

ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 09/26/14
ITEM FROM FINANCE COMMITTEE MEETING OF 09/15/14

ISSUE:

15. Request for Approval of Procurement under State Price Agreement and Consolidated Maintenance Agreements – Copiers and Multi-Function Printers City Wide; Rocky Mountain Business Systems. (Robert Rodarte)

FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM

Requested approval of procurement under state price agreement and consolidated maintenance agreements for copiers and multi-function printer's city wide with Rocky Mountain Business Systems in the amount of \$60,870.23. Budget is available in various funds.

FUNDING SOURCE: various funds

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

3-17-14

City of Santa Fe, New Mexico

memo

DATE: September 11, 2014

TO: Finance Committee

VIA: Teresita Garcia, Assistant Director
Finance Department 

FROM: Robert Rodarte, Officer
Purchasing Division 

ISSUE: Procurement of Copier Maintenance and Service Agreements
State Price Agreement: 90-000-00-00092A
Vendor: Rocky Mountain Business Systems (Santa Fe)

SUMMARY:

The ITT Department is requesting the procurement of Copier Maintenance and Service Agreements for the various City Departments, from the aforementioned State Price Agreement, in the amount of \$60,870.23. Rocky Mountain Business Systems is the authorized vendor on this State Price Agreement.

Funding for this procurement is budgeted and is available in the various City wide Business Units requiring this type of service.

This maintenance Agreement will consolidate over 60 contracts that were independently negotiated annually and will offer a better cost overall along with better tracking capabilities.

Per City of Santa Fe Procurement Policy 11.1.1; any procurement transacted through State or Federal Price Agreements exceeding \$50,000 shall be submitted to the City Council for approval.

ACTION:

It is requested that this purchase award to Rocky Mountain Business Systems, for Copier maintenance, from State Price Agreement #90-000-00-00092A, in the total amount of \$60,870.23, be reviewed, approved and submitted to the City Council for its consideration.

City of Santa Fe, New Mexico

memo

DATE: September 2, 2014

TO: Finance Committee

FROM: Thomas J. Williams, ITT Division Director *TJW*

VIA: Lisa D. Martinez, Interim ITT Department Director

VIA: Robert Rodarte, Purchasing Director

ISSUE: Consolidated Copier Maintenance Agreements – Citywide

SUMMARY:

On behalf of departments Citywide, the ITT Department requests approval of a consolidated maintenance agreement for FY 14-15 in the amount of \$60,870.23 (copy attached). This consolidated agreement covers thirty-nine (39) copiers/multi-function printers (MFPs) throughout the City. Consolidating these contracts reduces the amount of time and coordination required for departments to process them individually; and also improves the City's ability to negotiate more a more favorable rate. The City was able to negotiate a savings of approximately \$5,000 by consolidating agreements this FY.

Approval is also requested to leverage pricing from Western States Contract Alliance (WSCA), Master Price Agreement Contract No. 1715; visa vi Statewide Price Agreement # 90-000-00-00092A (copies attached). Additionally, approval is requested to leverage GSA Contract #GS-00F-0002V.

Funding will be taken from the respective departments/divisions where the copiers/MFPs are located.

ACTION:

Request approval of consolidated maintenance agreement for copiers/Multi-Function Printers throughout the City.

xc. File



ROCKY MOUNTAIN BUSINESS SYSTEMS

The Maintenance Agreement Includes all labor necessary for cleaning, lubrication, technical adjustments and replacement of parts except as follows:

- I. Repairs resulting from causes other than normal use, abuse or misuse by the operator(s). Including without limitation, damage to copier drums and use of supplies or spare parts that do not meet Manufacturers published specifications and which cause abnormally frequent service calls or service problems, accidents, transportation, failure of electrical power, air conditioning or humidity control.
- II. Repairs made necessary by service performed by personnel other than Rocky Mountain Business Systems.
- III. Additional service calls or work which the customer requests to be performed outside the regular business hours.
- IV. Shop repair, reconditioning, rebuilding, overhaul or modification to the equipment except those specified by the authorized technician to assure greater performance of the equipment.

All service under this agreement shall be rendered on the user's premises during the normal working hours (9:00 a.m. to 5:00 p.m., Monday thru Friday.)

In the event that it is necessary to remove the equipment to Rocky Mountain Business Systems authorized facility for repair, Rocky Mountain Business Systems will provide transportation to and from the service point.

"After Hour" or overtime services as requested will be provided on an "If Available" basis.

Service performed on Saturday, between the hours of 9:00 a.m. and 5:00 p.m. will be billed at one and one-half (1 1/2) times the hourly rate.

Service performed after hours on weekdays will be billed at one and one-half (1 1/2) times the hourly rate until 10:00 p.m. and twice (2x) the hourly rate from 10:00 p.m. to 8:00 a.m..

Service performed on Saturday from 5:00 p.m. to midnight, Sunday and Rocky Mountain Business Systems holidays will be charged at twice (2x) the hourly rate.

Under the Comprehensive and Standard Maintenance Agreements, all Intervening emergency calls between the regular periodic maintenance call that are found to be necessary by Rocky Mountain Business Systems service technician to keep the equipment in good mechanical operating condition, are included.

Rocky Mountain Business Systems reserves the right to inspect all equipment to be covered under Maintenance Agreement to determine that it is in good mechanical condition on the effective date of the agreement. Should the equipment require repair or overhaul prior to acceptance, such repairs, if requested will be made at the hourly rate plus parts.

Rocky Mountain Business Systems reserves the right to discontinue the Maintenance Agreement Service on any machine for the following reasons:

- A. Machine is not being used in accordance with the intended purpose.
- B. Abuse of the equipment by the operators.
- C. Unavailability of outdated parts.
- D. Lack of proper operator maintenance between the scheduled inspections.
- E. Equipment requires shop repairs or overhaul but approval to proceed is denied.
- F. Lack of payment.

Written notice will be provided by Rocky Mountain Business Systems to the customer 30 days prior to termination of maintenance for any of the above reasons. In addition a 30 day notice of cancellation by customer is required failure to provide a 30 day cancellation will result in the contract renewing for one more year. This is a nonrefundable Maintenance Agreement. Taxes are subject to change at anytime. Customer is responsible for payment. This agreement may be terminated by City of Santa Fe upon 90 days prior written notice.

This Maintenance Agreement does not provide for the replacement of consumable supplies. Installation of paper or toner will be performed without charge if the service technician is present for service reasons. A change at the hourly rate will be made if a special call is requested for the purpose of installing these items.

Special provisions or additions for networked machines and included as part of these agreement will be attached as an addendum to this contract.

MODEL See Attached SERIAL NUMBER See Attached ACCESSORY _____ SERIAL NUMBER _____

CONTRACT PERIOD July 1st, 2014 thru June 30th 2015

TYPE OF CONTRACT COMPREHENSIVE STANDARD PER COPY TONER INCLUSIVE

DOES NOT INCLUDE DRUM

BASE CHARGE	COPIES INCLUDED	EXCESS COPY CHARGE
See Attached	See Attached	See Attached
		START METER B/W
		START METER COLOR

TOTAL AMOUNT INCLUDING TAX: \$60,670.23

BILLING REQUEST Yearly

City of Santa Fe (See attached for locations) 301 Montezuma, Santa Fe, New Mexico PHONE: 505-955-5572	 11 Plaza La Prensa Unit 7 Santa Fe, New Mexico 87507 (505) 983-1181	3515 Wyoming Blvd. NE Albuquerque, New Mexico 87111 (505) 323-5252
Approved by (PLEASE PRINT)	Approved by (PLEASE PRINT) Michael M. Gonzales	
Title (PLEASE PRINT)	Title (PLEASE PRINT) Manager	
Date Approved (PLEASE PRINT)	Date Approved (PLEASE PRINT) 06/30/2014	
Signature	Signature	

City of Santa Fe Consolidated Maintenance Pricing

Division Responsible	Type of Contract	Equipment	Serial #	Copies/Allowed Per Quarter	Excess Copy Charge	Yearly Charge
Water Comp	GSA	Canon imageRUNNER 3045	MUY09387	54,000	0.0075 \$	2,228.98
801 W. San Francisco	GSA	Canon imageRUNNER 3045	SVN00146	54,000	0.0075 \$	2,228.98
Santa Fe, NM						
Senior Citizens Center	GSA	Kyocera taskALPHA 5500CI	N3X1700798	24,000	0.085 \$	882.84
1121 Alto Street						
Santa Fe, NM						
Environmental / Solid Waste	WSCA	Canon imageRUNNER 5035	GNW63200	15,000 B/W	0.0074 \$	2,544.80
1142 Siler Road				7,500 Color	0.0636	
Santa Fe, NM						
Engineering	GSA	Canon imageRUNNER 1025IF	DRL04330	9,000	0.0199 \$	727.04
120 S. Federal Place						
Santa Fe, NM						
Marty Sanchez Golf Course	GSA	Canon imageRUNNER 3570G	SKX00050	12,000	0.01175 \$	663.44
205 Caja Del Rio						
Santa Fe, NM						
Purchasing	GSA	Canon imageRUNNER 1025IF	DRL05264	9,000	0.0199 \$	727.04
1142 Siler Road	GSA	Canon imageRUNNER 4570	SKW10488	18,000	0.01014 \$	2,887.32
Santa Fe, NM						
Human Services/Resources	OM	Canon laserCLASS 2050P	UZ28464	N/A	N/A	45.98
200 Lincoln Ave	OM	Canon laserCLASS 2050P	UZ52369	N/A	N/A	45.98
Santa Fe, NM		imageRUNNER 4245	QHP05898	15,000	0.0071 \$	307.20
	WSCA 8 months	Canon imageRUNNER 3245	DQA00166	9,000	0.0122 \$	475.16
Transit Division	WSCA	Canon IR ADVANCE C5240	JMQ12652	14,000 B/W	0.0074 \$	2,204.04
2931 Rufina St.				1,300 Color	0.0509	
Santa Fe, NM						
Waste Water Management	GSA	Canon imageRUNNER 3245	DHJ03337	15,000	0.0122 \$	791.96
73 Paseo Real	WSCA	Canon IR ADVANCE 4235	QHM08477	5,000	0.0087 \$	597.19
Santa Fe, NM						
Buckman Water Project	WSCA	Canon imageRUNNER C5051	GQM60834	15,000 B/W	0.0058 \$	942.96
341 Caja Del Rio				3,000 Color	0.0437	
Santa Fe, NM	WSCA	Canon imageRUNNER C5051	GQM60799	15,000 B/W	0.0058 \$	942.96
				3,000 Color	0.0437	



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

Section to be completed by department for each contract or contract amendment

1 **FOR: ORIGINAL CONTRACT** or **CONTRACT AMENDMENT**

2 Name of Contractor Rocky Mountain Business Systems

3 Complete information requested Plus GRT

Inclusive of GRT

Original Contract Amount: \$60,870.23

Termination Date: June 30, 2015

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for: Consolidated Maintenance Agreements - Copiers and MFP's Citywide

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

Approved by Council Date: _____

or by City Manager Date: _____

Amendment is for:

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT

Inclusive of GRT

Amount \$ _____ of original Contract# _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$ _____



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

5 Procurement Method of Original Contract: (complete one of the lines)

RFP# _____ Date: _____

RFQ _____ Date: _____

Sole Source _____ Date: _____

Other SPA# 90-000-00-00092A; WSCA Master Price Agreement #1715; and GSA # GS-00F-0002V

6 Procurement History: _____
example: (First year of 4 year contract)

7 Funding Source: Various Departments **BU/Line Item:** _____

8 Any out-of-the ordinary or unusual issues or concerns:
Consolidating various individual contracts into a single contract.
(Memo may be attached to explain detail.)

9 Staff Contact who completed this form: Thomas J. Williams

Phone # 955-5580

10 Certificate of Insurance attached. (if original Contract)

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review
and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments:

This is a consolidation of various individual contracts from various departments into a single, consolidated contract. Funding will be taken from various department business units and line items as required.

City of Santa Fe
City Contact:
Stuart Stephenson
Equipment Location:
Mail and Duplicating
P.O. Box 909
Santa Fe, New Mexico 87504

Contractor:
Rocky Moutain Business Systems
Title:
Address:
11 Plaza La Prensa
Santa Fe, NM 87505

Telephone No:
955-6566

Telephone No.:
(505) 983-1181

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

CITY OF SANTA FE:

CONTRACTOR:

BRIAN K. SNYDER
CITY MANAGER

By: _____
(Signature of Contractor)

DATE: _____

By: Michael M. Gonzales
(Print name of person signing)

DATE: _____ 1-May-14

ATTEST:

CRS# _____ 02-022048-000

YOLANDA Y. VIGIL, CITY CLERK
[Redacted]

City of Santa Fe Business
Registration # _____ 14-00027638

APPROVED AS TO FORM:

Judith Brennan

KELLEY BRENNAN, INTERIM CITY ATT

6/11/14

APPROVED:

FINANCE DEPARTMENT

Business unit Line item



CERTIFICATE OF LIABILITY INSURANCE

OP ID: JASM

DATE (MM/DD/YYYY)

07/10/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Silas Garcia Agency & Assoc. 1443 S. St. Francis Dr., P. O. Box 4668 Santa Fe, NM 87502	CONTACT NAME: Anica Romero PHONE (A/C No., Ext.): 505-982-8863 FAX (A/C No.): 505-983-4835 E-MAIL ADDRESS: anica@silasgarcia.com PRODUCER CUSTOMER ID #: ROCKY-1
	INSURER(S) AFFORDING COVERAGE
INSURED ROCKY MOUNTAIN BUSINESS SYSTEMS, INC. ID# 364097 P.O. Box 4204 Santa Fe, NM 87502	INSURER A: ALLIED INSURANCE
	INSURER B: NEW MEXICO MUTUAL CAS. CO.
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

YEAR LTR	TYPE OF INSURANCE	ADDITIONAL INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	X	ACP7243518910	07/02/2014	07/02/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOG						
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	X	X	ACPBAT253518910	07/02/2014	07/02/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	X	X	ACP BPRD7253518910	07/02/2014	07/02/2015	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 Products \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) (Type, describe under DESCRIPTION OF OPERATIONS below)			79013.104	07/02/2014	07/02/2015	<input checked="" type="checkbox"/> NO STATU-TORY LIMITS <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
	<input type="checkbox"/> Business Property			ACPCPAA7263518910	07/02/2014	07/02/2015	Business Property 400,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Office Machine Sales & Service-

CERTIFICATE HOLDER CITY OF SANTA FE PO Box 909 Santa Fe, NM 87504-0909	CITY OF 2	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2009/09)

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City Of Santa Fe
PO BOX 909
Santa Fe NM, 87504

City of Santa Fe, New Mexico

BUSINESS LICENSE

Official Document
Please Post

Business Name: **ROCKY MOUNTAIN BUS. SYSTEM INC**

Location: **11 PLAZA LA PRENSA 7 ANNEX2**

Class: **BUSINESS REGISTRATION - STANDARD**

Comment:

Control Number: **0903560**

License Number: **14-00027638**

Issue Date: **January 23, 2014**

Expiration Date: **December 31, 2014**

**ROCKY MOUNTAIN BUS. SYSTEM INC
11 PLAZA LA PRENSA 7**

SANTA FE NM 87507

THIS IS NOT A CONSTRUCTION PERMIT OR SIGN PERMIT. APPROPRIATE PERMITS MUST BE OBTAINED FROM THE CITY OF SANTA FE BUILDING PERMIT DIVISION PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION OR THE INSTALLATION OF ANY EXTERIOR SIGN.

THIS REGISTRATION/LICENSE IS NOT TRANSFERABLE TO OTHER BUSINESSES OR PREMISES.



State of New Mexico
General Services Department
Purchasing Division

Statewide Price Agreement Amendment

Awarded Vendor
0000081944
Ricoh USA, Inc.
70 Valley Stream Parkway
Malvern, PA 19355

Telephone No. 425-255-0730

Price Agreement Number: 90-000-00-00092A

Price Agreement Amendment No.: Four

Term: August 14, 2009 - March 31, 2015

Ship To:
All State of New Mexico agencies, commissions,
institutions, political subdivisions and local public bodies
allowed by law.

Procurement Specialist: India Garcia

Telephone No.: (505) 827-0483

Invoice:

As Requested

Title: Copiers

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from July 1, 2014 to March 31, 2015 at the same price, terms and conditions.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

New Mexico State Purchasing Agent

Date: 04/17/2014

STATE OF NEW MEXICO
AUTHORIZED DEALERS

8-1-09

DEALER LOCATION	Albuquerque Duplicator Supply 3418 Lomas Boulevard N E Albuquerque, NM 87106	IKON Office Solutions - A Ricoh Company 1500 Renaissance Blvd NE Albuquerque, NM 87107
TELEPHONE	505-256-1017	505-878-6749
CONTACT	Jerry Smith	Kevin Smith
EMAIL	abqduplicator@hotmail.com	Kmsmith@ikon.com

DEALER LOCATION	Ricoh Business Systems -- A Ricoh Company 7770 Jefferson NE 110 Albuquerque, Nm 87109	Document Technologies 3520 Pan American Fwy NE Ste A- 1 Albuquerque, Nm 87109
TELEPHONE	505-345-7974	505-888-3005
CONTACT	Bill Finke	Michael Lutgen
EMAIL	william.finke@ricoh-usa.com	mlutgen@comcast.net

DEALER LOCATION	Pacific Office Automation 3535 Princeton Drive NE Albuquerque, Nm 87107	Pacific Office Automation 1400 South St. Francis Drive #A2 Santa Fe, Nm 87505
TELEPHONE	505-883-2800	505-438-0123
CONTACT	Van Hartley	Van Hartley
EMAIL	van.hartley@pacificoffice.com	van.hartley@pacificoffice.com

DEALER LOCATION	Discount Office & Copy Center 126 South 2nd Street Raton, Nm 87740	Rocky Mountain Business System 11 Plaza La Prensa #7 Santa Fe, Nm 87507
TELEPHONE	505-888-3005	505-983-1181
CONTACT	Tommie Luthi	Mariano Gonzales
EMAIL	advanced@raton.com	marlanog@rmb.com

DEALER LOCATION	Tascosa Office Machines Inc. 107 West 6th Street Roswell, Nm 88201	
TELEPHONE	806-373-6268	
CONTACT	Kelly King	
EMAIL	kking@ycom.com	

**PARTICIPATING ADDENDUM
WESTERN STATES CONTRACTING ALLIANCE
MULTIFUNCTION COPIERS AND RELATED SOFTWARE
Administered by the State of Nevada (hereinafter "Lead State")**

**MASTER PRICE AGREEMENT
Ricoh USA, Inc.
Nevada Contract Number: 1718
(hereinafter "Contractor")**

And

**State of New Mexico
(hereinafter "Participating State")**

Page 1 of 5

1. Scope: This addendum covers the WSCA Multifunction Copiers and Related Software Contract lead by the State of Nevada for use by state agencies and other entities located in the Participating State authorized by that state's statutes to utilize state contracts.

2. Participation: Use of specific WSCA cooperative contracts by state agencies, political subdivisions and other entities (including cooperatives) authorized by an individual state's statutes to use state contracts are subject to the approval of the respective State Chief Procurement Official. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.

3. Participating State Modifications or Additions to Master Agreement: The successful vendor will remit to the State of New Mexico Contract Manager an Administrative Fee in the amount of one percent (1%) of all total sales for New Mexico State and Local Public Bodies from this contract. Checks should be made payable to the State of New Mexico.

The administrative fee is based upon:

- The sales of all equipment and software (including leases);
- Service and supplies billings;
- Equipment short Term Rental revenue stream and;
- Concelable rental revenue stream.

In accordance with the following schedule:

Period End	Report Due
September 30	October 31
December 31	January 31
March 31 April 30	
June 30	July 31

**PARTICIPATING ADDENDUM
WESTERN STATES CONTRACTING ALLIANCE
MULTIFUNCTION COPIERS AND RELATED SOFTWARE
Administered by the State of Nevada (hereinafter "Lead State")**

**MASTER PRICE AGREEMENT
Ricoh USA, Inc.
Nevada Contract Number: 1718
(hereinafter "Contractor")**

And

State of New Mexico
(hereinafter "Participating State")

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4. [Purposely left blank].

5. **Primary Contacts:** The primary government contact individual for this participating addendum are as follows (or their named successors):

Lead State

Name	Lyn Callison
Address	518 East Musser Street
Telephone	(775) 684-0198
Fax	(775) 684-0188
E-mail	lcallison@purchasing.state.nv.us

Contractor

Name	Bart Lemmon
Address	Five Dedrick Place, West Caldwell, NJ 07008
Telephone	(426) 255-0730
Fax	(426) 228-2116
E-mail	Bart.lemmon@ricoh-usa.com

Participating Entity

Name	India Garcia, State of New Mexico
Address	1100 St. Francis Dr., Room 2016, Santa Fe, NM 87505
Telephone	505-827-0483
Fax	505-827-2484
E-mail	India.Garcia@state.nm.us

6. **Subcontractors:** All Ricoh USA, Inc. dealers and resellers authorized in the State of New Mexico, as shown on the Dedicated Ricoh (WSCA) website, are approved to provide sales and service support to participants in the WSCA Master Pricing Agreement. The Ricoh dealer's participation will be in accordance with the terms and conditions set forth in the aforementioned Master Price Agreement.

7. **Purchase Order Instructions:** All orders should contain the following (1) Mandatory Language "PO is subject to WSCA Contract #1718" (2) Your Name, Address, Contact, & Phone-Number (3) Purchase order amount, monthly payment (if Leased), itemized list of accessories, & CPC rate of

**PARTICIPATING ADDENDUM
WESTERN STATES CONTRACTING ALLIANCE
MULTIFUNCTION COPIERS AND RELATED SOFTWARE
Administered by the State of Nevada (hereinafter "Lead State")**

MASTER PRICE AGREEMENT
Ricoh USA, Inc.
Nevada Contract Number: 1718
(hereinafter "Contractor")

And

State of New Mexico
(hereinafter "Participating State")

Page 3 of 5

the service contract. Please channel your PO through one of our authorized resellers so they can arrange for proper ordering and installation of your unit.

Orders will be made out to RICOH USA INC.

Address Purchase Orders to:	Purchase Remit Payment to:	Leases Remit Payment to:
Ricoh USA, Inc. 70 Valley Stream Parkway Malvern, PA 19355	Ricoh USA, Inc. 70 Valley Stream Parkway Malvern, PA 19355	Ricoh USA, Inc. 70 Valley Stream Parkway Malvern, PA 19355

8. Price Agreement Number: All purchase orders issued by purchasing entities within the jurisdiction of this participating addendum shall include the Participating State contract number: 90-000-00-00092A and the Lead State price agreement number: 1715.

This Participating Addendum and the Master Price Agreement number 1718 (administered by the State of Nevada) together with its exhibits, set forth the entire agreement between the parties with respect to the subject matter of all previous communications, representations or agreements, whether oral or written, with respect to the subject matter hereof. Terms and conditions inconsistent with, contrary or in addition to the terms and conditions of this Addendum and the Price Agreement, together with its exhibits, shall not be added to or incorporated into this Addendum or the Price Agreement and its exhibits, by any subsequent purchase order or otherwise, and any such attempts to add or incorporate such terms and conditions are hereby rejected. The terms and conditions of this Addendum and the Price Agreement and its exhibits shall prevail and govern in the case of any such inconsistent or additional terms within the Participating State.

**PARTICIPATING ADDENDUM
WESTERN STATES CONTRACTING ALLIANCE
MULTIFUNCTION COPIERS AND RELATED SOFTWARE
Administered by the State of Nevada (hereinafter "Lead State")**

**MASTER PRICE AGREEMENT
Ricoch USA, Inc.
Nevada Contract Number: 1718
(hereinafter "Contractor")**

And

**State of New Mexico
(hereinafter "Participating State")**

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**PARTICIPATING ADDENDUM
WESTERN STATES CONTRACTING ALLIANCE
MULTIFUNCTION COPIERS AND RELATED SOFTWARE
Administered by the State of Nevada (hereinafter "Lead State")**

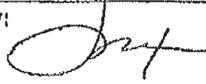
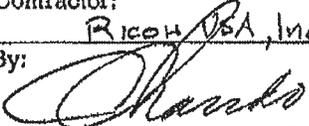
**MASTER PRICE AGREEMENT
Ricoh USA, Inc.
Nevada Contract Number: 1715
(hereinafter "Contractor")**

And

State of New Mexico
(hereinafter "Participating State")

Page 5 of 5

IN WITNESS WHEREOF, the parties have executed this Addendum as of the date of execution by both parties below.

Participating State: New Mexico	Contractor: Ricoh USA, Inc.
By: 	By: 
Name: Lawrence O. Maxwell	Name: Christopher Chando
Title: State Purchasing Agent	Title: Vice President Financial Solutions
Date: 7/17/13	Date: 7/17/13

[Additional signatures as required by Participating State]

AMENDMENT #4 TO CONTRACT

MASTER SERVICE AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR

A Contract between the Western States Contracting Alliance
(WSCA) Acting by and through the State of Nevada

Department of Administration
Purchasing Division
515 E Musser Street, Room 300
Carson City NV 89701

Contact: Shannon Berry, Assistant Chief Procurement Officer
Telephone: (775) 684- 0171 • Fax: (775) 684-0188
Email: sberry@admin.nv.gov

and

Canon U.S.A., Inc.
One Canon Plaza
Lake Success, NY 11042
Contact: Michelle Alicata

Telephone: 516-328-5868 • Facsimile: 516-328-5459
Email: malicata@cusa.canon.com

1. **AMENDMENTS.** For and in consideration of mutual promises and/or their valuable considerations, all provisions of the original contract resulting from Request for Proposal #1715 and dated June 1, 2009, attached hereto as Exhibit A, remain in full force and effect with the exception of the following:

- A. This amendment is to extend the contract term for an additional nine months through ~~March 31, 2015~~.

Current Contract Language:

3. **CONTRACT TERM.** This contract shall be effective from June 1, 2009, upon execution by the State of Nevada on behalf of the Western States Contracting Alliance, sales may not be placed until the start date set by a participation state in its Participation Addendum, to June 30, 2014, unless sooner terminated by either party as specified in paragraph (21).

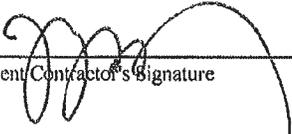
Amended Contract Language:

3. **CONTRACT TERM.** This contract shall be effective from June 1, 2009, upon execution by the State of Nevada on behalf of the Western States Contracting Alliance, sales may not be placed until the start date set by a participation state in its Participation Addendum, to March 31, 2015, unless sooner terminated by either party as specified in paragraph (21).

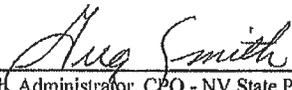
2. **INCORPORATED DOCUMENTS.** Exhibit A (Original Contract) is attached hereto, incorporated by reference herein and made a part of this amended contract.

3. **REQUIRED APPROVAL.** This amendment to the original contract shall not become effective until and unless approved by the Nevada State Board of Examiners.

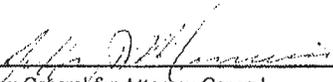
IN WITNESS WHEREOF, the parties hereto have caused this amendment to the original contract to be signed and intend to be legally bound thereby.


Independent Contractor's Signature 3/21/14 Date Sr. Vice President & General Manager, BISG
Independent's Contractor's Title

APPROVED BY WSCA BOARD OF DIRECTORS


Greg Smith, Administrator, CPO - NV State Purchasing On 3-25-14 (Date)

Approved as to form by:


Deputy Attorney General for Attorney General On 26 March 14 (Date)



Office Imaging and Document Solutions

General Services Administration • Federal Supply Service • Authorized Federal Supply Service Price List

Consolidated Contract No. GS-00F-0002V

FSC Group 00Corp: FSC Groups 36 & 70

FSC Classes: 3610, 5815 & 7025

This Edition Electronically Published 03/2014

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<http://www.gsaadvantage.gov>

Contract Period:

January 2, 2009 - January 1, 2019

Contract Administration:

Canon U.S.A., Inc.
Government Contracts
2110 Washington Blvd., Suite 300
Arlington, VA 22204
(703) 807-3500

Contractor:

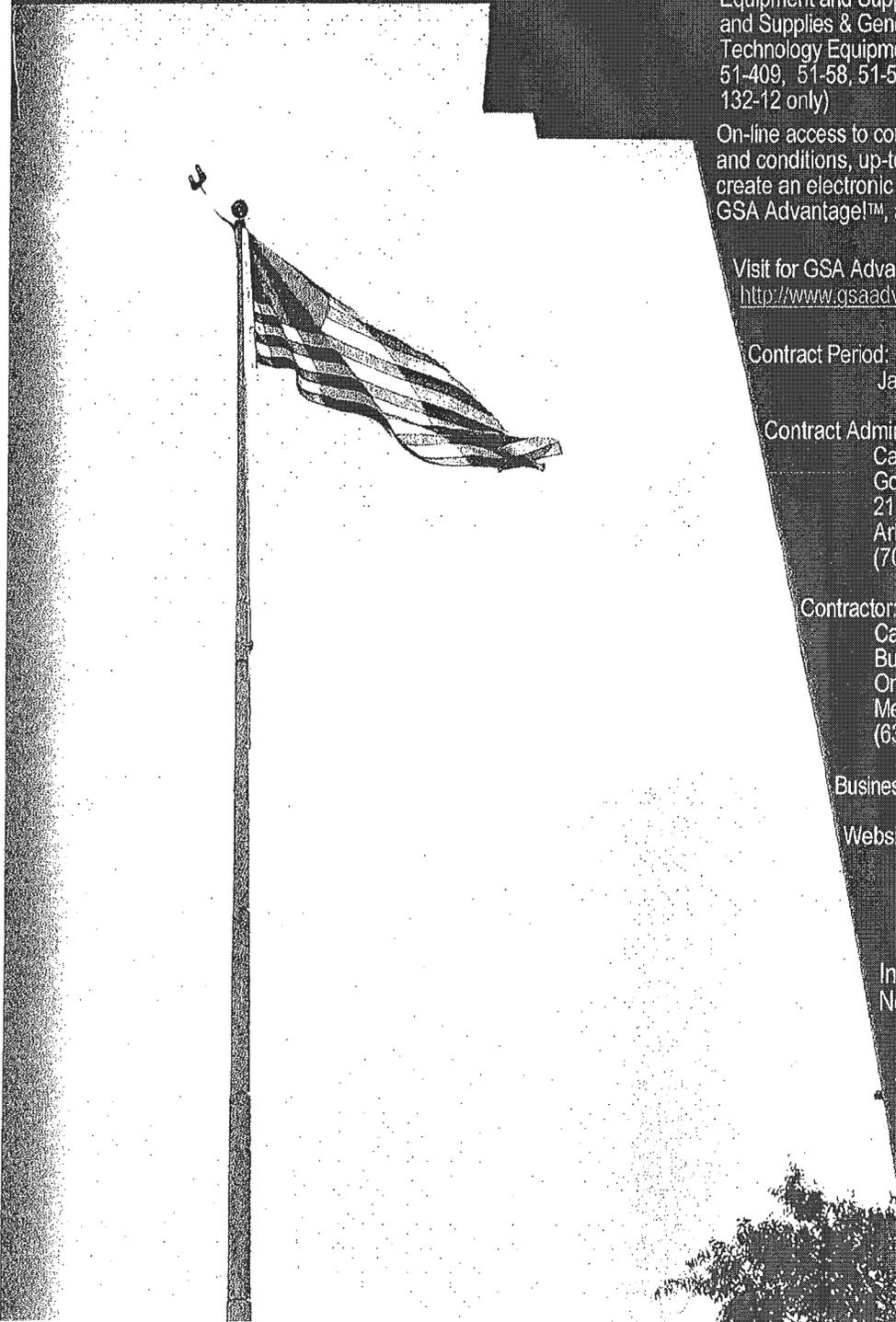
Canon U.S.A., Inc.
Business Imaging Solutions Group
One Canon Park
Melville, N.Y. 11747
(631) 330-6700

Business Size: Large

Website:

<http://www.usa.canon.com/gmd> e-mail: cusaqmd@usa.canon.com

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Federal Government Contracts

Office imaging and Document Solutions plus General Purpose Commercial Information Technology Equipment, Software and Services

Contract #: GS-00F-0002V

Term: January 2, 2009 to January 1, 2014

Imaging (Diagnostic X-Ray) Equipment and Accessories

Contract #: SPM2D1-08-D-8305

Term: December 11, 2008 to December 10,2009

Contract #: V797P-6016b

Term: December 11, 2008 to December 10,2009

Ophthalmic Equipment and Accessories

Contract #: V797P-4015A

FSC Group 65, Part II, Section A

Term: April 1, 2000 to March 31, 2010

Federal Government Contracts

Office Imaging and Document Solutions plus General Purpose Commercial Information Technology Equipment, Software and Services

Contract #: GS-00F-0002V

Term: January 2, 2009 to January 1, 2014

This is an IDIQ (indefinite delivery / quantity) contract held with the General Services Administration.

Canon Federal Tax Identification No. 13-256-1772

CAGE Code: 4J871

Geographic Scope of Contract

The 48 contiguous states, the District of Columbia, Alaska, Hawaii, Guam and Puerto Rico.

Ordering Address

All orders placed under this Contract must be issued to:

CANON U.S.A., INC.
P.O. Box 6517
Arlington, VA 22206

Contractor's Payment Information

Payment Terms: Net 30 Days

Location: All payments are to be made to the Contractor:
CANON U.S.A., INC.
P.O. Box 841023

Dallas, TX 75284-1023

Government Commercial Credit Cards

Government Credit Cards will be accepted for payment. In addition, bank information for wire transfer payment will be shown on the invoice.

To place orders using government credit cards,

please call (800) 323-9170.

Delivery Terms

F.O.B. Destination: 48 contiguous states, the District of Columbia, Alaska, Hawaii, Guam, and Puerto Rico. Delivery within 1-60 days after receipt of order.

Inquiries

All inquiries regarding product information, prices, orders, invoices or payments should be directed to:

Canon U.S.A., Inc.

Attn: GSA Inquiries

2110 Washington Blvd.

Suite 300

Arlington, VA 22204

800-323-9170

gmd_customer_support@cusa.canon.com

* This information provided herein does not encompass complete terms and conditions for this contract. If you are with a Government Agency and would like to request product or pricing information, click here.

Imaging (Diagnostic X-Ray) Equipment and Accessories

Contract #: SPM2D1-08-D-8305

Term: December 11, 2008 to December 10,2009

Contract #: V797P-6016b

Term: December 11, 2008 to December 10,2009

This is an IDIQ (indefinite delivery / quantity) contract held with the Defense Supply Center of Philadelphia.

Under this contract, the Department of Defense and Department of Veterans Affairs can purchase medical equipment such as Imaging and Support Products (Diagnostic X-Ray Systems).

To learn more about Canon medical products and other Canon equipment, please visit our product index located on the above menu bar.

Canon Federal Tax Identification No. 13-256-1772

CAGE Code: 6S316

Geographic Scope of Contract

The 48 contiguous states, the District of Columbia, Alaska, Hawaii and Puerto Rico.

Ordering Address and Instructions

All orders placed under this Contract must be issued to:

CANON U.S.A., INC.
 Canon Medical Systems
 15955 Alton Parkway
 Irvine, CA 92618

Contractor's Payment Information

Payment Terms: Net 30 Days
 Location: All payments are to be made to the Contractor:
 CANON U.S.A., INC.
 P.O. Box 841023
 Dallas, TX 75284-1023

Government Commercial Credit Cards



Credit Cards will be accepted for payment. In addition, bank information for wire transfer payment will be shown on the Invoice.

To place orders using government credit cards,

please call (516) 328-4630.

Delivery Terms

F.O.B. Destination: 48 contiguous states and the District of Columbia

Point of Exportation: Alaska, Hawaii, and Puerto Rico

Inquiries

All inquiries regarding product information, prices, orders, invoices or payments should be directed to:

Canon U.S.A., Inc.

Attn: Whit Fowler

One Canon Plaza

Lake Success, NY 11042

wfowler@cusa.canon.com

* This information provided herein does not encompass complete terms and conditions for this contract. If you are with a Government Agency and would like to request product or pricing information, click here.

Ophthalmic Equipment and Accessories

Contract #: V797P-4015A

FSC Group 65, Part II, Section A

Term: April 1, 2000 to March 31, 2010

This is an Authorized Federal Supply Service contract held with the Department of Veterans Affairs.

Under this contract, any federal government agency can purchase medical equipment such as Vision Screening, Testing Equipment and Accessories (SIN A-35).

To learn more about Canon medical products and other Canon equipment, please visit our product index located on the above menu bar.

Canon Federal Tax Identification No. 13-256-1772

CAGE Code: 6S316

Geographic Scope of Contract

The 48 contiguous states, the District of Columbia, Alaska, Hawaii and Puerto Rico.

Ordering Address and Instructions

All orders placed under this Contract must be issued to:

CANON U.S.A., INC.
Canon Medical Systems
Eye Care Systems Department
c/o Dealer Name (if applicable)
15965 Alton Parkway
Irvine, CA 92618
address for purchase orders
email: cmspurchaseorders@cusa.canon.com

Contractor's Payment information

Payment Terms: Net 30 Days
Location: All payments are to be made to the Contractor:
CANON U.S.A., INC.
P.O. Box 841023
Dallas, TX 75284-1023

Government Commercial Credit Cards



Credit Cards will be accepted for payment. In addition, bank information for wire transfer payment will be shown on the invoice.

To place orders using government credit cards,

please call (516) 328-4630.

Blanket Purchase Agreement

Blanket Purchase Agreements may be used with this schedule. Minimum ordering levels may apply.

Delivery Terms

F.O.B. Destination; 48 contiguous states and the District of Columbia.

Point of Exportation: Alaska, Hawaii, and Puerto Rico

Inquiries

All inquiries regarding product information, prices, orders, invoices or payments should be directed to:

Canon U.S.A., Inc.

Attn: Whit Fowler

One Canon Plaza

Lake Success, NY 11042

wfowler@cusa.canon.com

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