

Department of Materials Management
Division of Procurement
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland
June 19, 2009

MEMORANDUM

To: Central Office Fiscal Staff

From: Philip J. McGaughey, Jr. Director

Subject: FY10 Copier/Fax Machine Annual Maintenance and Supplies

Copier and fax machine annual maintenance and supplies will be handled through various resources this year:

- Gestetner 9002 and DSM790 high volume copiers — in-house *TeamWorks* Repair program. Additionally information can be found by visiting the MCPS website, <http://montgomeryschoolsmd.org/departments/copyplus/>.
- All HP printers and copier/printers (MFD's) are serviced in-house. Please contact the help desk for problems and service.

All other copier and fax machine annual maintenance purchase orders must be in place by August 15, 2009. Two vendors will be providing service this year. **IKON Office Solutions** for the Gestetner/Ricoh/Savin/Lanier equipment and **Sharp Business Systems** for the Sharp and some miscellaneous copiers and all fax machines. Notice in FMS when you are preparing your maintenance requisitions and purchasing supplies who the service provider is. Without the maintenance agreement(s) the labor fees range from \$131.00 up to \$267.00 per hour, depending upon the product type.

- Low/mid volume copier annual maintenance and supplies. FMS search in the "Main Store" by brand/model. (i.e., Gestetner 1302, Lanier LD6713, Sharp ARM 162E).
- Fax machine annual maintenance and supplies. FMS search in the Main Store by brand/model (i.e., Muratec, F95, Muratec MFX1350, Sharp FO-IS125N.)

If you cannot locate your copier brand/model in FMS, please contact our office via e-mail, Procurement@mcpsmd.org. Thank you.

PJM;br

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Mr. Benson
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