

## New Contract for Copiers/Printers and Initial Setup for Yearly Maintenance

Revised - April 16, 2025

This document will outline the purchasing process for new copiers/printers and how to set up new maintenance requisitions to ensure the order is in compliance with UCM's current contract with Ricoh. **OT will create the requisition for the purchase/lease of machines, then assign it to the purchaser for the department.** Participation in the maintenance agreement is not required. A separate requisition must be created/issued by the department within 90 days of the machine's delivery date. If you have any questions, please contact Procurement at 660-543-4001 or Jennifer Babiuch at [babiuch@ucmo.edu](mailto:babiuch@ucmo.edu).

### Placing an Order:

1. Contact the Technology Support Center in the Office of Technology to schedule a review of the departmental printing needs and establish the size and functions of the new unit.
2. Once the department agrees on a model number, Ricoh will send the quote to OT (The department must determine if purchasing or leasing will be the best option before continuing with the process.) OT will contact the department to ensure that all features are included. Once this is verified, OT shall attach the final quote to the requisition and subsequent PO.
3. If the new machine is being leased, the account code used while filling out the FOAPAL for rent/leasing the copier is: 734015 "Rent/lease – Copy Machine"
4. OT will assign a cart to the department for the order to be placed in UCM Market with the quote and machine details attached.
5. The department is responsible for completing the order for the new purchase or lease agreement in UCMarket from the cart assignment.
6. IF THE DEPARTMENT WANTS MAINTENANCE AND TONER COVERED BY RICOH FOR THE NEW PRINTER, the department is responsible for creating and submitting a requisition for Support and Maintenance Services with Ricoh for the new machine if it is an OUTRIGHT PURCHASE. (This will be a separate PO from the purchase of a machine and issued specifically by the department, not OT. The quote provided on the purchase will need to be attached again to submit the initial maintenance requisition.)
7. Ricoh Rep (Bill Dinsmore) shall provide installation date and information to OT and department in order for OT to assist in the installation of new machines if necessary.
8. Expect delivery of new unit within 4 weeks of PO issuance.
9. Receive training on new machine at time of delivery.
10. Department shall notify Ricoh to cancel the maintenance/service contract for the old machine. Department will receive the final invoice for the old machine then notify Procurement that the PO for the maintenance on the old unit is to be cancelled for the remainder of the term. (All maintenance and support contracts expire on June 30 every year.)

## How to Set Up a Maintenance Requisition For A New Machine (Optional):

1. The first line item will be the department's yearly estimated usage for black and white copies.
  - a. For the line-item description, copy the following verbiage and refer to the Ricoh quote to add the department, printer unit and other pertinent information to personalize it to the new machine:
  - b. **Copier Maintenance including labor, parts and toner for Ricoh MPC3003, Serial #C#####, Equipment Id #####, Copier usage cost is B/W .00##.**
    - i. The cost per copy for black and white and color prints can be found on the quote Ricoh provided for the purchase.
2. Enter commodity code: "925-34 - Copier – Yearly Maintenance".
3. If the departments' new purchase is **not** going to be for a full 12 months (i.e. the purchase is in the middle of the fiscal year), the requestor will need to prorate the department's monthly usage totals. This can be done by multiplying the usage totals by the total months left in the fiscal year.
4. When all changes have been made for the first line item, click "Save And Add Another" at the bottom of the screen to start the second line item.
5. Perform the same steps as above for the second line item if the machine is capable of color copies:
  - a. **Copier Maintenance including labor, parts and toner for Ricoh MPC####, Serial #C#####, Equipment Id #####, Copier usage cost is Color .0#####.**

Line	Item	Catalog No.	Size/Packaging	Per Unit Price	Quantity	Ext. Price	
1	Copier Maintenance including labor, parts and toner for Ricoh MPC3003, Serial #C#####, Equipment Id #####, Copier usage cost for B/W .008		1/EA	0.008	4,850 EA	38.80	<input type="checkbox"/>
<b>ITEM DETAILS</b>							
Contract:		Select price or contract...		Internal Note		<input type="text"/>	
Taxable		<input type="checkbox"/>		1000 characters remaining		expand   clear	
Capital Expense		<input type="checkbox"/>		External Note		<input type="text"/>	
Commodity Code		925-34		1000 characters remaining		expand   clear	
		Copier Maintenance Yearly					
2	Copier Maintenance including labor, parts and toner for Ricoh MPC3003, Serial #C#####, Equipment Id #####, Copier usage cost for Color .0314		1/EA	0.0314	1500 EA	47.10	<input type="checkbox"/>
<b>ITEM DETAILS</b>							
Contract:		Select price or contract...		Internal Note		<input type="text"/>	
Taxable		<input type="checkbox"/>		1000 characters remaining		expand   clear	
Capital Expense		<input type="checkbox"/>		External Note		<input type="text"/>	
Commodity Code		925-34		1000 characters remaining		expand   clear	
		Copier Maintenance Yearly					

6. Click "Save", scroll to the top of the screen, and click the cart icon to select "Checkout".
7. First step in the checkout screen is to add the account code into your FOAPAL.
  - a. The account code is: "733030" for "Equip Svc Contrac – Copiers".

8. Second step in the checkout screen is to add an external note to the supplier.
  - a. Directly under the FOAPAL area, select the “edit” icon to the right of the “External Notes and Attachments”. The external note to Ricoh is added here. **The requisition will be returned if the external note is not included or not accurate.**

Accounting Codes					
Chart	Fund	Organization	Account	Program	Activity
C Chart C	100010 General Unrestricted Fund	501010 Procurement	733030 Equip Srv Contract - Copiers	6300 General Admin & Logistical Services	no value

  

Internal Notes and Attachments			External Notes and Attachments		
Internal Note	no value		Note to all Suppliers	Copier Maintenance for the period of July 1 2024- June 30, 2025. Department Contact is Jennifer Gehring 660.540.4001 Show more	
Internal Attachments	Date	Add	Attachments for all suppliers	Add	
<a href="#">Scan Ricoh PO104158 contract renewal.pdf</a>	4/5/2024	...			

9. Copy the verbiage from the example below and adjust it to the department’s maintenance dates and department contact information.

Example: Copier Maintenance for the period of July 1, #### - June 30, ####. This PO is subject to NASPO ValuePoint Contract# 187846 & State of Missouri Contract CT241929006. Department contact name and phone number. Copier Purchase or Lease Months 1-12 of 60-month term. (Choose one and adjust the months to what applies to the copier unit)

10. Attach the quote and all other necessary documents, then submit the requisition.

## **New Copier/Printer Notes and Tips:**

- ✳ **\*\*Optional Function for all new machines.** Machines have functionality for use of Pin Numbers. Pin Numbers can be assigned to users who can make copies from multiple machines without allowing access to confidential documents by others. This function should significantly reduce the number of desktop machines around campus and thus, will significantly reduce the cost of printing.
- ✳ All new machines purchased should include the full maintenance and support services which will be charged quarterly on a cost per copy basis, but it is not mandatory. The department may assume liability for repairs and toner costs if they wish to do so but it is not recommended. Maintenance and Support Services usually are for a five-year term.
- ✳ All leases and rentals will need to have the appropriate agreement filled out and signed. See all the applicable attachments below.
- ✳ If the department needs a new copier/printer and want to PURCHASE IT OUTRIGHT **do not include Maintenance and Support Services in the purchase requisition.** A separate requisition shall be issued with just the Maintenance and Support for the current fiscal year.
- ✳ According to Ricoh, there is no value for any copier/printer that is over two (2) years old. Therefore, there is no trade in value, and the requestor for the department would contact OT to wipe the hard drive then contact Surplus to remove the old machine from the department once the new machine is installed. At this time, Procurement will not allow the transfer of an old machine from one department to another without approval by the Office of Technology.
- ✳ The Ricoh contract is posted on the Ionwave Contract Management site. This allows all staff and faculty to view the features and pricing of copier/printers. Additional information regarding the purchase of copiers/printers will be sent out as it becomes available. Additional machines are available other than the color machines on the attached documents.
- ✳ When copying a previous requisition, verify that all information is up to date and accurate. If there have been any changes to the point of contact or machine status, contact Ricoh as shown below as well as email the Procurement department before submitting the changes. This will assist Ricoh and Procurement in keeping the machine list updated.
  - Contacts you will need:
  - Bill Dinsmore - [william.dinsmore@ricoh-usa.com](mailto:william.dinsmore@ricoh-usa.com); Office of Technology - [tsc@ucmo.edu](mailto:tsc@ucmo.edu)