

# COUNTY OF MONTEREY, CONTRACTS/PURCHASING DIVISION

1488 Schilling Place, Salinas CA 93901  
Phone (831) 755-4990



## COUNTY PRINTER/COPIER/MULTIFUNCTION MACHINE GUIDELINES AS OF 01/14/21

### **New Printer/Copier/Multifunction Machines:**

Per the Contracts/Purchasing Officer, County departments may now use any vendor on the Countywide Service Agreement List who are registered in the Advantage Finance System to provide printer/copier/multifunction machines. The use of vendors on the Countywide Service Agreement List allows for a more flexible process with more brand variety and the best possible pricing.

**VENDOR INFORMATION:** Sales reps shall only use the attached quote form when providing quotes. There is only one opportunity to provide a quote per machine so sales reps should submit their best possible pricing. No third-party financing is permitted. The selected vendor's contract must include a municipal non-appropriations clause and should not contain any language which conflicts with the quote. The County's payment terms are net 30 and shall not include interest charges. All vendors providing machines to the County shall meet the County's standard insurance requirements. Reference: County's insurance requirements are online at <https://www.co.monterey.ca.us/home/showdocument?id=78136>

**DEPARTMENT INFORMATION:** To ensure the best possible pricing is obtained, it is recommended departments use one of the countywide service agreement vendors. **If the department obtains services from a vendor not on the countywide service agreement list, the department shall obtain two (2) or three (3) quotes for any new copier needed based on total fees.** All vendors provided quotes must be registered as a vendor in Advantage.

Departments shall provide the attached form to the sales reps and request a quote using this form only. Departments would then select the one offering the most competitive price while considering all the included features and options. Departments shall **not** show one vendor's quote to another vendor as this is unfair business practice.

If the department is using one of the countywide service agreement vendors, only a DO and the Quote is required. If the department is not using one of the countywide services agreement vendors, the department must execute a multi-year agreement (MYA) with the vendor. The Quote shall be attached to the MYA and the DO in Advantage. The 2<sup>nd</sup> and 3<sup>rd</sup> quotes required should also be attached to the DO to show due diligence in obtaining the best pricing.

Vendors will have their own contracts for the County to sign. These contracts should be routed to the Contracts/Purchasing Officer for signature. Departments are not authorized to sign a vendor contract without authorization of a BOS Order.

**For Accounting Staff:** The Extended Description on the DO should state:

"This purchase order is issued to Xerox Corporation to provide xx multifunction print/copy machines for the County Public Department for a period of 36 months. Machine Model Xerox C815F2 is physically located at 168 W. Alisal St. and costs \$247.92 per month. This purchase order shall cover monthly machine costs from 7/1/2021 to 6/30/2024. This purchase order shall expire on 6/30/22 (write in current fiscal year) and a new purchase order may be issued after that time to continue the rental term if necessary."

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## PRINTER/COPIER/MULTIFUNCTION MACHINE QUOTE FORM

Date: 12/9/2021   7:00 AM PST	Sales Rep Name: Doug Macphee
Company Name: xerox Corporation	Sales Rep Phone: 562-977-7464
Company Address: 5050 Hopyard Rd. Pleasanton, CA 94588	Sales Rep Signature: <small>DocuSigned by:</small> <i>Doug Macphee</i> <small>56625434984495</small>

The following equipment shall be provided on a: \_\_\_\_\_ month term  36-month term  24-month term  
 12-month term  
\*NETWORKED:  Yes  No

Copier Model:	C8155H2	\$ 247.92/month	<p><u>Note:</u> Do not list standard features as Add-ons.</p> <p><u>Security Note:</u> The County requires full hard disk encryption and data overwrite capabilities. If these are standard features do not list them as add-ons. However, if add-ons are required to meet these requirements, please list those.</p>
Finisher Model:		\$ _____/month	
Add-on:		\$ _____/month	
Add-on:		\$ _____/month	
Add-on:		\$ _____/month	
Add-on:		\$ _____/month	
Add-on:		\$ _____/month	
Add-on:		\$ _____/month	
Security Add-on:		\$ _____/month	
Security Add-on:		\$ _____/month	
Other:		\$ _____/month	
<b>Total Monthly Rental:</b>		\$ _____/month	

Monthly Copies Included (if any): \_\_\_\_\_/month

Cost-Per-Copy: \$ \_\_\_\_\_/copy

- All maintenance and repair costs shall be included in pricing above, including drums & rollers  
 All delivery, installation, and machine pick-up shall be included in pricing above  
 Toner included as needed (no limitations)  Staples included as needed (no limitations)

**Ship To:** Monterey County Public Defender  
168 W. Alisal St, 2nd Floor  
Salinas CA. 93901

**Bill To:** Monterey County Public Defender  
168 W. Alisal St, 2nd Floor  
Salinas, CA. 93901

Vendor Contact (name & phone): Becky Avila 831-796-3048 Billing Contact (name & phone): Christy Corpus 831-755-5411  
Requested Delivery Date: 7/1/2021

\*IF THIS DEVICE WILL BE CONNECTED TO THE COUNTY NETWORK AND USED AS A SHARED PRINTING DEVICE, ITD REVIEW AND APPROVAL IS REQUIRED.

ITD Security Review Approved by: DocuSigned by:  
*Nicholas John Girard*  
73858785598E4BE... Date: 12/9/2021 | 1:26 PM PST