

# GENERAL ORDERING INFORMATION

Contract Number: 600-340-03-1

## 1. ORDERING ADDRESS AND PROCEDURES

Orders will be accepted for the State of Florida State agencies and Political Subdivisions within the State of Florida. All orders must be placed as follows:

### MINOLTA CORPORATION

C/O Selling Dealer  
101 Williams Drive  
ATTN. MAP, OPD  
Ramsey, NJ 07446  
Phone: 800-622-2565  
Fax: 888-651-1907

Information on orders, invoices, payments, etc. should be directed to the number indicated above. Facsimile purchase orders are acceptable at 1-888-651-1907.

## 2. ORDERING PROCEDURES/PURCHASE ORDERS

All purchase orders for photocopiers are to be issued only to the contracting vendor, not to any installing/servicing dealer or MBS branch. Please include the following information with your purchase order:

- The Contract Number: **600-340-03-1**
- Product Number
- Quantity of items being ordered
- Description of Item
- Acquisition Plan with unit prices extended and PO totaled
- Overage of cost for copies, (if applicable)
- Installation Charges, (if applicable)
- Delivery address, contact name and phone number
- Any additional items to be delivered with the copier
- Accessories and appropriate prices, (if applicable)

## 3. PAYMENT ADDRESS

Minolta will provide invoices under this contract. Payments must be made to:

### MINOLTA CORPORATION

Major Account Program  
PO Box 101663  
Atlanta, GA 30392

## 4. PAYMENT TERMS

Net thirty (30) days

**5. DELIVERY**

Thirty (30) days after receipt of order

**6. TRANSPORTATION, DELIVERY, INSTALLATION AND TRAINING**

FOB Destination

**7. INQUIRIES**

ALL CONTRACTUAL (TERMS AND CONDITIONS/REQUIREMENTS) INQUIRIES SHOULD BE DIRECTED TO:

**MINOLTA CORPORATION**

4601 Forbes Blvd., Suite 140  
Lanham, MD 20706  
Phone: 800-253-5395

All other inquiries (i.e. status of purchase orders, billing, shipping, etc.) should be directed to Minolta Corporation's Customer Support Department at:

**MINOLTA CORPORATION**

Customer Support Department  
MAP Department  
101 Williams Drive  
Ramsey, NJ 07446  
Phone: 800-622-2565  
Fax: 888-510-0014

## 9. EQUITY ACCRUAL PROGRAM OR SCHEDULE

Minolta's Equity Program on all rental categories is as follows: If a unit is converted to sale during the first three months of rental, 100% of the base monthly rental would be credited, excluding copies. If the conversion takes place after the third month, the conversion price would be three percent of the purchase price per month for each month of rental up to a maximum of fifty percent of the purchase price.

All accessory purchase prices as listed on the upgradable optional accessory price list (page 28) will be used for accessory upgrade conversions only.

## 10. CONTRACT RENEWAL TERM

The Division of Purchasing reserves the option to renew the period of this contract, or any portion thereof, for an additional term not to exceed the original contract period unless the original contract is 24 months or less, on which case the contract may be renewed up to (2) one-year periods. Renewal of the contract period shall be by mutual agreement in writing.

## 11. INSTRUCTION MANUAL

Instruction manuals will be included for all equipment leased (rented) or purchased. The instruction manuals shall contain, but not be limited to:

- a) A section defining the capabilities of the equipment (specifications).
- b) A general section describing the technical operation of the equipment.
- c) A section describing the installation and use criteria of the equipment.

## 12. NETWORK TRAINING

The supplier will schedule sufficient training sessions to adequately instruct personnel in the use of equipment. This is to be performed after installation and prior to actual operation. It shall also include a user's manual. Additional training periods will be provided at no additional cost.

## 13. OPTIONAL ACCESSORIES

It is required that the class configurations be ordered as awarded. However, an optional accessory can only be upgraded. This requires prior approval at the end user customers decision making level. Refer to page 37, "Optional Accessories".

**14. ANNUAL APPROPRIATION**

The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

**15. TAXES**

The State of Florida does not pay Federal Excise and Sales Tax on direct purchases of tangible personal property.

**16. SUPPLIES**

a. Start-up Supplies for each model will include: Di152 (1 bottle of Toner and 1 bottle of starter); Di251/Di251F (1 bottle of Toner); Di351/Di351F (1 bottle of Toner); Di470, Di551, Di650, Di750, Di850 (1 bottle of Toner and 1 bottle of Starter).

b. Staples are included in all acquisition plans that are configured with finishers.

**17. STATE OF FLORIDA WEBSITE**

**[http://www.myflorida.com/st\\_contracts/600340031/](http://www.myflorida.com/st_contracts/600340031/)**

Please use this website address to confirm the proper procedures and guidelines in using this award.