

## COUNTY COPIER LEASE INSTRUCTIONS

**Xerox Copies cannot be leased directly from Xerox, All leases must be obtained VIA VBS**

Contract No. VA-191121-VBS - Information Technology Hardware and Maintenance with Lease Rental Options

Contract Period – November 20, 2019 through November 20, 2022

Renewals - Three (3) 1 yr. renewal options

Virginia Business Systems

Corporate Address: 9899 Mayland Drive  
Richmond, VA 23233

Purchase Contracts and Remit to: P.O. Box 6798

Wyomissing, PA 19610

Vendor No.: **651241**

Contract Contact:

**Gareth Stevenson**

Regional Sales Manager

Direct: 434.529.1177

Office: 800.887.1683 x1005

Service & Supplies: 800.282.7326

[gstevenson@vabs.net](mailto:gstevenson@vabs.net)

### **Description of Service:**

Purchase/rental/lease of print devices, related Software, accessories and supplies.

This contract will also include Lease Services and Maintenance for Devices and Managed Print Services.

Contact for all County Departments: Kathy Stanley 540-422-8354, [Kathy.stanley@fauquiercounty.gov](mailto:Kathy.stanley@fauquiercounty.gov)

### **County Departments – Instructions for Use when LEASING any Xerox copier/printer device against this contract for Managed Print Solutions.**

1. A Service ticket must be submitted to IT.
2. Once the ticket is approved, you will receive a response back from IT with the approval and an assigned technician who will work with you.
3. Reach out to VBS (Gareth Stevenson) to schedule an appointment for them to come and look at your work space where the copier will be located and to discuss your needs.
4. You will be provided a quote from VBS, which also serves as your lease agreement, so please retain this with your records.
5. VBS may also include a price for ink and toner, if not provided with the lease, at the time of the initial PO only. (*This is a onetime allowance only. Once you run out and need to order additional ink or toner, you must use other sources to do so.*)
6. Verify that you have the funding available in the correct budget code to support the PO you will be submitting;
7. Create your PO to send to Purchasing. Make sure your PO includes the following information in the description field of the PO.
  - Contract number;
  - Item Number and Description;
  - Item numbers and Description of any accessories include;
  - Complete description and cost of all Maintenance items if included;
  - Number of Months of total lease and which months the PO will cover;
8. A copy of the IT approval must be attached to the PO;
9. A copy of the quote (lease agreement) must be attached to the PO;
10. Send PO with all required attachments to Procurement;
11. Once numbered PO has been encumbered and returned to the Originator contact your assigned IT technician and VBS to coordinate installation of the new machine;
12. Once the machine has been installed, a copy of the installation ticket must be forwarded to your contact in Procurement. This ticket contains the product serial number, which will be needed in order to provide any assistance should you encounter issues with the machine or VBS during your lease term.

ANY PO RECEIVED IN PROCUREMENT THAT DOES NOT CONTAIN THE REQUIRED DETAIL AND ATTACHMENTS WILL BE RETURNED TO YOU.

You must coordinate the removal of your current Copier/Printer device with the company that you leased the equipment from. This process and the contact person will be in the lease agreement that you signed at the time the lease was implemented. The Procurement does not have copies of those agreements.

**MANAGED PRINT SERVICES for COUNTY OWNED COPIERS/PRINTERS**  
**(MAINTENANCE AGREEMENT FOR EXISTING COPIERS/PRINTERS)**

Contract No. VA-191121-VBS - Information Technology Hardware and Maintenance with Lease Rental Options

Contract Period – November 20, 2019 through November 20, 2022

Renewals - Three (3) 1 yr. renewal options

Virginia Business Systems

Corporate Address: 9899 Mayland Drive  
Richmond, VA 23233

Purchase Contracts and Remit to: P.O. Box 6798  
Wyomissing, PA 19610

Vendor No.: **651241**

Contract Contact:

**Gareth Stevenson**

Regional Sales Manager

Direct: 434.529.1177

Office: 800.887.1683 x1005

Service & Supplies: 800.282.7326

[gstevenson@vabs.net](mailto:gstevenson@vabs.net)

**Description of Service:**

This contract is to be used for copiers and printers that are owned by the Departments, however they are in need of an annual maintenance and service plan.

1. Reach out to VBS (Gareth Stevenson) to schedule an appointment for them to come at look at the equipment that service is being requested for.
2. You will be provided a quote from VBS, which also serves as your maintenance agreement, so please retain this with your records.
3. Make sure that you have a good understanding of all components of your maintenance agreement and are aware of what services and supplies your service agreement covers. (VBS does not provide ink and toner ala carte. If you need to order ink or toner only, you will need to find another source to do so)
4. Verify that you have the funding available in the correct budget code to support the PO you will be submitting;
5. Create you PO to send to Purchasing. Make sure your PO includes the following information in the description field of the PO.  
Contract number;  
Complete description and cost of all Maintenance  
List out which month the PO will cover;
6. A copy of the quote (service agreement) must be attached to the PO;
7. Send PO with all required attachments to Procurement;
8. Once numbered PO has been encumbered and returned to the originator, please retain this copy so that you can manager your Service Agreement.

ANY PO RECEIVED IN PROCUREMENT THAT DOES NOT CONTAIN THE REQUIRED DETAIL AND ATTACHMENTS WILL BE RETURNED TO YOU.

**THE COUNTY WILL ONLY PROVIDE SUPPORT SERVICES WHEN OBTAINING MANAGED PRINT SERVICES VIA VBS.**  
**IF A DEPARTMENT ELECTS TO USE ANY OTHER COMPANY FOR MANAGED PRINT SERVICES THEY WILL BE RESPONSILBE FOR ADDRESSING AND RESOLVING ANY CONTRACTURAL OR AP ISSUES ON THERE OWN.**

**Xerox Copier/Printer Purchase ONLY Option**  
**Xerox Copies cannot be leases through Xerox, All Xerox leasing must be obtained via VBS**

Contract No. VA-191121-XERX – PRINT DEVICES

Contract Period – November 20, 2019 through November 20, 2022  
Renewals - Three (3) 1 yr. renewal options

Xerox Corporation  
Corporate Address: Xerox Corporation  
Purchase Contracts and Remit to: 200 Westgate Parkway  
Suite 104  
Richmond, VA 23233

Contract Contact:  
**Gerald Britt**  
Account Manager  
Direct: (804)677-1921  
[Gerald.Britt@Xerox.com](mailto:Gerald.Britt@Xerox.com)

Contact for all County Departments: Kathy Stanley 540-422-8354, [Kathy.stanley@fauquiercounty.gov](mailto:Kathy.stanley@fauquiercounty.gov)

**County Departments – Instructions for Use when PURCHASING a Xerox copier/printer device against this contract for Managed Print Solutions.**

1. A Service ticket must be submitted to IT.
2. Once the ticket is approved, you will received a response back from IT with the approval and an assigned technician who will work with you.
3. Reach out to Xerox (Gerald Britt) to schedule an appointment for them to come at look at your work space where the copier will be located and to discuss your needs.
4. You will be provided a quote from Xerox, so please retain this with your records.
5. Verify that you have the funding available in the correct budget code to support the PO you will be submitting;
6. Create you PO to send to Purchasing. Make sure your PO includes the following information in the description field of the PO.  
Contract number;  
Item Number and Description;  
Item numbers and Description of any accessories include;
7. A copy of the IT approval must be attached to the PO;
8. A copy of the quote must be attached to the PO;
9. Send PO with all required attachments to Procurement;
10. Once numbered PO has been encumbered and returned to the Originator contact your assigned IT technician and Xerox to coordinate installation of the new machine;
11. Once the machine has been installed, a copy of the installation ticket must be forwarded to your contact in Procurement. This ticket contains the product serial number, which will be need in order to provide any assistance should you encounter issues with the purchase.

ANY PO RECEIVED IN PROCUREMENT THAT DOES NOT CONTAIN THE REQUIRED DETAIL AND ATTACHMENTS WILL BE RETURNED TO YOU.

You must coordinate the removal of you current Copier/Printer device with the company that you leased the equipment from. This process and the contact person will be in the lease agreement that you signed at the time the lease was implemented. The Procurement does not have copies of those agreements.

