction copiers, with different groups, segment numbers and financial options, the agency shall evaluate

each vendor written price quotes by the same (group, segment number and financial option) and award to one or multiple vendor(s) based on best value.

- I. **BEST VALUE** means the most advantageous offer determined by evaluating and comparing all relevant criteria in addition to price so that the offer meeting the overall combination that best serves the State is selected. These criteria may include, in addition to others, the total cost of ownership, performance history of the vendor, quality of goods or services, delivery, and proposed technical performance..
- J. **SPO-010 RECORD OF PROCUREMENT.** The person who conducted and participated in this procurement utilizing this vendor list contract is required to complete form SPO-010, *Record of Procurement*. This form is signed by personnel with delegated authority. Form SPO-010 is kept with the agencies procurement file. All non-responsive vendor(s) shall be notated in Part C.
- K. **PURCHASE ORDER OR LEASE AGREEMENT.** Upon award, the agency may issue a purchase order or sign the vendor(s) lease agreement, approved by the State Procurement Office. Canon, Konica, Ricoh, Sharp, Toshiba and Xerox have obtained approval from the SPO to utilize their lease agreement form. The lease agreement forms are included in this contract. Third party lease agreements are not authorized to be used in this vendor list contract.
- L. **AWARD NOTIFICATION.** The agency shall notify the vendor(s) who were not awarded the contract within five (5) work days after issuing a purchase order or executing a lease agreement.
- M. **OFFICE OF INFORMATION PRACTICES (OIP).** The OIP has created model forms that may be used to request access to a government record or to reply to a requester. To view or print these forms, go to:

<http://www.state.hi.us/oip/forms.html>

To view or print these forms, click on the titles *Request to Access a Government Record* for vendors and *Notice to Requester* for agencies.

Vendors shall complete the OIP form and submit to the agency when requesting a copy of a price quote submitted from other vendors.

VENDOR CONTACT INFORMATION FOR

CANON

KONICA

RICOH

SHARP

TOSHIBA

XEROX

CANON U.S.A. INC.

WSCA website – <http://ebb.cusa.canon.com/portal/page/portal/sites/wscahome>

Remit Purchase Canon U.S.A. Inc.
Orders to: 4100 N. Fairfax Drive Suite 200
 Arlington, VA. 22203

Remit Payment for Canon U.S.A. Inc. Vendor Code: 225613 01
Lease, Rental P.O. Box 841023
and Purchase Dallas, TX. 75284

Agencies shall request their price quote to Garrett Iha of Canon Solutions America for the islands of Oahu, Kauai, Maui and Hawaii.

For price quotes on Oahu only, agencies shall send their price quote request to Kevin Torii at Pacific Business Machines.

Canon Solutions America (Oahu, Maui, Hawaii, Kauai)

Sales Contact: **Garret Iha**
Address: 210 Ward Avenue, Suite 201
 Honolulu, HI 96814
Phone: 808-525-7874
Fax: 808-525-6422
Email: giha@csa.canon.com

Pacific Business Machines (Oahu Only)

Sales Contact: **Kevin Torii**
Address: 1610 South King St.
 Honolulu, HI 96826
Phone: 808-946-5059
Fax: 808-944-1627
Email: admin@pacificbusinessmachines.com

KONICA MINOLTA BUSINESS SOLUTIONS USA INC.

<http://kmb.s.konicaminolta.us/wsca>

Remit Payment for Lease, Rental & Purchase Konica Minolta Business Solutions USA Inc. Vendor Code: 320045-00
Dept 2366
P.O. Box 122366
Dallas, TX. 75312-2366

Purchase Order Konica Minolta Business Solutions
c/o Authorized Dealer
Attention: Windsor Orders
500 Dayhill Road
Windsor, CT. 06095

Agencies shall request their price quote to Konica's Authorized Dealer listed by Island below. For Oahu, the agency may send their request to Electronic Business Machines, Inc. or to Integrated Business Solutions of Hawaii, Inc. (IBSOH)

Konica Authorized Dealer – Oahu

Company:	Electronic Business Machines, Inc.	IBSOH
Address:	1448 Liliha Street Honolulu, HI. 96817	99-1046 Iwaena Street Aiea, HI. 96701
Contact	Ragan Shirai	David Jacobs
Phone:	(808) 592-0092 x207	(808) 545-5540 x216
Fax:	(808) 592-0097	(808) 488-7788
Email:	ragan.shirai@ebm-hawaii.com	david@businesssolutionshi.com

Konica Authorized Dealer – Kona

Company: IBSOH
Address: 74-5598 Luhia St. Suite 104P
Kailua-Kona, HI. 96740
Contact Scott Lanier
Phone: (808) 545-5540 x226
Fax: (808) 443-5744
Email: scott@businesssolutionshi.com

Konica Authorized Dealer – Hilo

IBSOH
113 Anela Street
Hilo, HI. 96720
Scott Lanier
(808) 545-5540 x226
(808) 443-5744
scott@businesssolutionshi.com

Konica Authorized Dealer – Maui and Kauai

Company: IBSOH
Address: 306 Papa Place #106
Kahului, HI. 96732
Contact Dan Hollembaek
Phone: (800) 947-8500 (Maui), (808) 545-5540 x203 (Kauai)
Fax: (808) 853-3110 (Maui & Kauai)
Email: dan@businesssolutionshi.com

Konica Contact for Contractual Questions

Name: Robin Craft, Government Account Manager-Hawaii
Phone: (916) 395-5834 Office or (916) 201-2004 Cell
Email: rcraft@kmb.s.konicaminolta.us

RICOH USA, Inc.

WSCA website – <http://ricoh-usa.com/rmap/wsc>

Remit Payment for Lease & Rental Ricoh USA, Inc.
P.O. Box 31001-0850
Pasadena, CA. 91110-08503

Vendor Code: TBD

Remit Payment for Purchase Ricoh USA, Inc.
P.O. Box 650016
Dallas, TX. 75265

Vendor Code: TBD

Agencies shall request their price quote via email to: Ricoh.WSCA.Hawaii@ricoh-usa.com

Ricoh –Oahu

Sales Contact: Sharlene Fujisato/Dieter Giblin (BSM)
Address: 100 Kahelu Ave. #100
Mililani, HI. 96789
Phone: (808) 625-4900
Fax: (808) 625-4911
Email: sharlene.fujisato@ricoh-usa.com
dieter.giblin@ricoh-usa.com

Ricoh – Oahu

Stephen Halushka (BSM)
680 Iwilei Road
Honolulu, HI. 96817
(808) 275-2400
(808) 275-2480
stephen.halushka@ricoh-usa.com

Ricoh –Oahu

Sales Contact: Steve Merrill
Address: 680 Iwilei Road Suite 590
Honolulu, HI 96817
Phone: (808) 275-2417
Cell: (808) 222-9563
Email: steven.merrill1@ricoh-usa.com

Ricoh –Maui

Sales Contact: Stephen Halushka (BSM)
Address: 35 Katie Lane #717
Lahaina, HI. 96761
Phone: (808) 270-1354
Fax: (808) 275-2480
Email: stephen.halushka@ricoh-usa.com

Ricoh - Maui

Alan Fukuyama
220 Imi Kala Street
Wailuku, HI. 96793
(808) 357-4566
(808) 275-2480
alan.fukuyama@ricoh-usa.com

Ricoh – Hawaii

Sales Contact: Joseph Gutierrez/Mark Chase (BSM)
Address: 1030 Kilauea Ave/73-4786 Kanalani
Hilo, Hi. 96720/Kailua-Kona, HI. 96740
Phone: (808) 935-8059
Fax: (808) 935-7639
Email: joseph.gutierrez@ricoh-usa.com
mark.chase@ricoh-usa.com

Ricoh – Kauai

Jeffrey Fleming/Mark Chase (BSM)
4620 Rice St.
Lihue, HI. 96766
(808) 246-9531 x2472
(808) 246-9498
jeffrey.fleming@ricoh-usa.com
mark.chase@ricoh-usa.com

(BSM) Branch Sales Manager

SHARP ELECTRONICS CORPORATION

<http://wsca.sharpgov.com/>

Remit Payment for Sharp Electronics Corporation Vendor Code: 219165-02
Lease & Rental P.O. Box 6434
Carol Stream, IL. 60197-6434

Remit Payment for Sharp Electronics Corporation Vendor Code: 219165-03
Purchase Dept. LA 21173
Pasadena, CA. 91185-1173

Agencies shall request their price quote to Sharp's Authorized Dealers listed below by Island. Intergrated Business Solutions of Hawaii, Inc. is abbreviated as IBSOH.

Sharp Authorized Dealer – Oahu

Company:	Maunakea Integrated Solutions, LLC	IBSOH
Address:	98-810 Moanalua Rd. H4 Aiea, HI. 96701	99-1046 Iwaena Street Aiea, HI. 96701
Contact	Trevor Maunakea	David Jacobs or Max Belhaj
Phone:	(808) 208-1036	(808) 545-5540 x216/x217
Fax:	(808) 200-0008	(808) 488-7788
Email:	tmaunakea@misl.com	david@businesssolutionshi.com max@businesssolutionshi.com

Sharp Authorized Dealer – Kona & Hilo

Company: IBSOH
Address: 74-5598 Luhia St. #105P
Kailua-Kona, HI. 96740
Contact Scott Lanier
Phone: (808) 326-1661 x226
Email: scott@businesssolutionshi.com

Sharp Authorized Dealer – Hilo

IBSOH
Renee Delgado
(808) 326-1661 x213
renee@businesssolutionshi.com

Sharp Authorized Dealer – Maui

Company:	IBSOH	Maui Office Machines
Address:	360 Papa Place Suite #106 Kahului, HI. 96732	280 Ho'okahi St. Wailuku, HI. 96793
Contact	Chuck Watts or Dan Hollembaek	Ray Ibanez
Phone:	(808) 545-5540 x239	(808) 242-8640
Fax:	(808) 488-7788	(808) 242-8642
Email:	chuck@businesssolutionshi.com dan@businesssolutionshi.com	rayi@mauioffice.com

Sharp Authorized Dealer – Kauai

Company:	S&S Business Machines Inc.	IBSOH
Address:	3088-A Aukele Street Lihue, HI. 96766	
Contact	Leroy Sakaguchi	Dan Hollembaek
Phone:	(808) 245-9549	(800) 947-8500
Fax:	(808) 245-8633	(808) 488-7788
Email:	ssbmi@usa.net	dan@businesssolutionshi.com

TOSHIBA AMERICA BUSINESS SOLUTIONS, INC.

<http://www.toshibamedia.com/wsca-copiers/>

For price quotes and questions, contact Lisa Lee at (800)844-4507 or (808)834-3636.

Remit Payment for Lease, Rental & Purchase Toshiba America Business Solutions, Inc. Vendor Code: 269894-00
590-A Paiea Street
Honolulu, HI. 96819

Sales Contact: Lisa Lee
Phone: (800) 844-4507 (toll free); (808) 834-3636 (direct)
Fax: (800) 987-6871 (toll free); (808) 839-1880 (direct)
Email: lisa.lee@tabs.toshiba.com

Accounting: Joy Matsukawa
Phone: (800) 844-4507 (toll free); (808) 834-3636 (direct)
Email: joy.matsukawa@tbs.toshiba.com

Technical Support: (800) 867-1790 (toll free); (808) 834-3636 (direct)

Toshiba Business Solutions-Oahu

Sales Contact: Lisa Lee
Address: 590-A Paiea Street
Honolulu, HI. 96819
Phone: (808) 834-3636
Fax: (808) 839-1880
Email: lisa.lee@tabs.toshiba.com

Toshiba Business Solutions-Maui

Sales Contact: Lisa Lee
Address: 775 Lower Main Street, Unit F
Wailuku, HI. 96793
Phone: (800) 844-4507
Email: lisa.lee@tabs.toshiba.com

Toshiba Business Solutions-Hilo

Sales Contact: Lisa Lee
Address: 1266 Kamehameha Ave. #A3
Hilo, HI. 96720
Phone: (800) 844-4507
Email: lisa.lee@tabs.toshiba.com

Toshiba Business Solutions-Kona

Sales Contact: Lisa Lee
Address: 74-5036 Lapa Nui St.
Kailua-Kona, HI. 96740
Phone: (800) 844-4507
Email: lisa.lee@tabs.toshiba.com

Toshiba Business Solutions-Kauai

Sales Contact: Lisa Lee
Address: 3184 Akahi Street
Lihue, HI. 96766
Phone: (800) 844-4507
Email: lisa.lee@tabs.toshiba.com

XEROX CORPORATION

WSCA website – www.portal.xerox.com/Hawaii

Remit Payment for Xerox Corporation
Lease, Rental & P.O. Box 101235
Purchase Pasadena, CA. 91189-0005

Vendor Code: 8492-06

Xerox Sales Office-Oahu

700 Bishop St. Suite 1200
Honolulu, HI. 96813
Phone: (808) 543-6250
Fax: (808) 543-6233

Xerox Area Sales Manager

Lisa Ma
Phone: (808) 543-6226
Fax: (808) 543-9177
Email: lisa.ma@xerox.com

**Agencies shall request their price quote to a Xerox sales representative, listed by island.
For further assistance or questions, contact Lisa Ma at (808) 543-6226.**

Xerox Sales Office-Oahu

Aaron Yamato

Phone: (808) 543-6229
Email: aaron.yamato@xerox.com

Charis Taniguchi

Phone: (808) 543-6235
Email: charis.taniguchi@xerox.com

Debbie Kini

Phone: (808) 543-1428
Email: debbie.kini@xerox.com

Marlo Nakata

Phone: (808) 543-9186
Email: marlo.nakata@xerox.com

Randal Hashimoto

Phone: (808) 543-9179
Email: randal.hashimoto@xerox.com

Chris Ibaan

Phone: (808) 543-9143
Email: chris.ibaan@xerox.com

Xerox Sales Office-Hilo

160 Makaala St
Hilo, HI. 96720

Xerox Sales Office-Kona **Sydney "Makani" Stevens**

P.O. Box 832
Kamuela, HI 96743
Phone: (808) 331-1757
Fax: (866) 876-6213
Email: s.makani.stevens@xerox.com

Debbie Ragasa

Phone: (808) 345-7381
Fax: (888) 203-0443
Email: debbie.ragasa@xerox.com

Susanne Souza

Phone: (808) 981-2299
Fax: (808) 933-7007
Email: susanne.souza@xerox.com

Xerox Sales Office-Maui

Arnold Wunder

250 Kaulani St.
Pukalani, HI. 96768
Phone: (808) 572-4858
Fax: (808) 573-5552
Email: arnold.wunder@xerox.com

Xerox Sales Office-Kauai

Frank Reilly

5165 Kalika Street
Kapaa, HI 96746
Phone: (808) 245-3511
Fax: 1 (866) 627-1451
Email: frank.reilly@xerox.com

SPO APPROVED

PRICE QUOTE FORM

FOR

CANON

KONICA

RICOH

SHARP

TOSHIBA

XEROX



SPO Vendor List Contract No. 11-11/WSCA Contract No. 1715

Department/Agency Name: _____

Prepared by: _____

Phone: _____ email: _____

Group: _____ Segment: _____ Financial option: _____

Proposed Solution

Main Unit Description

Item:

Product Configuration

Item:

Pricing

Unit	Lease / Purchase	Print Charges			Included in service
	Minimum Payment	Meter	Volume Band	cost per page	

Additional Information

REQUEST VENDOR MEETING WITHIN 5 WORK DAYS UPON RECEIPT OF THIS PRICE QUOTE.



KONICA MINOLTA



GROUP ____, SEGMENT ____; COPY SPEED: _____ PAGES PER MINUTE

WSCA Contract # 1715, SPO VL Contract No. 11-11

Standard Configuration Includes:

Quote For State of Hawaii: _____ dated _____

Item Number	Item Description			
		WSCA Price For "Agency Name"	Quantity	Extended Quantity
	<p>Total For Base Configuration:</p> <p>Note Additional Discounts Available For Larger Quantity Per Bulk Buy Provision Of WSCA</p> <p>PAPER SUPPLY OPTION: (Other Additional Options Available)</p>	\$0.00		\$0.00
60 Month Maintenance Agreement Information				
	<p>Includes all parts, labor, maintenance, training, toner (both color and black) and staples.</p> <p>Service is invoiced quarterly in arrears. (Monthly invoicing is available)</p> <p>\$ _____ per month or \$ _____ per quarter</p> <p>Includes _____ copies per month. Excess copies over _____ \$ _____ per copy</p> <p>Annual total per unit:</p> <p>5 Year total for maintenance:</p> <p>Equipment Price:</p> <p>Total Cost Over 5 Years:</p> <p><input type="checkbox"/> REQUEST VENDOR MEETING WITHIN 5 WORK DAYS UPON RECEIPT OF THIS PRICE QUOTE.</p>		<p>Quantity</p>	<p>Extended Quantity</p> <p>\$0.00</p> <p>\$0.00</p>



DATE

MULTI-FUNCTION COPIER & RELATED SOFTWARE QUOTATION FORM

STATE OF HAWAII - WSCA Contract #1715 & SPO Vendor List Contract 11-11

Bill to CUSTOMER: _____ LOCATION _____
 STREET: _____ PO BOX: _____ PO BOX: _____
 CITY: _____
 STATE: HAWAII ZIP: HAWAII ZIP: _____
 FLOOR: _____ ROOM: _____ SUITE: _____ FLOOR: _____ ROOM: _____ SUITE: _____

METER COLLECTION COLLECTED THROUGH INTERNET CUSTOMER PROVIDES METERS SERVICING PROVIDER CALLS FOR METERS

Billing CONTACT NAME: _____
 Billing Contact PHONE _____
 NUMBER: _____
 Billing Contact EMAIL _____
 ADDRESS: _____

SPECIAL INSTRUCTIONS
 Are there Equip Pickups or other logistics information?

FINANCIAL OPTION PURCHASE FAIR MARKET & OPERATIONAL LEASE \$1 CAPITAL LEASE CANCELABLE RENTAL

GROUP & SEG	GROUP			SEGMENT			
	LEASE INFORMATION	TERM IN MONTHS:		Monthly Cost			

SERVICE CONTRACT	BASE RATE OR CPC RATE	COPIES INCLUDED?

Product Number	Item Description	Qty	Unit Payment	Extended Price
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Total	\$ -

REQUEST VENDOR MEETING WITHIN 5 WORK DAYS UPON RECEIPT OF THIS PRICE QUOTE.



Group: SEGMENT: FINANCIAL OPTION:

SPO Vendor List Contract Number 11-11 / WSCA Contract No. 1715

State of Hawaii - Department Name

Date: _____

Model Number	Description	Contract Pricing
Total		0.00

Options & Accessories

Cabinet Options

Paper Options

Output Options

Security

Print

Scan

Sharp OSA™

Fax

Miscellaneous

REQUEST VENDOR MEETING WITHIN 5 WORK DAYS UPON RECEIPT OF THIS PRICE QUOTE.

* Customer site installation/training includes set-up as printer/copier ready for network installation by customer Network Administrator, with customer telephone assistance available from Sharp for network installation. On-site network installation assis



PRICE QUOTE FORM

SPO Vendor List Contract No. 11-11

WSCA Contract No. 1715

GROUP: _____ SEGMENT: _____ FINANCIAL OPTION: _____

STATE OF HAWAII – _____ Date: _____
 (Department Name)

Requestor Information

Contact Name	Phone	Fax	Email

Product Description	Pricing Option	Install Date	Group	Segment

Model	Monthly Lease/Rental Charge	Cost Per Page	Maintenance Information
Total			

Options & Accessories			
Description	Qty	Price	Total
Total			

FAX TO: (800) 987-6871 or (808) 839-1880
 For any questions, please contact (800) 844-4507 or (808) 834-3636.

Additional Notes or Comments:

- REQUEST VENDOR MEETING WITHIN 5 WORK DAYS UPON RECEIPT OF THIS PRICE QUOTE.**

Lease Pricing PROPOSAL



Presented to State of Hawaii - Department Name

By Xerox Sales Representative

Date: _____

Options and Accessories

SPO VL Contract No. 11-11/WSCA Contract No. 1715

Group ____/Segment ____/Financial Option ____

Negotiated Contract : 072456400

Solution			
Item	Product Description	Agreement Information	Requested Install Date

Monthly Pricing					
Item	Lease Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	

REQUEST VENDOR MEETING WITHIN 5 WORK DAYS UPON RECEIPT OF THIS PRICE QUOTE.

SPO APPROVED LEASE

AGREEMENT FORM

FOR

CANON

KONICA

RICOH

SHARP

TOSHIBA

XEROX



Quote/Purchase Card Order Form/Lease Agreement
 SPO Vendor List Contract No. 11-11/WSCA Contract No. 1715

Purchase Order / Direct Order Number:

Purchasing Information			Payment Information (Mail Invoices For Payment)		
Purchasing Agency Name			Invoice Agency Name		
Purchasing Agency Address			Invoice Address		
City, State and Zip	HI		City, State and Zip	HI	
Contact Name			Invoice Contact Name		
Contact Phone Number			Invoice Phone Number		
Contact Email			Invoice Email		

Execution of Quote into Purchase Agreement			If payment by Credit Card Please complete								
Purchase Order Period of Performance From _____ To _____ Please enter or select the details applicable to this purchase order (PO Effective "Start" Date) (PO Expiration "End" Date)			Last Four Digits of Credit Card	Expiration							
<table border="1"> <thead> <tr> <th>Purchase Option Exercised</th> <th>Lease Type</th> <th>Lease Term Selected</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Purchase Option Exercised	Lease Type	Lease Term Selected				Card Holder Name:		
Purchase Option Exercised	Lease Type	Lease Term Selected									
			Card Holder Address								
			City, State and Zip	HI							
			Phone								

Under the authority of the signature below the Vendor (Canon USA) is to accept and process this order under the terms and conditions of the state of HI vendor list contract number 11-11 and WSCA contract Number 1715. All terms and conditions are applicable.			Delivery and Installation Information		
			Canon Servicing Dealer		
			Installation Address		
			City, State and Zip	HI	
			Contact		
			Phone Number		
			Email Address:		
Authorized Signature	Title	Date			
Printed Name	Phone Number	Email			

Proposed Solution:
 Main Unit Description (Narrative of Proposed Solution)

Group:	Segment:	Financial Option:
--------	----------	-------------------

Product Configuration and Pricing					Lease Options				Maintenance Pricing	
Item Name	Item Number	Qty	Purchase Unit Price	Extended Purchase Price	Monthly Unit Price				Black and White copy Charge	Color Copy Charge
					24	36	48	60		
					FMV	FMV	FMV	FMV		
			\$							
			\$							
			\$							
			\$							
			\$		24	36	48	60		
			\$		capital lease	capital lease	capital lease	capital lease		
			\$							
			\$							
			\$							
			\$							
			\$							

REQUEST VENDOR MEETING WITHIN 5 WORK DAYS UPON RECEIPT OF THIS PRICE QUOTE.

If leasing more than one unit monthly price must be multiplied by the number of units

Copy Charges (Black/White and Color are billed based on the per page rate shown above) Funding must be provided for copy charges.



KONICA MINOLTA



LEASE AGREEMENT

WSCA CONTRACT #1715, SPO VL CONTRACT NO. 11-11

GROUP / SEGMENT / FINANCIAL OPTION :

Quote for:		Date:
-------------------	--	--------------

Billing Address:	Equipment Location (if other than Billing Address):
-------------------------	--

Item Number	Item Description	WSCA Price	Quantity	Extended Quantity
Total for Above Configuration:				

MAINTENANCE AGREEMENT INFORMATION SERVICE and SUPPLIES PRICING		WSCA Price	Quantity	Extended Quantity
INCLUDES ALL PARTS, LABOR, SERVICE, TRAINING, AND TONER SUPPLIES.				
	Service Plan Option:			
	Black Impressions Price:			
	Color Impressions Price:			
Monthly Maintenance Charge				

Prices excludes the applicable Hawaii GET.

AUTHORIZED NAME:	TITLE:
-------------------------	---------------

AUTHORIZED SIGNATURE	DATE:
-----------------------------	--------------

Phone #:	E-Mail Address:
-----------------	------------------------

P-Card Holder Name:	Card Holder Phone#:
----------------------------	----------------------------

RICOH USA Inc

**Lease Agreement Form for the State of Hawaii Agencies - Copier Price Agreement with:
Ricoh USA, Inc
SPO Vendor List Contract No. 11-11 / WSCA Contract #1715**

Purchase Order Number: _____
Name on Credit Card _____
P Card Number: _____ **Exp:** _____

Ship To:		Bill To:	
Agency:		Agency:	
Department:		Department:	
Address:		Address:	
Address:		Address:	
City:		City:	
Zip Code:		Zip Code:	
Contact:		Contact:	
email address		email address	
Phone Number:		Phone Number:	
Fax Number:		Fax Number:	

Authorized Signature: _____ **Date:** _____
Phone Number: _____

Category _____

List Copier and All Accessories		Monthly Minimum / Cash Price	Ricoh Servicing Location	
Model				
			Images Charge	
			B&W	Color
Monthly Total:		\$ -		

Minimum Commitment of Installation: 36 Months <input type="checkbox"/> 48 Months <input type="checkbox"/> 60 Months <input type="checkbox"/> Cash Purchase <input type="checkbox"/>		Ricoh USA Contact: Leon Townsend Phone Number: 213-840-7243 Email: leon.townsend@ricoh-usa.com Award Web Site: http://www.ricoh-usa.com/rmap/wscas	
Please check the appropriate box to reflect your term & desired pricing.			

COMMENTS:

Lease Agreement is subject to WSCA Contract # 1715 and SPO Vendor List Contract # 11-11.

Please forward a signed copy to your local Ricoh Sales/Service Entity for processing



WSCA State of Hawaii Lease Option for WSCA Contract No. 1715
SPO Vendor List Contract No. 11-11

Payment to:
Sharp Electronics Corporation
P.O. Box 6434
Carol Stream, IL 60197-6434

(Insert Selling Dealer Name)

(Insert Installing Dealer Name)

Issued By:
(A) Agency _____
Address _____

City _____
State _____ Zip _____
Phone # _____

Ship to Address:
(B) Name _____
Address _____

City _____
State _____ Zip _____
Phone # _____

SCHEDULE OF EQUIPMENT

PLAN: Rental Lease

Model	Term (Months)	Quantity	Monthly Amount	Copies Inc.	Overage	Installation

All terms and conditions of the above referenced WSCA contract are incorporated herein

Cardholders Printed Name / Title

Card Number & Expiration
 VISA MasterCard AMEX

Cardholders Telephone #

Cardholder's Signature / Date

Authorized Name / Title

Authorized Signature / Date

TOSHIBA

Leading Innovation >>>

Toshiba Business Solutions, (USA) Inc.

Lease Agreement

WSCA Contract #1715
SPO Vendor List Contract No. 11-11

Group	Segment	Financial Option

LESSEE - BILLING CONTACT INFORMATION (separate lease schedules must be completed for each billing location)

Legal Company Name:		
Billing Contact Name:	Bill-To Phone:	Bill-To Fax:
Department Name:	Billing Address:	
Bldg/Rm/Suite:	City, State-Zip:	

LESSEE INSTALLATION LOCATION (separate lease schedules must be completed for each location)

Legal Company Name:		
Contact Name:	Phone:	Fax:
Department Name:	Address:	
Bldg/Rm/Suite:	City, State-Zip:	

ITEM DESCRIPTION

MAKE/MODEL/ACCESSORIES	SERIAL NUMBER	LEASE PAYMENT
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
TOTAL LEASE PAYMENT		

TERM & PAYMENT SCHEDULE (All payments are exclusive of the State of Hawaii General Excise Tax)

Sales Use Tax Exempt: <input checked="" type="radio"/> Yes <input type="radio"/> No	Tax Exempt No: <i>(Attach Exemption Certificate)</i>	P.O. Issued: <input checked="" type="radio"/> Yes <input type="radio"/> No	P.O. No:
Lease Term: <input checked="" type="radio"/> 24 Month <input type="radio"/> 36 Month <input type="radio"/> 48 Month <input type="radio"/> 60 Month	Do not leave blank. Appropriate box must be checked		
Lease Payments Due: <input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly			
Lease Option: <input checked="" type="radio"/> FMV Lease <input type="radio"/> Operational Lease <input type="radio"/> Capital Lease			
Billing Preference: <input checked="" type="radio"/> Each unit invoiced separately (include all billing locations on Information Schedule)	<input type="radio"/> All units on one invoice	<input type="radio"/> All units added to current invoice	

LESSOR ACCEPTANCE

Lessor	Signature: X	Title:	Date:
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LESSEE ACCEPTANCE

Print Name:	Signature: X	Title:	Date:
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Lease Agreement



Customer: STATE OF HAWAII - DEPARTMENT NAME

BillTo: STATE OF HAWAII
DEPARTMENT NAME
Street Address
City, State, Zip Code

Install: STATE OF HAWAII
DEPARTMENT NAME
Street Address
City, State, Zip Code

Tax ID#:

Negotiated Contract : 072456400

SPO VL Contract No. 11-11/WSCA Contract No. 1715

Group ____ / Segment ____ / Financial Option _____

Solution

Item	Product Description	Agreement Information	Trade Information	Requested Install Date

Monthly Pricing

Item	Lease Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	

Authorized Signature

<p>Signer: _____ Phone: _____</p> <p>Signature: _____ Date: _____</p>	<p>Thank You for your business!</p> <p>This Agreement is proudly presented by Xerox and</p> <p>Xerox Sales Representative</p> <p>For information on your Xerox Account, go to www.xerox.com/AccountManagement</p> 
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