



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

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

MARK C. DRENNEN  
 COMMISSIONER OF ADMINISTRATION

**MEMORANDUM OSP 04-01**

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

FROM: Denise Lea, Director of State Purchasing

DATE: May 9, 2003

RE: Statewide Copier Contract Renewals Effective 07/01/03

The statewide copier contract which was awarded for July 1, 2002 has been renewed. The contract renewal period will be from 7/1/03 through 6/30/04. The contract numbers will remain the same.

**Rental:**

<b><u>Contract No.</u></b>	<b><u>Brand</u></b>
405067	Minolta
405068	Xerox
405069	Kyocera Mita
405070	Sharp
405071	Ricoh
405072	Pitney Bowes
405073	Kodak & OCE

Under the renewal provision, agencies will be allowed to make first time placements against the contracts above during the period 07/01/03 through 06/30/04. Copiers placed during this period may remain in place for a maximum of three (3) years or no later than 06/30/06. No new placements may be made against these contracts beyond 06/30/04. Likewise, copiers placed under these contracts during the period of 07/01/02 thru 06/30/03 are eligible for rental continuation through 06/30/06.

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

**Expiring Rental Contracts:**

The following contracts will expire effective 06/30/04:

404409, 404410, 404411, 404412, 404413, 404414, 404415, and 404416.

All copiers placed against these contracts during the period of 07/01/01 through 06/30/02 can only stay in place through 06/30/04. A new rental selection will need to be placed against one of the renewed contracts listed above.



**Purchase:**

<b><u>Contract No.</u></b>	<b><u>Brand</u></b>
405092	Pitney Bowes
405093	Minolta
405094	Kyocera Mita America
405095	Sharp Electronics
405096	Ricoh
405097	Toshiba
405098	Canon
405099	Konica
405100	Savin
405101	Xerox
405115	Canon
405117	OCE

Purchases may be made against the above contracts during the period of 07/01/03 through 06/30/04. No purchases may be made against these contracts beyond 06/30/04.

**Maintenance:**

These are copiers that were awarded effective 07/01/00, expiring 06/30/03. These contracts are renewed through 06/30/04.

<b><u>Contract No.</u></b>	<b><u>Brand</u></b>
404368	Toshiba
404369	Pitney Bowes
404370	Xerox
404371	Sharp
404372	Minolta
404373	Canon
404374	Gestetner
404377	OCE

These are contracts that were awarded effective 07/01/02 in association with copier purchases. Prices under these contracts are firm for three (3) years and renewed through 06/30/06.

<b><u>Contract No.</u></b>	<b><u>Brand</u></b>
405102	Pitney Bowes
405103	Kyocera Mita America
405104	Minolta
405105	Sharp
405106*	* Ricoh
405107	Toshiba
405108	Canon
405109	Konica
405110	Xerox
405111	Savin
405112	Canon
405113	OCE

\* Fiscal year 2004 purchase orders for three-year maintenance with Ricoh Corporation under contract number 405106, should not be issued prior to July 1, 2003. Pricing will change on 07/01/03 and again on 07/01/04. Pricing will remain the same from 07/01/04 through 06/30/06. The pricing on all other three-year maintenance contracts listed above will remain the same throughout the life of the contract.

**Maintenance:**

These are contracts for agency-owned copiers. Prices under these contracts are for one (1) year. These contracts have been renewed through 06/30/04.

<u>Contract No.</u>	<u>Brand</u>
405054	Kodak & Xerox
405055	Canon & OCE
405056	Canon
405057	Ricoh
405058	Sharp
405059	Toshiba
405060	Xerox
405061	Minolta
405387	Savin

**Approvals:**

All agencies of the State of Louisiana (except those which are exempt from State Central Purchasing under R.S. 39:1572) are still required to submit their requests for copiers in Segments 9 and 10 to the Office of State Purchasing for State Photocopier/Printing Committee review and approval.

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

**Accessing Contract Information:**

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

Non-AGPS users may access the contracts by visiting the Office of State Purchasing website at [www.state.la/osp/osp.htm](http://www.state.la/osp/osp.htm) and clicking on Contracts, Featured Contracts, and Statewide Copier Contract.

You may print this information by section, and you will need Acrobat Reader 4.0.

Please distribute this important copier contract information to your appropriate agency personnel. If additional information is required, please contact Mary Randolph, State Purchasing Officer at (225) 342-8038 or by Email address: [mary.randolph@la.gov](mailto:mary.randolph@la.gov).