

BidBuy Copier Lease Instructions

(For detailed information regarding the printer acquisition process, you are encouraged to reference the Department of Innovation & Technology (Do IT) website. Please use the link to the support page. (Control+Click the link listed below to access the page)

<https://www2.illinois.gov/sites/doit/services/catalog/print/Pages/network-printer.aspx>

Change Order Justification Form:

- All orders over \$10,000 require a Change Order Justification Form to be filled out and attached to their requisition in BidBuy
- The form is available at the CPO's website at the link below:
- <https://www.illinois.gov/cpo/general/Pages/BidBuy-Forms.aspx>

Lease Forms Required:

- **ECJF (Equipment Cost Justification Form)**

Contact a Doug Jackson at Dolt (217-558-3771) to schedule a Xerox representative to do an assessment of your agency.

Xerox will fill out an Equipment Cost Justification Form (ECJF) listing your current copiers on the left side and the new copiers on the right side of the spreadsheet.

Xerox will sign the form; someone from your agency must sign the form and then email it to DoIT Print Management (DoIT.PrintMgmt@Illinois.gov) or Doug Jackson at Dolt (Doug.Jackson@Illinois.gov)

- **BidBuy Requisition**

A requisition for the equipment leased must be created in BidBuy

Quantities for equipment should be in increments of 36 (lease is for 36 months; i.e. 2 machines with 36 month lease will have a quantity of 72). When entering the order into BidBuy, please list the copier first, then the options that go with that machine and then then next copier with its options and so on). Multiple locations may be included on one requisition, but each location must have its own 'ship to' location (If you have questions on creating the requisition in BidBuy, contact the BidBuy Help Desk: **866-455-2897**) (If an agency needs additional options that are not included in the contract, the agency must work with Xerox to create a separate means for leasing that equipment. It cannot be included in the CMS/Xerox ELFAR or OFR.)

Current Xerox Contracts:

4017714 MFD Digital Photocopy Equipment	Expires 07/14/18
4017650 Desktop Multifunctional Device	Expires 07/14/17

CMS Copier Buyer:

Jacob Ballard Phone: 217-782-6148 Email: Jacob.Ballard@illinois.gov