City and County of San Francisco

Office of Contract Administration



London N. Breed Mayor Alaric Degrafinried Director and Purchaser

Purchasing

MEMORANDUM

DATE:

April 1, 2019

TO:

All Departments

FROM:

Alaric Degrafinried, Purchaser and Director of the Office of Contract Administration

SUBJECT:

Guidance on New CopySmart Agreements (OCA TC 96104)

The new CopySmart Agreements under OCA TC 96104 are effective as of April 1, 2019. To enter into new leases under the new CopySmart Agreements, Departments are instructed to follow the below guidance.

NEW LEASES:

Assessments from CopySmart suppliers:

 Departments are strongly encouraged to solicit proposals/quotes from all three CopySmart suppliers (Canon Solutions America, Ricoh USA, Xerox Corporation). This will allow Departments to become familiar with the various offerings and choose the suite of MFD Equipment that best meets the needs for their entire fleet.

Setting up New Leases in PeopleSoft:

- o Departments will continue to use Supplier Contracts in PeopleSoft for their CopySmart leases and release purchase orders off of them.
 - 1. To set up a new contract, use the "Copy From Contract" function to pre-populate your contract using one of OCA's "model" CopySmart contracts (see attached):

Canon Solutions America: 1000013649

• Ricoh USA:

1000013651

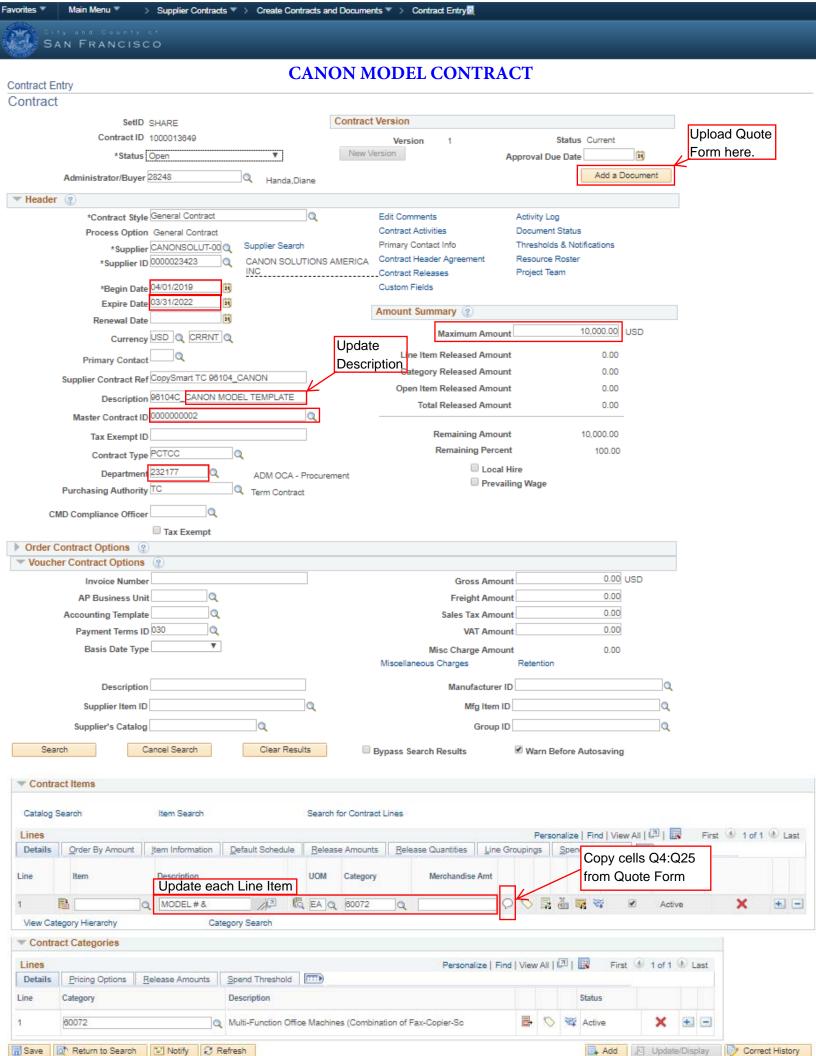
• Xerox Corporation:

1000013650

- 2. Update fields highlighted in red.
- 3. Copy cells Q4:Q25 from the CopySmart Quote Form into the Line COMMENT.
- 4. Once ready, contact Diane Handa (diane.handa@sfgov.org) for approval.
- A copy of the new CopySmart Quote Form accompanies this memo and can also be found on the OCA website at https://sfgov.org/oca/frequently-asked-questions-0.
 Use one CopySmart Quote Form per copier lease.

EXISTING LEASES:

O Currently active leases under one of the expired CopySmart Agreements will remain valid through the lease end date. No new leases or extensions of existing leases will be allowed under the expired CopySmart Agreements (OCA·TC 96103) with Konica-Minolta, Ricoh USA, and Xerox Corporation.





RICOH MODEL CONTRACT

Contract						
SetID SHARE	Contract Version					
Contract ID 1000013851	Version 1	Status	Current	1,5		
*Status Open ▼	AN CONTRACTOR OF THE PARTY OF T	pproval Due Date	Surrent S	9		
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Administrator/Buyer 28248 Q Handa, Diane			Add a Docur	ment		
▼ Header ②						
*Contract Style General Contract Q	Edit Comments	Activity Log				
Process Option General Contract	Contract Activities	Document Status				
*Supplier RICOHUSAIN-001 Supplier Search	Primary Contact Info	Thresholds & Notifi	cations			
*Supplier ID 0000012182 Q RICOH USA INC	Contract Header Agreement	Resource Roster				
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*Begin Date 03/28/2019	Custom Fields					
Expire Date 03/31/2022	Amount Summary (2)					
Renewal Date		T- 1				
Currency USD Q CRRNT Q	Maximum Amount	10	0.000.00 USD)		
Primary Contact Q	Line Item Released Amount	t	0.00			
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Description 96104R_RICOH MODEL TEMPLATE	Open Item Released Amount		0.00			
	Total Released Amount					
	Total Released Amount		0.00			
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Contract Type PCTCC	Local H	line.				
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CMD Compliance Officer						
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▼ Voucher Contract Options ②						
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Invoice Number	Gross Amount	1				
AP Business Unit	Freight Amount		0.00			
Accounting Template Q	Sales Tax Amoun	t	0.00			
Payment Terms ID 030	VAT Amount	t	0.00			
Basis Date Type	Misc Charge Amount	t	0.00			
	Miscellaneous Charges	Retention				
Description	Manufacturer ID			Q		
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XEROX MODEL CONTRACT

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Contract ID 1000013850	Contract ID 1000013850 Version 1		Status Current				
*Status Open 🔻	New Version	Approval Due Date	2	[1]			
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Process Option General Contract	Contract Activities	Activity Log Document Status					
*Supplier XEROXCORPO-0(Q Supplier Search	Primary Contact Info	Thresholds & Not					
*Supplier ID 0000008015 Q XEROX CORPORA	Contract Header Agreement	Resource Roster					
AEROX CORPOR	Contract Releases	Project Team					
*Begin Date 03/28/2019	Custom Fields						
Expire Date 03/31/2022	Amount Summary (2)						
Renewal Date		P		A01205			
Currency USD Q CRRNT Q	Maximum Amoun	nt	10,000.00	USD			
Primary Contact Q	Line Item Released Amoun		0.00				
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Description 96104X_XEROX MODEL TEMPLATE	Open Item Released Amoun Total Released Amoun		0.00				
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CMD Compliance Officer							
Tax Exempt							
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▼ Voucher Contract Options ②							
Invoice Number	Gross Amoun	nt	0.00	USD			
AP Business Unit	Freight Amou	nt	0.00				
Accounting Template	Sales Tax Amou	nt	0.00				
Payment Terms ID 030	VAT Amou	nt	0.00				
Basis Date Type ▼	Misc Charge Amou	nt	0.00				
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Supplier and Department CopySmart Order Form (OCA TC 96104)

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Ordered By:									Quote #:					
Dept. Contact:					ļ	Ph #:			Quote By	<i>r</i> :				
Department Appro	over:						•		Supplier (Contract #:				
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CopySmart Order Form 4/1/19

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Est. TOTAL Lease =

(Monthly Subtotal x Lease Term)

\$0.00

TRANSFERRING LEASE INFO INTO PEOPLESOFT

- 1. Cells Q4:Q25 in the Quote Form will auto-populate with Lease info.
- 2. Copy cells Q4:Q25 into Line COMMENTS.

LEASE INFO					
Copy the Below Table into the LINE Comment					
Model #: 12345					
Model #. 12545					
Monthly Lease Amount 150					
Model #: 12345					
Monthly Lease Amount: \$150.00					
Option: Stapler					
Option: 3-hole punch					
Option:					
Lease Term: 36 months					
Lease Start Date: 04/01/2019					
Lease End Date: 03/31/2022					
B/W CPC: 10000 pages @ \$0.001					
COLOR CPC: 10000 pages @ \$0.010					
Total Est Annual Lease: \$10487.61					
DELIVER TO: City Hall, Room 430					
1 Carlton B Goodlett Pl					
BILL TO ADDRESS: City Hall, Room 430					
1 Carlton B Goodlett PI					
SF, CA 94102					

CopySmart Supplier Contact Info:

CANON SOLUTIONS AMERICA:

Jeffrey Carvalho

- Work: 415.743.7324 - Cell: 415.999.1389

- Email: jcarvalho@csa.canon.com

RICOH USA:

Kelita Lee

- Cell: 510-909-1622

- Email: Kelita.Lee@ricoh-usa.com

XEROX CORPORATION:

Scott Reiber

- Work: 925.701.1657 - Cell: 505.264.7071

- Email: scott.reiber@xerox.com