Numerous small items to address this month. Rather than send out multiple Purchasing Listserv announcements, the topics will be addressed in this month’s newsletter.

Copier Contract (#12156) – Have you made a decision yet on your copier? By continuing with the same copier the rental price will drop significantly. Need to clarify one point re: keeping an existing used copier. The agreements with Century United and Oce have been extended for another three years, i.e. through 10/31/2015. Therefore, departments will commit for another three years and not be able to rent from month-to-month as originally reported. Contact Kristin (kcopeland@k-state.edu, 2-6214) with your decision so Purchasing knows your department is aware of the changes.

The options are:
1. Return the current machine as of 10/31/2012. Department no longer wants a copier.
2. Keep the existing machine. Rental prices will decrease. Rental agreement will continue for the next three years, through 10/31/2015.
   Century United customers – Machine may be returned at anniversary date (10/31) on a case-by-case basis. Oce customers – Additional three year lease is firm.
3. Upgrade or downgrade the current machine.
   a. If the upgrade/downgrade requires a new machine, then a new 36-month commitment will be required and the higher rental rates will apply.
   b. If upgrade/downgrade is accomplished by a used machine (which would be basically assuming another State Agencies lease), then the lower rates apply.
4. Don’t have a copier but need one?
   a. If a new machine is placed, a 36-month commitment is required and the higher rates apply.
   b. If a used machine is available, then the lower rates apply.

OCE renters only! For the few departments that are renting from Oce, the State has also extended that rental agreement for another three years. All of the same options apply plus: A “Buy-out” option is available with Oce. If a department wishes to purchase the current rental machine, they will need to negotiate directly with Oce for the purchase price and any desired maintenance program.

Equipment Maintenance Contract (#37107) – The REMI Group will be on campus September 26 to discuss their contract. REMI coordinates services agreement with most of the major equipment manufacturers. By consolidating maintenance through one company, service costs can be reduced by as much as 27%. Meetings will be held at 10 a.m. and 2 p.m. in the K-State Student Union, Room 226. RSVP by sending name, department & time desired to kspurch@k-state.edu or call 2-6214.

Furniture Contract – Scott Rice Office Works (SOK #36566) has opened a new office in Manhattan, 797 Poyntz Ave, Suite 105. Scott Rice has contracts with Kansas State University to provide office, classroom, and technology integrated furniture. They have two K-State grads working out of the local office that will assist in all levels of planning and design to help create the most effective solutions for your space. Scott Rice Office Works is a dealer for Steelcase (E&I #CNR01146), Global (SOK #36507) and ABCO deal (SOK #36513). Contact Scott Rice at 785-537-0299.

Purchasing training – A general purchasing training class is scheduled for October 23 at 10 a.m. in the K-State Student Union, Room 207. This training is geared toward people that are relatively new to KSU Purchasing Procedures, or to people who just want to brush up on general purchasing procedures and practices.

The training will last approximately one hour, and seating is limited. To register please go to https://eforms.ksu.edu:8080/events/register.aspx and then select the session.