

## Printers and Scanners [T020] Buyer's Guide

### **Purpose**

This guide provides summarized information for the buyer of active, enterprise contract products and services. By clicking on quick links — [underlined, blue-colored words or sentences](#) — one is redirected to various documents; such as, the awarded contract, the Invitation to Bid (ITB), guides and brochures that will assist in building a purchase order for the products and services on the specific contract, and in some guides allow direct access to the e-mail addresses or Web sites of vendor contacts.

Award Date	Duration	Estimated Re-bid Year
12/17/2012	5 years	2017

### **Description**

The bid is based on the percentage discount off the manufacturer's MSRP. There is one percentage discount off MSRP for each manufacturer and product line as shown on the Price Sheet. The percentage discount off the MSRP bid for each product line includes:

1. Manufacturer's Catalog — The manufacturer's catalog of business office products includes those desktop and networked printers and scanners that would normally support the office environment. This contract is not intended for large format, industrial printers and scanners found in print shops.
2. Options / Accessories — Accessories include but are not limited to trays, envelope feeders, cleaning kits or other expendables (excluding toner, drums and paper). State Purchasing reserves the right to reject any options or accessories.
3. Warranty — Printers/Scanners as shipped must include the standard manufacturer's warranty. Bidders may offer extended warranties as an option under III.1.2 of the awarded bid.

### **Contract Notice of Award**

[Link to Contract](#)

### **Original ITB**

[Link to ITB](#)

### **Product Guide & How to Order**

Use the [Product Guide](#) to obtain the summarized contract information such as; company names, catalog links, discount rates, product descriptions, and contact information. If applicable and if available, link to the vendor's website to review the product line and determine all specifications for the product or service that you wish to purchase. If the website offers capabilities such as; product comparisons and fill-a-cart or creation of a basket for purchasing, then take advantage of those features. Finally, complete a purchase order for one item and [print the completed purchase order](#) to use as a worksheet. You cannot purchase the product from the vendor's site, but the worksheet will assist with your State purchasing request.

### **Employee Discount**

If the equipment manufacturer supports employee discounts, employees of entities eligible to purchase from this contract will be eligible to purchase products at the manufacturer's employee discount. If the awarded vendor supports employee discounts, the vendor may, but is not required to also allow employees of entities eligible to purchase from this contract to be eligible for the contract discount rate.

### **Vendor Brochure**

Links or complete brochures will be provided when available from the vendor.