


**DEPARTMENTAL COPIER LEASE ORDER FORM & AGREEMENT**

<b>A. Departmental Information</b>	
Contact Name: _____	Budget Manager Name: _____
Contact Phone: _____	Budget Manager Phone: _____
Contact Email: _____	Budget Manager Email: _____
Department Name: _____	Budget Manager Signature: _____
Address: _____	<i>By signing, you acknowledge that you are authorized to do business on the budget below and agree to the Terms &amp; Conditions outlined in this agreement.</i>
	Today's Date: _____
Foundation _____ Dept ID _____ Fund _____ Project _____	Purchase Order _____ PO Line # _____

**B. Standard Equipment Bundles**

Models 30-40 Pages Per Minute							Request to Order	
Model	Model Configuration	Initial 42 Month Lease (Per Month)	Additional 12 Month Lease Extension (Per Month)	Cost per Copy Black and White	Cost Per Copy Color	Scans Included (Per Month)	Initial 42 Month Lease	Additional 12 Mo. Extension
Bizhub 364e: Black and White	Copy/Print/Scan, Floor finisher with staple and 2/3 position hole punch, network ready, 1,150 Sheet Paper Supply, Reversing Auto-Doc Feeder, Document Security, Power Filter, Maintenance and Supplies included	\$109.19	\$85.46	\$0.0063	N/A	5,000	<input type="checkbox"/>	<input type="checkbox"/>
Bizhub c368: Color	Copy/Print/Scan, Floor finisher with staple and 2/3 position hole punch, network ready, 1,150 Sheet Paper Supply, Reversing Auto-Doc Feeder, Document Security, Power Filter, Maintenance and Supplies included	\$152.98	\$119.73	\$0.0063	\$0.0564	5,000	<input type="checkbox"/>	<input type="checkbox"/>
Models 40-50 Pages Per Minute							Request to Order	
Bizhub 454e: Black and White	Copy/Print/Scan, Floor finisher with staple and 2/3 position hole punch, network ready, 2,150 Sheet Paper Supply, Dual Scan Doc Feeder, Document Security, Power Filter, Maintenance and Supplies included	\$127.24	\$99.58	\$0.0063	N/A	5,000	<input type="checkbox"/>	<input type="checkbox"/>
Bizhub c458: Color	Copy/Print/Scan, Floor finisher with staple and 2/3 position hole punch, network ready, 2,150 Sheet Paper Supply, Dual Scan Doc Feeder, Document Security, Power Filter, Maintenance and Supplies included	\$224.99	\$176.08	\$0.0063	\$0.0483	5,000	<input type="checkbox"/>	<input type="checkbox"/>
Models 50-60 Pages Per Minute							Request to Order	
Bizhub 554e: Black and White	Copy/Print/Scan, Floor finisher with staple and 2/3 position hole punch, network ready, 3,650 Sheet Paper Supply, Dual Scan Doc Feeder, Document Security, Power Filter, Maintenance and Supplies included	\$202.09	\$158.16	\$0.0063	N/A	5,000	<input type="checkbox"/>	<input type="checkbox"/>
Bizhub c558: Color	Copy/Print/Scan, Floor finisher with staple and 2/3 position hole punch, network ready, 3,650 Sheet Paper Supply, Dual Scan Doc Feeder, Document Security, Power Filter Maintenance and Supplies included	\$267.33	\$209.21	\$0.0063	\$0.0483	5,000	<input type="checkbox"/> 	<input type="checkbox"/>
Production Level 75+ Pages Per Minute							Request to Order	
Bizhub 808: B/W	Copy/Print/Scan, Floor finisher with staple and 2/3 position hole punch, network ready, 3,650 Sheet Paper Supply, Dual Scan Doc Feeder, Document Security, Power Filter, Maintenance and Supplies included	\$275.53	\$215.63	\$0.0052	N/A	5,000	<input type="checkbox"/>	<input type="checkbox"/>
Bizhub c754e: Color	Copy/Print/Scan, Floor finisher with staple and 2/3 position hole punch, network ready, 3,650 Sheet Paper Supply, Dual Scan Doc Feeder, Document Security, Power Filter, Maintenance and Supplies included	\$306.26	\$239.68	\$0.0052	\$0.0520	5,000	<input type="checkbox"/>	<input type="checkbox"/>
C. OPTIONAL EQUIPMENT AND SERVICES							Request to Order	
Copier Relocation	Move copier from existing location to new location (excludes installation on removal after lease term)	\$100.00/copier (one-time cost)		N/A	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>

Network Set-up	Installation of copier network drivers and software by OBS (if dept. IT Support is unavailable)	\$12.25/computer		N/A	N/A	N/A		<input type="checkbox"/>	<input type="checkbox"/>
Initial Paper Order	Case of 8.5x11 white paper	\$27.99/case (one time cost)		N/A	N/A	N/A		Qty. ____	
<b>D. ADDITIONAL ACCESSORIES (Please select)</b>									
		<b>Bizhub 364e</b>	<b>Bizhub c368</b>	<b>Bizhub 454e</b>	<b>Bizhub c458</b>	<b>Bizhub 554e</b>	<b>Bizhub c558</b>	<b>Bizhub 808</b>	<b>Bizhub c754e</b>
<b>Accessory</b>	<b>Description</b>	<b>Monthly Cost</b>							
Power Filter	Protects against damage from power surges, lightning, and other electrical issues. Included in monthly lease price. (opt-out description in terms)	Opt out	Opt out	Opt out	Opt out	Opt out	Opt out	Opt out	Opt out
Fax	Ability to send and receive faxes	\$6.87	\$6.87	\$6.87	\$6.87	\$6.87	\$6.87	\$6.87	\$6.87
Saddle Stitch Bi/Tri Fold	Ability to make booklets and half fold	\$19.88	\$19.88	\$19.88	\$19.88	\$19.88	\$19.88	\$19.88	\$19.88
Saddle Stitch Z-Fold	Ability to Z-fold	N/A	N/A	N/A	\$66.55	\$71.07	\$66.55	\$66.55	\$71.07
Large Capacity Drawer (Internal)	Hold an additional 2,000-2,500 sheets of paper	\$9.01	\$9.01	\$9.01	\$9.01	Included	Included	N/A	N/A
Large Capacity Drawer (External)	Hold an additional 3,000 sheets of paper	N/A	\$11.44	\$11.44	\$11.44	\$11.44	\$11.44	\$11.37	\$11.44

## TERMS & CONDITIONS FOR DEPARTMENTAL COPIER SERVICE

### I. ORDERS AND SERVICE

All requests for new copier equipment, equipment moves, supplies and/or service must be submitted through an on-line request via the Office of Business Services' (OBS) website at [obs.fsu.edu](http://obs.fsu.edu). All equipment orders and paper requests must have the name of the Budget Manager that can be confirmed by OBS Customer Service Representatives using the official University's Authorized Signature List.

### II. LEASE TERM

The initial term of the lease agreement will be for forty-two (42) months.

At the initial signing of the lease or at any time thereafter, a Department may extend their lease agreement for twelve (12) months at a discounted rate.

Lease agreements shall expire upon completion of the specified lease period and will continue on a month-to-month basis until an order is placed for renewal. If a Department chooses not to renew their lease, all equipment shall be removed from the Department's location within ten (10) business days after receipt of a written non-renewal request.

In the event that a Department is unable to fulfill their lease agreement, a thirty (30) day cancellation notice, in writing, will be required. However, even in the event of cancellation, the Department will be billed for the remainder of the lease agreement period upon completion of the equipment removal and be subject to an administrative fee of no less than \$100, except in cases where Contracts and Grants funds are no longer available.

### III. MAINTENANCE & SUPPLIES

The OBS or its authorized partner is responsible for installation, maintenance, repair, and relocation of Departmental copier equipment.

Maintenance plans include preventative maintenance, repair services, parts, labor and all consumables, including toner and staples at no additional cost to the Department. Department understands and agrees that paper is not included and must be purchased from OBS. Damage or problems caused to the equipment by unauthorized moves or repairs are subject to the appropriate fees charged to the Department. OBS reserves the right to monitor all Departmental print devices for optimization of network resources, cost reduction studies, and energy savings.

### IV. SCANNING

5,000 scans are included each month in the copier lease rate at no charge to the department. Scan readings will be taken electronically each month along with machine meter readings. OBS reserves the right to charge a rate of \$0.0063 per click for scans exceeding the departmental 5,000 monthly scan quota.

### V. COPIER MANAGEMENT

In order for OBS' Multi-Function Device (MFD) to deliver advanced features, a network connection is necessary. This will allow access to features such as scan-to-share or scan-to-email, Account Track, and network printing services. Also, OBS leverages this connection to remotely gather monthly meter readings, proactively schedule service and dispatch supplies. It will be the responsibility of the Department to provide a network connection to OBS at no cost, which includes appropriate network access privileges in order for OBS to manage its copiers. OBS will provide the Department exact network configurations and requirements as a part of the "Customer Information Package".

### VI. SATISFACTION GUARANTEE

Should a unit be out of service for more than eight (8) business hours, a loaner unit of similar or greater capabilities will be provided within twelve (12) business hours. If a unit has three (3) failures in thirty (30) business days, the unit will be replaced with a unit of similar or greater capabilities. A failure shall be defined as any unit malfunction that prevents it from producing printed output and excludes but is not limited to, normal wear and tear, incidents of equipment abuse or neglect, incidents as the result of failure to maintain the manufacturer recommended environmental and electrical condition, fire, flood, incidents as the result of unit relocation by someone other than OBS or its contracted vendor, incidents as the result of equipment in excess of its useful life or reconditioning requirements.

## VII. EXTENDED PROTECTION

All leased equipment come with an Electronic Systems Protection (ESP) Power Filter and the cost will be included in the monthly lease rate to protect equipment against abnormal electrical conditions. If the ESP power filter fails to protect properly connected equipment due to abnormal electrical conditions, the Extended Protection Guarantee will cover repairs up to the full replacement value of the machine. This does not include improper use, customer abuse or negligence, or Acts of God.

*Note: If a Department elects to "opt-out" of leasing the ESP power filter and a unit is damaged by abnormal electrical conditions, the Department will be responsible for all repairs and/or replacement.*

Although the Extended Protection Guarantee does not cover Acts of God, should a Department's leased equipment be damaged in a way determined to be verified as an Act of God (i.e. fire, flood or any other natural force), and not resulting from negligence, improper maintenance of equipment space, or other criteria set above, OBS will cover the cost of repairs up to full replacement of the Department's equipment.

## VIII. BILLING

### A. Monthly Billing

All lease billing will be on a monthly basis in arrears. The standard lease is for 42 months. The lease period begins on the first day of the month following the installation of the copier. A partial month billing may occur if the installation does not occur on the first day of the month. The partial month billing will be based on a 30-day month and will be billed pro rata beginning from the day of installation to the end of the partial month. Please note that a Department may be billed for any modifications required to accommodate the installation of the copier such as network drop, lighting, electrical work, etc...

All invoices will be on a monthly basis. If installation is during the first month of service, all services will be prorated based on a 30-day month. All monthly lease and cost per copy invoices for FSU Departments will automatically be charged to the purchase order and line provided by the Department. Internal invoices will be submitted to the Department Budget Account Manager as listed in OMNI. Any customer that does not have an FSU Department ID will be billed and the terms will be net 30. Payments from external customers should be remitted as described on the invoice.

OBS is the billing agent for all charges to the Department and Vendor. If a Department receives an invoice from another source (i.e. outside vendor, etc.), the Department must forward the unpaid bill to the attention of the Accounting section in OBS. All charges will be billed as per the terms above.

### B. Responsibility for Other Expenses Relating to Equipment Installations, Moves and Changes

It is the responsibility of each individual Department to pay all expenses as indicated in the signed OBS Departmental Copier User Agreement as well as any non-recurring charges for services rendered as requested by Department.

### C. Review and Adjustments

It is the responsibility of each department to review their invoice within thirty (30) days of receipt. Questions or irregularities should be addressed to the OBS Accounting section at 850-644-0316 or [obs-accounting@admin.fsu.edu](mailto:obs-accounting@admin.fsu.edu). The OBS Accounting Staff will research and respond to all questions presented within thirty (30) days of the written request. If adjustments need to be made to a department's account, OBS Accounting Staff will make these adjustments during the next available billing cycle subsequent to the conclusion of the research. If the error is due to incorrect information provided by the department, the buying department will need to correct via a journal entry through the Controller's Office General Accounting area. Adjustments will only be made based on properly submitted and authorized orders. Please review your statements promptly.

