



PURCHASING DEPARTMENT  
**JEFFERSON PARISH PUBLIC SCHOOL SYSTEM**

4600 RIVER ROAD  
MARRERO, LOUISIANA 70072  
(504) 349-7600  
FAX: (504) 349-7677  
www.jpss.k12.la.us

**JAMES MEZA, JR., Ed.D.**  
SUPERINTENDENT

July 18, 2013

To: All Principals & Account Clerks

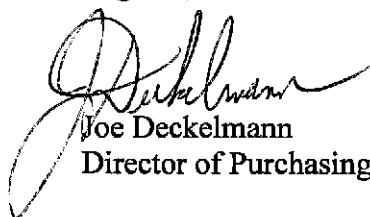
Please be reminded that the Board's policy on copy machines requires that at the time you obtain a NEW copy machine, it must be either purchased or rented from a company holding a current Louisiana State Contract. This does not apply to any existing machines you are already using. Additionally, schools are no longer allowed to enter into any type of leasing agreements for copiers.

Attached is the current list of copier vendors you are able to use along with their contact information. There are several companies that may hold valid contracts that the Board has prohibited you from dealing with. You must choose your vendor(s) from the ones listed. Please note that these two documents are different – one is for copier rentals and the other for copier purchases. There are several differences between these two documents. Please choose the one that's appropriate for your use. Please remember that any vendor you choose **MUST** provide you with their six-digit State Contract number. This number begins with a "4". If this number is not provided and/or you are in doubt, please contact me at 349-7667 for assistance.

As an added piece of information, you may want to analyze your current maintenance agreement costs. We have found that in many cases with older machines, it is cheaper to rent newer, more sophisticated machines from the State Contract for an amount less than you are paying for monthly maintenance. Although you "own" the machine, your maintenance costs may exceed what you would be paying to rent a newer machine.

If you have any questions or require any additional information, please feel free to contact me at 349-7667.

Regards,



Joe Deckelmann  
Director of Purchasing & Procurement

# Copier Rentals ('13-'14)

## Black and White Copiers

Brand	Vendor	Phone
<b>Konica/Minolta</b>	Uni-Copy Technologies	(504)-734-7272
<b>Kyocera</b>	Bell Office Machines	(504) 833-1865
	Applied Business Concepts	(504) 467-2679
	Econ-O-Copy	(504) 457-0032
	Southern Imaging	(504) 200-2679
<b>Ricoh</b>	Ricoh	(504) 455-7700
<b>Sharp</b>	Allfax Specialties	(504) 443-0188
	Applied Business Concepts	(504) 467-2679
<b>Toshiba</b>	Advanced Office Systems	(225) 752-7700
	Dick Roundtree Copiers	(225) 926-1719
	LA Mailing & Copying Systems	(504) 466-2054
	Uni-Copy Technologies	(504) 734-7272
<b>Xerox</b>	Xerox	(504) 487-9404

## Color Copiers

Brand	Vendor	Phone
<b>Konica/Minolta</b>	Uni-Copy Technologies	(504) 734-7272
<b>Kyocera</b>	Bell Office Machines	(504) 833-1865
	Applied Business Concepts	(504) 467-2679
	Econ-O-Copy	(504) 457-0032
	Southern Imaging	(504) 200-2679
<b>Sharp</b>	Allfax Specialties	(504) 443-0188
	Applied Business Concepts	(504) 467-2679
<b>Toshiba</b>	Advanced Office Systems	(225) 752-7700
	Dick Roundtree Copiers	(225) 926-1719
	LA Mailing & Copying Systems	(504) 466-2054
	Uni-Copy Technologies	(504) 734-7272
<b>Xerox</b>	Xerox	(504) 487-9404

Copiers placed between 7/1/13 - 6/30/14 may be renewed on a fiscal year basis  
and remain in place no later than 6/30/16.

NO NEW PLACEMENTS MAY BE MADE FROM THESE CONTRACTS AFTER 6/30/14.

# Copier Purchases ('13-'14)

## Black and White Copiers

Brand	Vendor	Phone
<b>Kyocera</b>	Bell Office Machines	(504) 833-1865
	Applied Business Concepts	(504) 467-2679
	Econ-O-Copy	(504) 457-0032
	Southern Imaging	(504) 200-2679
<b>Ricoh</b>	Ricoh	(504) 455-7700
<b>Toshiba</b>	Advanced Office Systems	(225) 752-7700
	Dick Roundtree Copiers	(225) 926-1719
	LA Mailing & Copying Systems	(504) 466-2054
	Uni-Copy Technologies	(504) 734-7272
<b>Xerox</b>	Xerox	(504) 487-9404

## Color Copiers

Brand	Vendor	Phone
<b>Toshiba</b>	Advanced Office Systems	(225) 752-7700
	Dick Roundtree Copiers	(225) 926-1719
	LA Mailing & Copying Systems	(504) 466-2054
	Uni-Copy Technologies	(504) 734-7272
<b>Xerox</b>	Xerox	(504) 487-9404

NO NEW PLACEMENTS MAY BE MADE FROM THESE CONTRACTS AFTER 6/30/14.