



NH Department of Administrative Services
Bureau of Graphic Services
12 Hills Ave.
Concord, NH 03301

USER'S GUIDE TO NEW HAMPSHIRE'S STATEWIDE MFP AND PHOTOCOPIER CONTRACTS

The NH statewide copier contract is actually a collection of 12 individual contracts: 6 contracts providing multifunction printers (MFPs) at six different levels of monthly usage, and 6 contracts providing photocopiers at six different levels of monthly usage.

What is the difference between MFPs and photocopiers?

An MFP, or multifunction printer, has four different functionalities:

1. It can make copies of hard copy originals.
2. It can make prints from originals sent to it in the form of certain kinds of electronic files.
3. It can make scans.
4. It can send and receive faxes.

... Whereas a photocopier, strictly speaking, can only do one of these four functions: it can make copies of hard copy originals. And as you might expect, you pay a bit less for this.

However, as you'll see if you look closely at the details of our photocopier contracts, photocopiers do not always follow this strict definition. A few of our photocopiers can only copy, but several of them can do everything an MFP can do except for faxing.

In our contracts, for any given volume class, the device model is basically the same whether you're going for the MFP or the photocopier. The only difference is in what kits or modules have been put into the base machine to give it additional functionalities. You can pay to add functions on an a la carte basis. But if you take a photocopier and add to it all of the other functions that are typical of an MFP, then you're back to an MFP and the price of an MFP.

	<u>MULTIFUNCTION PRINTER</u>	<u>PHOTOCOPIER</u>
COPY FROM HARD COPY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PRINT FROM FILE	<input checked="" type="checkbox"/>	MAYBE
SCAN	<input checked="" type="checkbox"/>	MAYBE
FAX	<input checked="" type="checkbox"/>	MAYBE

The following tables will give you a bird's eye view of the 12 contracts. When you are ready to focus in on one or two possibilities that seem to best match your needs, then go to the individual contract notice(s) of interest for more detail.

MULTIFUNCTION PRINTERS

	BASE CHARGE	MONTHLY PAGE ALLOWANCE	CHARGE FOR OVER ALLOWANCE	DEVICE	SPEED IN PAGES PER MINUTE
CLASS 1	\$40.00/MONTH	5,000	\$0.012/PAGE	Kyocera M2535dn	35
CLASS 2	\$119.00/MONTH	10,000	\$0.01/PAGE	Konica Minolta Bizhub 364e	36
CLASS 3	\$127.00/MONTH	20,000	\$0.0061/PAGE	Canon ImageRunner 4235	35
CLASS 4	\$164.90/MONTH	35,000	\$0.0055/PAGE	Xerox WorkCentre 5335PT	35
CLASS 5	\$196.60/MONTH	55,000	\$0.0045/PAGE	Xerox WorkCentre 5845APT	45
CLASS 6	\$226.17/MONTH	80,000	\$0.0040/PAGE	Xerox WorkCentre 5855PT	55

PHOTOCOPIERS

	BASE CHARGE	MONTHLY PAGE ALLOWANCE	CHARGE FOR OVER ALLOWANCE	DEVICE	SPEED IN PAGES PER MINUTE	INCLUDED FUNCTIONS
CLASS 1	\$35.00/MONTH	5,000	\$0.012/PAGE	Kyocera M2035dn	35	Copy, print, scan
CLASS 2	\$109.00/MONTH	10,000	\$0.01/PAGE	Konica Minolta Bizhub 364e	36	Copy, print, scan
CLASS 3	\$105.00/MONTH	20,000	\$0.0061/PAGE	Canon ImageRunner 4235	35	Copy
CLASS 4	\$124.90/MONTH	35,000	\$0.0055/PAGE	Xerox WorkCentre 5335T	35	Copy
CLASS 5	\$193.62/MONTH	55,000	\$0.0045/PAGE	Xerox WorkCentre 5845APT	45	Copy, print, scan
CLASS 6	\$223.19/MONTH	80,000	\$0.0040/PAGE	Xerox WorkCentre 5855APT	55	Copy, print, scan

Advice on choosing:

These contracts all include full service maintenance and supplies. The base charge includes rental plus a cost for service and supplies that is calculated based on a set amount of machine usage, the monthly page allowance. The monthly page allowance is not just a bunch of free copies. Think of them as the minimum number of copies you're committed to pay for, whether you use them or not. To the extent that you don't use your full allowance, you will be throwing money down the drain. So for cost-effectiveness, we recommend evaluating your historic volume data and choosing a class whose page allowance you'll substantially utilize.