

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into this _____ day of _____, 200____, between the purchasing state agency and the Ohio Department of Administrative Services (DAS). The purpose of this MOU is to detail out the process for DAS, Office of State Printing and Mail Services and any other state agency purchasing cost-per-copy services for walk-up copiers from DAS, Office of Procurement Services Index number MAC054D (contract # RS908407) and MAC062D (contract # RS903606). It is therefore understood between the purchasing state agency and DAS, Office of State Printing and Mail Services that the responsibilities of the purchasing state agency are as follows:

1. Placement Code: _____ Machine Brand: _____ Machine Model: _____

Machine Location: _____

_____ Networked: Yes/No

Monthly Minimum: _____ Base cost per copy: _____ Additional Accessories: Yes/No

Accessories	\$	Cost per Copy	\$	Accessories	\$	Cost per Copy
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Accessories	\$	Cost per Copy	\$	Accessories	\$	Cost per Copy
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\$ _____
Total Cost per Copy

State Agency Contact: _____
Name (please print) Phone number

_____ email address Fax number

Meter Read Contact: _____
Name (please print) Phone number

_____ email address

2. The state agency receiving this equipment for use acknowledges and agrees that they are fully responsible for payment of the cost-per-copy services under this agreement.
3. The state agency receiving this equipment for use acknowledges that the term of the contract is for three (3) years.
4. The state agency receiving this equipment for use further acknowledges that should they opt out of this contract prior to the fulfillment of the three (3) year contract period they will be required to pay the amount equal the monthly minimum cost per copy usage for the remaining months of the three (3) year contract and agrees to the payment of these additional costs should they terminate this agreement prior to the three (3) year period.
5. The state agency receiving this equipment for use acknowledges that the cost-per-copy price is based on a minimum monthly usage and that failure to use the copier to this minimum usage will result in a reduced savings.
6. The state agency receiving this equipment for use agrees to work with and through the Office of State Printing and Mail Services and Office of State Procurement to reconcile cost-per-copy services with the purchasing state agency's actual usage.

The above represents the parties' understanding as to the process to be utilized in the purchasing of cost-per-copy services and the respective responsibilities of the purchasing state agency and contractor. The person affixing their signature below acknowledges that they have the authority to make this purchase agreement on behalf of the purchasing state agency and that the person fully understands and acknowledges the terms of this agreement.

Authorized Agency Official	Date	Title	Agency
Copier Program Manager	Date	Department of Administrative Services Office of State Procurement	
State Printing Administrator	Date	Department of Administrative Services Office of State Printing and Mail Services	

Delivery Requirements:

Category 1-3 - ten (10) working days ARO Category 4-7 - twenty (20) working days ARO

***ACCESSORIES MUST BE REQUESTED ON THE ORIGINAL ORDER OR AN INSTALLATION FEE WILL BE CHARGED (See contracts).**

***ORDER SUPPLIES WELL IN ADVANCE**