

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

This commodity is for the rental of photocopy machines and multi-function devices. Below you will also find information regarding toner cartridges.

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

Procurement Information and Procedures

- Departments should contact the sales representatives from Xerox and/or Konica Minolta for assistance in selecting the appropriate model to best serve their needs.
- Departments select a 36 or 60 month rental with either Xerox or Konica Minolta, on an as needed bases (end of rental term or as new needs develop).
- All requisitions and purchase orders are to be placed using the respective suppliers Punchout Catalog, which can be found in CU Marketplace on the Catalog homepage.
- All requisitions require a supplier provided quote that matches the information in the requisition.
- The PSC has extended current contracts with Xerox and Konica Minolta through March of 2024.

Note: Both Xerox and Konica Minolta will present the department with an order form/order quote that either Xerox or Konica Minolta and the department are in agreement of the product being ordered.

This order form is not a contract and additional forms are not needed in order for the department to execute this document. Signing authority is only related to a contract with terms and conditions, which are not included in this order form. IF either Xerox or Konica Minolta present a department with a document not matching this description, please contact the PSC before moving forward.

This order form will also constitute as a quote. PO's will not be processed unless a quote is provided by the supplier and attached to the requisition in Marketplace. The information listed on the quote (ship to address, equipment cost, number of impressions needed per **full rental period**, trade-in details, etc...) must match the quote, or the requisition will be returned in order for this information to be collected and corrected.

[Click here to view an example Order Form from Konica Minolta that a department would be able to execute without any further escalation](#) ^[2]

[Click here to view an example Order Form from Xerox that a department would be able to execute without any further escalation](#) ^[3]

Supplier Information

Konica Minolta

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

Contact Information

All Campuses

Sales Representative: Kate Dougherty - kdougherty@kmbs.konicaminolta.us ^[4]; Phone: 602.798.7252

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

Lety Shephard- lety.rivera@xerox.com ^[6] - 720.440.1304 (Mobile) or 303. 759.5440 (Office)
Ben Beyea- benjamin.beyea@xerox.com ^[7] - 855.276.5169

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.).

Rental Fees

Monthly charges will include a fixed rental fee, and a cost per copy fee, which will vary depending on your equipment selection and actual usage per month.

The following are included in your base monthly rental rate:

- Toner
- Scan/print capabilities
- 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.

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:

Within CU's master agreements with Xerox and Konica Minolta, both suppliers provide free toner recycling programs. Please review the information below regarding each supplier's program.

Xerox's Free Eco Box Recycling Program: ^[8]

When you replace your spent consumable, save the box the new consumable comes in. Place your spent consumable inside the box, then put that box into your cardboard box to return the spent supply item to Xerox. Use any cardboard box from your workplace to ship used Xerox supplies in place of ordering an Eco Box kit. Both the box and the contents will be recycled, and one less new cardboard box will need to be produced.

Step 1 - Prepare your items for shipping:

- The maximum box dimensions are 23" x 23" x 18".
- The maximum weight is 25 lbs.
- There is a minimum of 5 items for recycling per box.
- Items should be sealed in a plastic bag (such as a trash bag) to contain toner dust in shipping.
- Remove any prior shipping or address labels from the box.
- Box should be taped securely closed.

Step 2 - Order UPS shipping labels:

- Request labels [here](#).
- A shipping label will be emailed to the email address provided.

Step 3 - Return your items for recycling:

- Ship Eco Box(s) via UPS. Send three boxes or save the extra labels to return "Create

Your Own" Eco Boxes at a later time.

Konica Minolta's Clean Planet Program: ^[9]

If it is your first time using the Clean Planet Program, you will need to register for a new customer ID ^[10]. Once your account is verified and the log in information is provided, you will be able to order supplies via the website. You will have the option to select the program that most closely meets your monthly usage of cartridges and bottles.

Small and home office customers: "Create Your Own Clean Planet Box"

- Intended for customers who use less than 3 consumables per month. Consolidate at least 5 Konica Minolta consumables in your own spare box (any box that you have on hand is fine to use), affix the UPS shipping label after printing it from the website, and ship.
- Mid-sized customers: "Box Program"
- The Box Program is ideal for customers who utilize between 4 and 200 cartridges per month. Each order includes 3 individual recycling boxes that are designed to hold 10 to 15 items (when placed into the recycling box without the original packaging). The boxes come complete with pre-affixed return UPS labels. When a box is full, simply secure the liner with the included zip ties, tape the lid, and schedule a pick up through UPS.

Change Orders

When submitting a change order include as much detailed information as possible about the reason for the change and exactly what needs to be changed. Listing arbitrary information without context will further delay your changing being completed.

Month to Month agreements are typically unacceptable and will only be reviewed on a case by case basis. Please contact your sales representative to review options, prior to attempting to making any internal adjustments or requesting a change be made.

Equipment Removal and Replacement Information

Konica-Minolta

Removal and Replacement (Upgrade)

- If the current equipment lease is ending, contact CU's Konica Minolta sales representative to discuss options for replacement/upgrade. Removal of the current equipment is included in the upgrade process without any further action.
- CU's Konica Minolta sales representative will work with you to develop a quote of the exact machine, accessories, and impressions to fit your needs. A signed copy of this quote is required to be uploaded and attached to the requisition in order for the requisition to be approved and order placed. This quote does not need to be signed by the PSC.
- Once a purchase order is placed, Konica will process the order within 48hrs of receipt.
- Delivery can be expected between 30-60 days from PO processing.

- Once the machine is ready to be delivered, the Konica Minolta scheduling team will reach out to schedule delivery.
- Once the machine is delivered, the machine will be installed 1-3 days after delivery.
- Once the machine is installed, the previous equipment will be removed in 2 weeks or less.
- Following the installation, you will be presented with a Delivery and Acceptance document. Signature and submission of this document is what will formally initiate your lease agreement. Failure to sign this document will result in a delay in service and create billing challenges. Uploading a signed copy of this document and attaching it to the PO used to order the equipment is also required. The PSC does not need to sign this document.

Removal without Replacement

- If you need your equipment removed and DO NOT plan to replace it with another Konica Minolta machine, please reach out to your Konica Minolta sales representative with the serial number of the machine you need removed
- You will receive a removal form through DocuSign, which you are authorized to execute. Please sign this form and attach a copy to the PO this machine was originally ordered
- Konica Minolta will coordinate a removal around your schedule within 1-2 weeks of the removal request being signed

Equipment Relocation

If you need your current equipment relocated to a different office, floor or building, please reach out to your Konica Minolta sales representative to discuss options. Relocation is a service offered on a case by case basis and will be done so at an additional fee.

Xerox

Removal with Replacement (Trade-in)

- If your current equipment lease is ending, contact your Xerox sales representative to discuss options for replacement/upgrade/trade-in. Removal of your current equipment is included in the trade-in process without any further action.
- CU's Xerox sales representative will work with you to develop a quote of the exact machine, accessories, and impressions to fit your needs. A copy of this quote is required to be uploaded to the requisition for the requisition to be approved and order placed.

Trade-in Process:

- If you are trading your equipment, the Model Number and Serial Number of the equipment being replaced must be input **before** you transfer your cart from the Xerox punchout cart to your MarketPI@ce cart.
- Simply click the "Trade-In?" link on the Xerox punchout cart page and enter the information into the pop-out (Fill in Model #1 and Serial #1 for the equipment being replaced). The Model and Serial Number of the equipment being replaced and the new replacement equipment will now be listed in the "Item Name" portion of the PO.
- The Model and Serial numbers must also be noted in the quote attached to the requisition. This will ensure Xerox is aware of the need to pickup equipment and to

schedule a removal upon delivery of the new equipment.

Post Order Process:

- Once a purchase order is placed, Xerox will process the order within 48hrs of receipt.
- Delivery can be expected in 6-8 weeks from the PO processing.
- Installation will be scheduled to occur within 1-3 days of delivery.
- Once the new equipment is installed, the billing for the trade in is terminated and billing for the new equipment will begin. Please contact your Xerox sales representative to confirm they have terminated the billing on the equipment that was removed.
- No additional signatures or documentation are required at this time.

Removal without Replacement

- If you need your equipment removed and DO NOT plan to replace it with another Xerox machine, please reach out to your Xerox sales representative with the serial number of the machine you need removed.
- Xerox will provide you with a Removal Request form, which you are authorized to execute. A signed copy of this document is required to be sent to Xerox and uploaded to the PO originally used to purchase the equipment.
- Xerox will coordinate a removal date with you can the carrier removing the equipment. Please allow up to 30 days from the completion of the removal request form for equipment to be removed.

PSC Contact Information

Sabrina Stewart - Requisition or Change Order questions

- **Email:** Sabrina.Stewart@cu.edu ^[11]

PSC Service Desk - Supplier Inquiries or Issue Escalations

- **Email:** PSC@cu.edu ^[12]

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

Links

[1] <https://www.cu.edu/psc/how-rent-copiers-multi-function-devices> [2] <https://www.cu.edu/doc/cu-konica-quote-blanktemplatepdf> [3] <https://www.cu.edu/doc/cu-xerox-quote-blanktemplatepdf>
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[6] <mailto:lety.rivera@xerox.com> [7] <mailto:benjamin.beyea@xerox.com>
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