



FY16 Copier/ FaxMachine Annual Maintenance, Service and Supplies

Copier and fax machine annual maintenance, service, and supplies are based on the brand and type of your machine. When you prepare your requisition in FMS, please take note of the service provider for your equipment. **It is very important to list the model serial number and ID number.**

When searching in FMS for copier/fax maintenance agreements and supplies go to the "Main General Store" and search by your machine brand or model. If you cannot locate your brand or model in FMS, please contact the Procurement Unit by email at Procurement@mcpsmd.org.

Below is this year's list of maintenance, service, and supply providers (sorted by machine type).

1. Gestetner 9002 and DSM790 High Volume Copiers

Service: MCPS TeamWorks Repair Program

Supplies: MCPS TeamWorks Repair Program

Maintenance: No annual maintenance contract needed

2. HP Printers and Copier/Printers (MED's)

Service: In-house repair and service. Contact the HelpDesk for assistance.

Supplies: Financial Management System (FMS) / Main General Store

Maintenance: No annual maintenance contract needed

3. All Other Gestetner, Ricoh, Savin, Lanier, and Sharp Copiers/Printers/Faxes

Service: Capitol Document Solutions, Inc., 301-230-9009

Supplies: Financial Management System (FMS) / Main General Store

Maintenance: Financial Management System (FMS) / Main General Store

Maintenance Agreement Contract Setup Contact: Cindy Benedetti, Capitol Document Solutions. Inc., 12115-L Parklawn Drive, Rockville, MD 20852; 301-230-9009; CBenedetti@capitolds.com