How to Rent Copiers (Multi-Function Devices) [1]

This commodity is for the rental of photocopy machines and multi-function devices.

The University agreement for copiers with Konica Minolta and Xerox is mandatory.

Procurement Options and Procedures

- Departments select a 36 or 60 month rental with either Xerox or Konica Minolta.
- Departments should contact the sales representatives from Xerox and/or Konica Minolta for assistance in selecting the appropriate model to best serve their needs.
- The PSC has extended current contracts with Xerox and Konica Minolta through March of 2023.
- Both suppliers are partnering with the PSC to implement a strategy to move devices from departments who no longer need them to departments who are seeking a new device. Moving a device is not guaranteed and is contingent upon the requesting department’s needs. To facilitate this effort, all new purchase requisitions for copier devices will route to a PSC Purchasing Agent for review and approval, regardless of dollar amount. This will allow the PSC to reach out to departments, when appropriate, to discuss copier needs and whether redeploying an existing device is a possible solution. Please note, device moves may incur a moving fee. Please email annie.becker@cu.edu [2] or katey.gatwood@cu.edu [3] if you have a copier / MFD that you would like to repurpose so we can add you to our list!

Supplier Information

Konica Minolta

Order Konica equipment via the Konica punch-out catalog on the CU Marketplace.

Contact Information

All Campuses

Angela Ishee: aishee@kmbs.konicaminolta.us [4]; Phone: 303-463-1061

Sales Manager

Heath Kidd: hkidd@kmbs.konicaminolta.us [5]; Phone: 303.463.1083
For Device Service or Maintenance

Call 800-456-5664 and provide your device serial number or equipment ID. Or, log into your MyKMBS account to place a service request or to order supplies.

Xerox

Order Xerox equipment via the Xerox punch-out catalog on the CU Marketplace.

Contact Information

All Campuses

Cynthia Tovrea: Cynthia.Tovrea@xerox.com ; Phone: 720.610.9514

For Device Service or Maintenance

Call 800-821-2797 and provide your device serial number. Select the appropriate option based on the prompts provided and your specific need (service, supplies, etc.).

Notes

As the rental or lease term of your current copier contract expires, you can select a new machine from either Xerox or Konica Minolta on a 36 or 60 month rental term. Monthly charges will include a fixed rental fee, and a cost per copy fee, which will vary depending on your actual usage per month.

Departments are encouraged to consult with the Xerox and/or Konica Minolta sales representative to select the appropriate equipment.

The following are included in your base monthly rental rate:
- Toner
- Scan/print capabilities
- Finisher with stapling capabilities
- Staples for use in the finisher
- No required monthly minimums (you only pay for what you use)
- Default duplex (copy on both sides) to reduce paper consumption and expense
- Ability for each department to set access codes
- Equipment maintenance and repair
- Recycling of empty toner containers
- Delivery
- Initial installation, and associated trash removal
- Unlimited end-user training
- All parts, equipment, and supplies necessary to facilitate the day-to-day operation of the equipment.
- Equipment removal at end of rental term.
- Any labor and shipping costs associated with the items listed above

Additional equipment options and upgrades, such as fax capability, are available for each machine. Please contact the supplier sales representative for further details.

**Rental Fees**

**Xerox**

**Black and White**

<table>
<thead>
<tr>
<th>Model</th>
<th>Pages Per minute</th>
<th>Monthly Fee 36-Month Term</th>
<th>monthly fee 60-month term</th>
<th>Cost Per Copy</th>
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<th>Monthly fee 60-month term</th>
<th>Cost Per Copy (Black and White)</th>
<th>Cost Per Copy (Color)</th>
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**Konica Minolta**

**Black and White**

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**Sustainability Information**

All of these machines:

- Are Energy Star and EPEAT rated
- Come set from the factory to print duplex
- Provide free recycling programs – see information below:

**How to Recycle Your Used Copier Toner Cartridges and Other Items:**

- Konica Minolta accepts a wide array of consumables for recycling – toner cartridges, imaging units, waste toner bottles, developer units and drums
  - All brands of the above listed consumables, not just Konica Minolta products, can be recycled!
- There is no cost to participate in Konica’s recycling program.
- As a new Clean Planet Program user, click here [7] to register for new customer ID.
  - Under “select program type”, you will either select Create Your Own Clean Planet, Gaylord Program, or Box Program depending on the number of consumables your department goes through. Click here [8] to determine which program is right for your department. The Create Your Own Clean Planet or Box Program should be sufficient for most campus departments.
- Once your account is verified and the log in information is provided, you will be able to order supplies (collection boxes, etc.) via the website.
  - To order a new collection box, login to your account, go to “Orders and Pickups”, select place order, and select the program type. All orders should be received within 7-10 business days.
- If you already have a customer ID for the Clean Planet Program, use it to sign in here [8] to track previous shipments or order new collection boxes.
Purchasing Agents

Chrissy Alexander

- **Phone:** 303.764.3472
- **Fax:** 303.764.3434
- **Email:** chrissy.alexander@cu.edu [9]

Strategic Procurement Analyst

Annie Becker

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- **Fax:** 303.764.3434
- **Email:** Annie.Becker@cu.edu [10]

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**Source URL:** https://www.cu.edu/psc/how-rent-copiers-multi-function-devices

**Links**

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[3] mailto:katey.gatwood@cu.edu
[4] mailto:aishee@kmbs.konicaminolta.us
[5] mailto:hkidd@kmbs.konicaminolta.us
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[10] mailto:Annie.Becker@cu.edu