DAVID Y. IGE
GOVERNOR

SARAH ALLEN
ADMINISTRATOR

MARA SMITH
ASSISTANT ADMINISTRATOR

STATE OF HAWAII

STATE PROCUREMENT OFFICE

P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 586-0554
email: state.procurement.office@hawaii.gov
http://spo.hawaii.gov
Twitter: @hawaiispo

November 2, 2016

TO:

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

City and County of Honolulu
Honolulu City Council
Honolulu Board of Water Supply
Honolulu Authority for Rapid Transportation
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: For Sarah Allen, Administrator Mara Smith

SUBJECT: **Change No. 6**
SPO Price List Contract No. 15-10
NASPO VALUEPOINT COPIERS, PRINTERS & RELATED DEVICES-STATEWIDE
RFP 3091
Expires: December 31, 2019

The following changes are made to the price list contract:

1. Revision made to Xerox Corporation vendor information on page 19.

2. Revision made to Konica Minolta Business Solutions USA vendor information on page 20.

3. Revision made to Ricoh USA, Inc. vendor information on page 22.

The current price list contract incorporating Change No. 6 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 Price List Contract No. 15-10
Replaces SPO Vendor List Contract No. 11-11
Includes Change No. 6
Effective: 11/02/2016

NASPO VALUEPOINT
COPIERS, PRINTERS, & RELATED DEVICES - STATEWIDE

(NASPO VALUEPOINT Contract No. 3091)
June 30, 2015 to December 31, 2019

INFORMATION ON NASPO VALUEPOINT

The NASPO ValuePoint Cooperative Purchasing Organization 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 Copiers, Printers & Related Devices 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 four Contractors.

The purpose of this contract is to provide copiers, printers and related devices as well as software bundles that enable and enhance capabilities of devices. This contract offers Convenience Copiers, Production Copiers, Wide Format Devices, Printers, Digital Duplicators, and Scanners. The financial options available are for purchase, capital lease, cancelable rentals, fair market value lease, operational lease and short term rentals.

The following items are excluded from this contract (Managed Print Services, Cameras, Interactive White Boards, Micrographic Equipment and Overhead Projectors).

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

NASPO ValuePoint
formerly WSCA-NASPO

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

Executive Departments/Agencies
DOE
(Excludes Charter Schools)
HHSC
OHA
UH
House
Senate
Judiciary

C&C of Honolulu
Honolulu City Council
Honolulu Board of Water Supply
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

The participating jurisdictions are not required but may purchase from this price 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.hawaii.gov
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	Ernest Barreira	241-4295	241-6297	ebarreira@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 copiers, printers & related devices. They have signed a Master Agreement with the State of Nevada and a Participating Addendum with the Hawaii State Procurement Office.

Xerox Corporation
Konica Minolta Business Solutions USA, Inc.
Sharp Electronics Corporation
Ricoh USA, Inc.

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 PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the SPO verified compliance of the Contractor(s) named in the SPO Price List Contract No. 15-10. *No further compliance verification is required prior to issuing a contract, purchase order, or pCard payment when utilizing this contract.*

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 PL CONTRACT NO. 15-10 & **NASPO VALUEPOINT CONTRACT NO. 3091"** shall be typed on purchase orders issued against this price list contract**.** For pCard purchases, the SPO PL Contract No. 15-10 and Master Agreement No. 3091 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://ipsc.hawaii.gov/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, at (808) 586-1806 or todd.m.crosby@hawaii.gov.

CONTRACTUAL TERMS AND CONDITIONS

End of Term Notification. Contractors must notify agency, in writing, ninety (90) days prior to the end of any financing term or service and supplies term.

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

Prior to Owned Device 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 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 Contractor 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 of Device or Equipment. Any trial or demonstration period may not exceed thirty (30) calendar days and such device or equipment may be used, remanufactured or reconditioned. Additionally, no trial or demonstration device may be converted to a lease, rental or purchase, unless the device was new, as defined within the RFP, prior to the placement as a trial or demonstration device.

Volume Placements. Contractor may offer additional discounts or price breaks on services, purchase prices, leases and rental plans for volume placements.

Installation and Environmental Requirements. Prior to order acceptance, Contractor must advise agency of any and all specialized installation and environmental agency site requirements for the delivery and installation of contract device. This information should include, but is not limited to the following: air conditioning; electrical requirements; special grounding; cabling requirements; space requirements; humidity and temperature limits, and any other considerations critical to the installation

Paper Specifications. All proposed devices shall be compatible with using recyled paper, up to and including 100% Post Consumer-Waste (PCW) paper. Service personnel may not fault the use of recycled paper for device 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 devices shall be guaranteed by the manufacturer to accomplish 100% duplexing (except Group C) with 30% PCW paper.

Excessive Service and Downtime. Equipment, including all accessories and software, supplied through this contract shall be capable of continuous operation. Therefore, Contractor shall guarantee that all contract equipment will be operational at least 98% of normal business hours. Equipment that develops a trend of requiring an excessive number of service calls shall be reported by the agency to the Contractor or by the Contractor to the agency as the situation warrants. Should the equipment, any accessories, or software become inoperable for a period of twenty-four (24) consecutive working hours, the Contractor shall, at the agencies option, provide, at no charge, a loaner or accessory of equal capability of non-performing piece of equipment while repairs are being completed.

Contractors are to maintain a service log for each machine serviced describing maintenance and repair services provided. A no-cost copy of service logs/reports must be provided. A no-cost copy of service logs/reports must be provided to the agency and/or the Contractor Administrator within five (5) working days of request.

Warranty. Devices must carry a minimum ninety (90) day warranty that it is free from defects in material and workmanship. If defects are identified, the Contractor 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 ninety (90) additional days. Significant failure shall be determined by the agency Contract Administrator.

Lemon Clause. This clause applies to all devices purchased or leased through this contract. The application period is thirty-six (36) months from the date of installation. This clause takes precedence over any other warranty or service maintenance clauses associated with this contract. For purchase devices, agency must maintain and uninterrupted maintenance agreement with the contract Contractor for the Lemon Clause to apply past the initial ninety (90) day warranty period.

Any device that fails (except due to operator error) to operate in accordance with the manufacturer's published performance specifications four times in any four week period and/or is subject to recurring related problems shall be replaced with a new copier, at no cost to the user. The Participating State Contract Administrator will review user requests for the application and will make a determination regarding its use.

If 25% or less of the device's useful life has been used up, the device must be replaced with a "new device". A "like for like" device may be used if 25% or more of the useful life of the device has been used up and the agency agrees to the "like for like" exchange. Note: Prior to the lease or purchase of a device, Contractor must provide agency with the device's "Useful Life".

Failure to comply with the requirements of this clause may be grounds for default and contract cancellation by the Lead State Contract Administrator.

Service Contracts. Contractor must offer service and supply contracts for all devices 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 device and in the initial placement may not extend beyond sixty (60) months in the case of purchases. For example, if a device is placed on a sixty (60) month lease, a service and supplies contract may not extend beyond the sixty (60) month term of the lease.

Hours and Submission Methods. Contractor must perform full service support for all awarded categories during normal business hours (Working Days, 8:00 a.m. – 5:00 p.m.) within the pricing proposed.

Contractors may offer additional coverage beyond normal business hours for the servicing of device and may charge an additional monthly base charge for such coverage.

Contractor must provide toll free phone, local phone, facsimile, e-mail, internet and any electronic automated method for agency to place service calls.

Contractor must provide an electronic method for providing periodic meter readings. These electronic methods may include online submission and/or automated electronic submission to be performed by the device in place via an available network connection if approved by the Participating State Contract Administrator and the agency.

Timeliness of Service. Urban Response Time: 4 hours; Rural Response Time: 1 Working Day; Remote Response Time: 4 Working Days. Response times may vary between contractors.

New orders for devices must be installed by the Contractor within thirty (30) calendar days of order placement. Software related to the device must be installed within five (5) working days of the device installation. Excess installation time may be afforded by the agency.

Moves, device pickups and device trade-ins must be accomplished within thirty (30) days of the request.

Service calls must be acknowledge the agency via phone, on-site service call or e-mail within one hour of the placement of a service call.

Americans with Disabilities Act (ADA). Contractor must offer devices that are ADA compliant, i.e. Hearing, Vision, and Mobility.

Leasing, Short-Term & Cancelable Rentals/Standard Terms Offered

Financing Vehicle	Standard Terms Offered
Fair Market Value Lease/Operational Lease/Capital Lease	36, 48, 60 Months
Short Term Rental	Up to 18 Months
Cancelable Rental	24, 36 Months

Fair Market Value: The agency may purchase the device at the end of the term at the then Fair Market Value. All fair market value leases shall have an end of term buyout to own value that is determined by the then current market price. Such leases shall be subject to monthly payment reduction by the Contractor upon renewal, based upon the depreciated value. The depreciated value must be disclosed to the agency at the time of renewal; and the renewal rate is subject to the same terms and conditions under the contract with the Contractor.

Operational Lease: Operational lease is used to acquire devices on a relatively short term basis with no benefit of ownership to the agency; no buy-out will be considered.

Capital Lease: A capital lease is classified by the Agency as a purchase and must meet one or more of the following criteria:

- The lease term is greater than 75% of the property's estimated economic life.
- The lease contains an option to purchase the property for less than fair market value.
- Ownership of the property is transferred to the Agency at the end of the lease term.
- The present value of the lease payment exceeds 90% of the fair market value of the property.
- Such leases shall be subject to monthly payment reduction by the contractor upon renewal, based upon the depreciated value. The depreciated value must be disclosed to the agency at the time of renewal; and the renewal rate is subject to the same terms and conditions under the contract with the contractor.

Short Term Rental: A Short Term Rental shall:

- Meet the financial requirements of an Operational Lease but shall be cancelable given 30 days written notice to the Contractor at any point during the rental term.
- Not exceed a total term of 18 months for Used or Refurbished devices.

Cancelable Rental: A cancelable rental shall meet the financial requirements of an Operation Lease but shall be cancelable given 30 days written notice to the Contractor at any point during the rental term with or without penalty.

Service and Supplies Inclusions.

- Initial one-hour training must be included upon device placement. Pricing for additional training may be offered in one-hour increments on a per hour basis. Agency may elect to divide the training into multiple sessions over an extended period of time with a minimum training time division of one hour increments.
- 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, staples and toner.
- Contractor must perform all preventative maintenance services at the manufacturer's suggested intervals.
- All 11"x17" impressions must be counted as one impression per side.
- Contractor must not charge for a scan on multifunctional devices.
- There must not be more than one bundled cost per impression for color impressions, regardless of the number of colors (i.e. higher charge for 3 colors than for 2 colors).
- Contractor may charge for device moves. Such charges must be in the format listed below according to the distance from the original placement.

Move	Distance from the Original Device Placement	Allowable Charge Format
Zone 1	100 yards or less; or within the same building	No Charge Allowed
Zone 2	Between Zone 1 and 50 miles	Flat Fee
Zone 3	Outside of Zone 2	Per mile fee

Software. Software costs shall be inclusive of all installation costs, initial training and onsite installation required by the manufacturer. In the event an agency requires customization 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 purchase, lease, or rental agreement. Software maintenance costs shall be inclusive of available software patches and updates.

Hard Drive Removal. Contractor must propose fixed price for a technician to remove and surrender hard drive at the term of the lease or rental, when so mandated by the agency. The Contractor must disclose this additional cost to the agency prior to the completion of a lease or rental agreement.

Service Level Agreement. For a copy of the vendor's Service Level Agreement, send email request to stanton.d.mato@hawaii.gov.

Delivery. Pricing must include all inside delivery, installation, connecting to existing network, initial training and removal of all waste material. 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) computer per unit ordered. Contractor may charge for excessive installation requirements including rigging, excessive access, alternations 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 Contractor or Dealer.

TYPE OF DEVICES:

Group A: Convenience Copiers (Includes Black & White and Color/Black & White)

Group B: Production Copiers (Includes Black & White and Color/Black & White)

Group C: Wide Format Devices (Includes Black & White and Color/Black & White)
A printer that prints larger than 11x17 paper, which typically use ink jet technology to print on a variety of output mediums.

Group D: Printers (Includes Black & White and Color/Black & White)
Device does not copy as the primary function and does not allow 11x17 paper. Printer shall include an inkjet or laser-printer print engine. Printer equipment may include the function of network printing as the primary function and the functionalities of copying/scanning/faxing (or e-fax) as a convenience.

Group E: Digital Duplicators – High production device with a stencil ink and a drum. Devices making use of templates to create large volume of documents quickly at the lowest cost per copy.

Group F: Scanners – A device used to convert paper documents into digital images.

AUTHORIZED CONTRACTORS LISTED BY GROUP

There are no authorized contractors listed for Group F at this time.

Group	Authorized Contractors
A	Xerox, Sharp, Konica, Ricoh (Available for Lease, Rental, Purchase).
B	Xerox, Sharp, Konica, Ricoh (Available for Lease, Rental, Purchase).
C	Ricoh (Available for Lease, Rental, Purchase).
D	Xerox, Konica, Ricoh (Available for Purchase Only).
E	Ricoh (Available for Lease, Rental, Purchase).
F	Not available at this time.

GROUP, SEGMENT NUMBER AND SPEED

GROUP A – Convenience Copiers (Includes Black & White and Color/Black & White):

Segment#	Speed in Pages Per Minute (PPM)
A2	20 – 30
A3	31 - 40
A4	41 - 69
A5	70 - 90

GROUP B – Production Copiers (Includes Black & White and Color/Black & White):

Segment#	Speed in Pages Per Minute (PPM)
B6	91 - 119
B7	120 - 139
B8	140 - 159
B9	160+

GROUP C – Wide Format Devices (Includes Black & White and Color/Black & White):

Segment#	Speed in Square Feet Monthly (SFM)*	D Size a Minute
Low	500 – 10,000	4+
Medium	10,001 – 50,000	9+
High	50,001+	20+

(SFM)* - Contractor may propose alternate print options; however, must include a method to convert to SFM.

GROUP D – Printers (Includes Black & White and Color/Black & White):

Segment#	Speed in Pages Per Minute (PPM)
D1	Up - 20
D2	21 - 40
D3	41 - 60

GROUP E – Digital Duplicators:

Segment#	Speed in Pages Per Minute (PPM)
E1	100 - 130
E2	131 - 150
E3	151 - 180
E4	181+

GROUP F – Scanners:

Segment#	Speed in Pages Per Minute (PPM)
F0	30 - 49
F1	50 - 59
F2	60 - 69
F3	70 - 79
F4	80 – 89
F5	90+

AGENCY INSTRUCTIONS FOR REQUESTING

PRICE QUOTES FOR GROUPS A & B

1. There are four vendors (Xerox Corporation, Sharp Electronics Corporation, Konica Minolta Business Solutions USA, Inc., Ricoh USA, Inc.) listed for Group A and Group B.

2. For Pricing and Specifications, go to:
   - Xerox Corporation: www.portal.xerox.com/NASPO-Hawaii
   - Sharp Electronics Corporation: www.sharpgov.com/naspo
   - Konica Minolta Business Solutions USA, Inc.: http://kmbs.konicaminolta.us/naspo3091
   - Ricoh USA, Inc.: http://ricoh-usa.com/rmap/wsca

3. Agency shall request a price quote from Xerox, Sharp, Konica, and Ricoh. The agency shall provide their device specification and information.

   - Group Letter A and/or Group Letter B
   - Segment Number (Speed in Pages Per Minute).
   - Financial Option (Fair Market Value, Operational Lease, Capital Lease, Short Term Rental, Cancelable Rental, Purchase).
   - Requesting Department/Agency, Contact Name, Phone, Fax, Email Address.
   - Delivery address.
   - This price list contract is for products off the shelf and not for custom made devices.

4. Vendor shall submit a written price quote to the agency within five (5) work days by fax or email. Price quotes received after the due date are non-responsive and may be rejected by the agency.

5. Vendor shall utilize the price quote form, approved by the State Procurement Office. Any other price quote form not approved by the State Procurement Office shall be rejected by the agency.

6. CONSIDERATION OF QUOTES. Agencies shall consider all responsive and responsible quotes received. An award shall be made to the vendor(s) offering the lowest price. If the lowest price does not meet the agencies specification requirement, the award may be made to the vendor(s) whose offer represents the best value to the agency. 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 services the agency is selected. These criteria may include, in addition to others, the total cost of ownership, performance, history of the vendor, quality of goods, services, delivery and proposed technical performance.

7. 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. A sample copy of the lease agreement is attached at the end of this price list contract.

8. Form SPO-010, RECORD OF PROCUREMENT, is optional if the total contract value is under $5,000 for the lease, rental and/or purchase for single or multiple devices. If the contract value is $5,000 or greater, form SPO-010 is required for the lease, rental and/or purchase of single or multiple devices.

   Example when Form SPO-010 is optional:
   - An agency leases or rents a single device at $75 per month for five years. Form SPO-010 is optional because the cost is under $5,000 ($75/month x 60 months plus tax).
   - An agency purchases a single or multiple devices and the cost is under $5,000 including tax, Form SPO-010 is optional.

   Example when Form SPO-010 is required:
   - An agency leases or rents a single device at $100 per month for five years. Form SPO-010 is required because the cost exceeds $5,000 ($100/month x 60 months plus tax).
   - An agency leases or rents two devices at $160 per month for five years. Form SPO-010 is required because the cost exceeds $5,000 ($160/month x 60 months plus tax).
   - An agency purchases a single or multiple devices, Form SPO-010 is required if the cost exceed $5,000 including tax.

9. AWARD NOTIFICATION. After the agency issues a purchase order or executes a lease agreement, the agency shall notify the non-awarded vendors within five work days, who was awarded the bid.

10. 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 download a form go to:

    http://oip.hawaii.gov/forms/

    The vendor submits a *Request to Access a Government Record* form to the agency for copies of their competitor's price quotes.

    The agency responds to the vendor by submitting a *Notice to Requester* form.

AGENCY INSTRUCTIONS FOR REQUESTING

PRICE QUOTES FOR GROUPS D

1. There are three vendors (Xerox Corporation, Konica Minolta Business Solutions USA, Inc. and Ricoh USA, Inc.) listed for Group D.

2. For Pricing and Specifications, go to:
   - Xerox Corporation: www.portal.xerox.com/NASPO-Hawaii
   - Konica Minolta Business Solutions USA, Inc.: http://kmbs.konicaminolta.us/naspo3091
   - Ricoh USA, Inc.: http://ricoh-usa.com/rmap/wsca

3. Agency shall request a price quote from Xerox, Konica, and Ricoh. The agency shall provide their device specification and information.

   - Group Letter D.
   - Segment Number (Speed in Pages Per Minute).
   - Purchase Only. Leasing or Rental is not authorized for Group D.
   - Requesting Department/Agency, Contact Name, Phone, Fax, Email Address.
   - Delivery address.
   - This price list contract is for products off the shelf and not for custom made devices.

4. Vendor shall submit a written price quote to the agency within five (5) work days by fax or email. Price quotes received after the due date are non-responsive and may be rejected by the agency.

5. Vendor shall utilize the price quote form, approved by the State Procurement Office. Any other price quote form not approved by the State Procurement Office shall be rejected by the agency.

6. CONSIDERATION OF QUOTES. Agencies shall consider all responsive and responsible quotes received. An award shall be made to the vendor(s) offering the lowest price. If the lowest price does not meet the agencies specification requirement, the award may be made to the vendor(s) whose offer represents the best value to the agency. 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 services the agency is selected. These criteria may include, in addition to others, the total cost of ownership, performance, history of the vendor, quality of goods, services, delivery and proposed technical performance.

7. PURCHASE ORDER OR LEASE AGREEMENT. Upon award, the agency may issue a purchase order or pCard.

8. Form SPO-010, RECORD OF PROCUREMENT, is optional if the total contract value is under $5,000 for the purchase for single or multiple devices. If the contract value is $5,000 or greater, form SPO-010 is required for the purchase of single or multiple devices.

   Example when Form SPO-010 is optional:
   - An agency purchases a single or multiple devices under $5,000, including tax. Form SPO-010 is optional because the cost is under $5,000.

   Example when Form SPO-010 is required:
   - An agency purchases a single or multiple devices for $5,000 or greater, including tax. Form SPO-010 is required because the cost exceeds $5,000.

9. AWARD NOTIFICATION. After the agency issues a purchase order or pCard payment, the agency shall notify the non-awarded vendors within five work days, who was awarded the bid.

10. 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 download a form go to:

    http://oip.hawaii.gov/forms/

    The vendor submits a *Request to Access a Government Record* form to the agency for copies of their competitor's price quotes.

    The agency responds to the vendor by submitting a *Notice to Requester* form.

AGENCY INSTRUCTIONS FOR REQUESTING

PRICE QUOTES FOR GROUPS C & E

1. There is one vendor (Ricoh USA, Inc.) listed for Group C and Group E.

2. For Pricing and Specifications, go to:
   - Ricoh USA, Inc.: http://ricoh-usa.com/rmap/wsca

3. Agency shall request a price quote from Ricoh. The agency shall provide their device specification and information.

   - Group Letter C and/or Group Letter E
   - Segment Number for Group C (D Size a Minute).
   - Segment Number for Group E (Speed in Pages Per Minute).
   - Financial Option (Fair Market Value, Operational Lease, Capital Lease, Short Term Rental, Cancelable Rental, Purchase).
   - Requesting Department/Agency, Contact Name, Phone, Fax, Email Address.
   - Delivery address.
   - This price list contract is for products off the shelf and not for custom made devices.

4. Vendor shall submit a written price quote to the agency within five (5) work days by fax or email. Price quotes received after the due date are non-responsive and may be rejected by the agency.

5. Vendor shall utilize the price quote form, approved by the State Procurement Office. Any other price quote form not approved by the State Procurement Office shall be rejected by the agency.

6. CONSIDERATION OF QUOTES. Agencies shall consider all responsive and responsible quotes received. An award shall be made to the vendor(s) offering the lowest price. If the lowest price does not meet the agencies specification requirement, the award may be made to the vendor(s) whose offer represents the best value to the agency. 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 services the agency is selected. These criteria may include, in addition to others, the total cost of ownership, performance, history of the vendor, quality of goods, services, delivery and proposed technical performance.

7. 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. A sample copy of the lease agreement is attached at the end of this price list contract.

8. Form SPO-010, RECORD OF PROCUREMENT, is optional if the total contract value is under $5,000 for the lease, rental and/or purchase for single or multiple devices. If the contract value is $5,000 or greater, form SPO-010 is required for the lease, rental and/or purchase of single or multiple devices.

   Example when Form SPO-010 is optional:
   - An agency leases or rents a single device at $75 per month for five years. Form SPO-010 is optional because the cost is under $5,000 ($75/month x 60 months plus tax).
   - An agency purchases a single or multiple devices and the cost is under $5,000 including tax, Form SPO-010 is optional.

   Example when Form SPO-010 is required:
   - An agency leases or rents a single device at $100 per month for five years. Form SPO-010 is required because the cost exceeds $5,000 ($100/month x 60 months plus tax).
   - An agency leases or rents two devices at $160 per month for five years. Form SPO-010 is required because the cost exceeds $5,000 ($160/month x 60 months plus tax).
   - An agency purchases a single or multiple devices, Form SPO-010 is required if the cost exceed $5,000 including tax.

9. AWARD NOTIFICATION. After the agency issues a purchase order or executes a lease agreement, the agency shall notify the non-awarded vendors within five work days, who was awarded the bid.

10. 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 download a form go to:

    http://oip.hawaii.gov/forms/

    The vendor submits a *Request to Access a Government Record* form to the agency for copies of their competitor's price quotes.

    The agency responds to the vendor by submitting a *Notice to Requester* form.

VENDOR CONTACT

INFORMATION

XEROX

KONICA

SHARP

RICOH

XEROX CORPORATION

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

Remit Payment for Lease, Rental & Purchase

Xerox Corporation
P.O. Box 101235
Pasadena, CA 91189-0005

Vendor Code: 8492-06

Xerox Sales Office-Oahu
700 Bishop Street, 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 contact a Xerox sales representative for price quotes, 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

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

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

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

Xerox Sales Office-Hilo
160 Makaala Street
Hilo, HI 96720

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-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

Xerox Sales Office-Maui
Arnold Wunder
250 Kaualani Street
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

KONICA MINOLTA BUSINESS SOLUTIONS USA INC.

http://kmbs.konicaminolta.us/naspo3091

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 contact Konica's Authorized Dealers listed by for price quotes. 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.	Integrated Business Solutions
Address:	1448 Liliha Street Honolulu, HI. 96817	99-1046 Iwaena Street Aiea, HI. 96701
Contact	Jonathan Castro	Dave Jacobs
Phone:	(808) 592-0092 x207	(808) 545-5540 x216
Fax:	(808) 592-0097	(808) 488-7788
Email:	jonathan.castro@ebm-hawaii.com	david@businesssolutionshi.com

Konica Authorized Dealer – Kona

Company:	Integrated Business Solutions
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

	Integrated Business Solutions
	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:	Integrated Business Solutions dba Maui Office Systems
Address:	280 Ho'o Kahi Street Wailuku, HI. 96793
Contact	Francis Kau
Phone:	(808) 242-8640 x714
Fax:	(808) 242-8642 (Maui & Kauai)
Email:	francisk@mauioffice.com

SHARP ELECTRONICS CORPORATION

www.sharpgov.com/naspo

Remit Payment for Lease & Rental	Sharp Electronics Corporation Dept. CH 14272 Palentine, IL 60055-4272	Vendor Code: 337240-00
Remit Payment for Purchase	Sharp Electronics Corporation Dept. LA 21173 Pasadena, CA. 91185-1173	Vendor Code: 219165-03

Agencies shall contact Sharp's Authorized Dealers listed below for price quotes. 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	Mike Murray
Phone:	(808) 208-1036	(808) 545-5540
Fax:	(808) 200-0008	(808) 488-7788
Email:	tmaunakea@mislhawaii.com	mike@businesssolutionshi.com

Sharp Authorized Dealer – Kona & Hilo		**Sharp Authorized Dealer – Hilo**
Company:	IBSOH	IBSOH
Address:	74-5598 Luhia St. #105P Kailua-Kona, HI. 96740	
Contact	Mike Murray	Mike Murray
Phone:	(808) 545-5540	(808) 545-5540
Email:	mike@businesssolutionshi.com	mike@businesssolutionshi.com

Sharp Authorized Dealer – Maui

Company:	Integrated Business Solutions, dba Maui Office Machines
Address:	360 Papa Place Suite #106 Kahului, HI 96732
Contact:	Mike Murray
Phone:	(808) 545-5540
Fax:	(808) 488-7788
Email:	mike@businesssolutionshi.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	(808) 545-5540
Fax:	(808) 245-8633	(808) 488-7788
Email:	ssbmi@usa.net	dan@businesssolutionshi.com

RICOH USA, Inc.

WSCA website – http://ricoh-usa.com/rmap/wsca

Remit Payment for Lease & Rental	Ricoh USA, Inc. P.O. Box 650073 Dallas, TX 75265-0073	Vendor Code: 323368-00
Remit Payment for Purchase	Ricoh USA, Inc. P.O. Box 31001-0850 Pasadena, CA 91110-08503	Vendor Code: 324312-00

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

Ricoh –Oahu

Sales Contact: Sharlene Fujisato (DOE, UH) / Giovanni Sabio (BSM)
Address: 680 Iwilei Rd. Ste. 590
Honolulu, HI. 96817
Phone: (808) 275-2459 / (808) 275-2457
Fax: (808) 275-2480
Email: sharlene.fujisato@ricoh-usa.com giovanni.sabio@ricoh-usa.com

Ricoh –Oahu

Sales Contact: Steve Merrill / Stephen Halushka (BSM)
Address: 680 Iwilei Road Suite 590
Honolulu, HI 96817
Phone: (808) 275-2417 / (808) 275-2427
Email: steven.merrill1@ricoh-usa.com stephen.halushka@ricoh-usa.com

Ricoh –Maui

Sales Contact: Alan Fukuyama / Stephen Halushka (BSM)
Address: 220 Imi Kala Street
Wailuku, HI. 96793
Phone: (808) 357-4566
Fax: (808) 275-2480
Email: alan.fukuyama@ricoh-usa.com stephen.halushka@ricoh-usa.com

	Ricoh – Hawaii (Hilo)	**Ricoh – Kauai**
Sales Contact:	Joseph Gutierrez/Mark Chase (BSM)	Jeffrey Fleming/Mark Chase (BSM)
Address:	1030 Kilauea Ave Hilo, Hi. 96720	4620 Rice St. Lihue, HI. 96766
Phone:	(808) 935-8059	(808) 246-9531 x2472
Fax:	(808) 935-7639	(808) 246-9498
Email:	joseph.gutierrez@ricoh-usa.com mark.chase@ricoh-usa.com	jeffrey.fleming@ricoh-usa.com mark.chase@ricoh-usa.com

Ricoh – Hawaii (Kona)

Sales Contact: Damion Clark /Mark Chase (BSM)
Address: 73-4786 Kanalani
Kailua-Kona, HI. 96740
Phone: (808) 329-6184
Fax: (808) 329-5355
Email: damion.clark@ricoh-usa.com
mark.chase@ricoh-usa.com

SPO APPROVED

PRICE QUOTE &

LEASE AGREEMENT FORM

FOR

XEROX

SHARP

KONICA

RICOH

Lease Pricing PROPOSAL

Presented to State of Hawaii - Department Name

By Xerox Sales Representative

Date: _____

Options and Accessories
SPO Price List Contract No. 15-10/NASPO ValuePoint Contract No.3091
Group ____/Segment ____/Financial Option ____
Negotiated Contract :

Solution

Item	Product Description	Agreement Information	Requested Install Date

Monthly Pricing

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

Lease Agreement

xerox

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

Negotiated Contract:

SPO Price List Contract No. 15-10/NASPO ValuePoint Contract No. 3091
Group _____/Segment _____/Financial Option _____

Solution

Product Description Item	Agreement Information	Trade Information	Requested Install Date

Monthly Pricing

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

Authorized Signature

Signer: _____ Phone:

Signature: _____ Date: _____

Thank You for your business!
This Agreement is proudly presented by Xerox and
Xerox Sales Representative

For information on your Xerox Account, go to
www.xerox.com/AccountManagement

XEROX TOTAL SATISFACTION GUARANTEE

Confidential - Copyright© 2008 XEROX CORPORATION. All rights reserved.

SHARP

PROPOSAL

NASPO ValuePoint Contract # 3091
State of Hawaii SPO Price List Contract # 15-10

Group: _____ Segment: _____ Financial Option: _____

State of Hawaii Department Name: _____ Date: _____

Model Number	Description	Contract Pricing
Total		0.00

Options & Accessories

	Contract Pricing
Cabinet Options	
Paper Options	
Output Options	
Security	
Print	
Scan	
Sharp OSA	
Fax	
Miscellaneous	

Sharp Electronics is not responsible for typographical errors. Designs and specifications are subject to change without notice.

SHARP

HAWAII

State of Hawaii Lease Option for NASPO ValuePoint Contract No. 3091
SPO Price List Contract No. 15-10

Payment to:
Sharp Leasing USA Corp.
Dept. CH 14272
Palatine, IL 60055-4272

_____
(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

_____
Cardholders Printed Name / Title

_____
Card Number & Expiration
❑ VISA ❑ MasterCard ❑ AMEX

_____
Cardholders Telephone #

_____
Cardholder's Signature / Date

_____
Agency Authorized Name / Title

_____
Agency Authorized Signature / Date

_____
Sharp Authorized Name / Title

_____
Agency Authorized Signature / Date

Please email this form to: snapcustomerservice@sharpsec.com

KONICA MINOLTA

NASPO ValuePoint formerly WSCA-NASPO

NASPO VALUEPOINT 3091 AND HAWAII SPO PL CONTRACT # 15-10

PRICE PROPOSAL FOR NASPO VALUEPOINT 3091 AND SPO PL CONTRACT # 15-10

Quote For State of Hawaii Agency:

Agency Contact:

Quote Presented By:

Quote Date:

Item Number	Item Description	NASPO ValuePoint Price	Quantity	Extended Price
				Purchase Price Or Lease Payment.
				$0.00

Pricing Item	Maintenance Agreement Information
	Includes all parts, labor, maintenance, training, toner and staples. 11 X 17 is one click.
	Service is invoiced monthly or quarterly in arrears.
	$ _____ per month or $ _____ per month/quarter
	Includes _____ copies per month. Excess copies over _____ $ _____ per copy
	Annual total per unit:
	Total Of Lease And Maintenance Over 5 Years:
	Note Additional Discounts Available For Larger Quantities Of Units Per Bulk Buy Provision Of NASPO ValuePoint

KONICA MINOLTA

NASPO ValuePoint formerly WSCA-NASPO

LEASE AGREEMENT

NASPO ValuePoint CONTRACT #3091, SPO PL CONTRACT NO. 15-10

GROUP / SEGMENT / FINANCIAL OPTION :

Quote for:		Date:
	Billing Address:	Equipment Location (if other than Billing Address):

Item Number	Item Description	NASPO VP Price	Quantity	Extended Quantity
	Total for Above Configuration:			

MAINTENANCE AGREEMENT INFORMATION SERVICE and SUPPLIES PRICING		NASPO VP 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

DATE

COPIERS, PRINTERS, & RELATED DEVICES PRICE QUOTE FORM

STATE OF HAWAII-NASPO ValuePoint Contract #3091 & SPO Price List Contract 15-10

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 NUMBER: PHONE _____ _____

Billing Contact ADDRESS: EMAIL _____ _____

SPECIAL INSTRUCTIONS: Are there Equip Pickups or other logistics information?	

FINANCIAL OPTION	☐PURCHASE	☐FAIR MARKET & OPERATONAL 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	$ -

RICOH

Order Form for the State of Hawaii Agencies - Copier Price Agreement with:

Ricoh USA

NASPO ValuePoint Contract #3091 & SPO Price List Contract No. 15-10

Purchase Order Number: _____

Name on Credit Card _____

State Credit 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	
48 Months	
60 Months	
Cash Purchase	

Please check the appropriate boxes to reflect your Term & Type of Acquistion.

Ricoh USA Contact: **Leon Townsend**

Phone Number: **213-840-7243**

Email: leon.townsend@ricoh-usa.com

Award Web Site: www.ricoh-usa.com/rmap/wsca

☐ FAIR MARKET & OPERATONAL LEASE ☐ $1 CAPITAL LEASE ☐ CANCELABLE RENTAL

Comments

Order is subject to NASPO ValuePoint Contract # 3091 and SPO Price List Contract No. 15-10

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