



State of Vermont

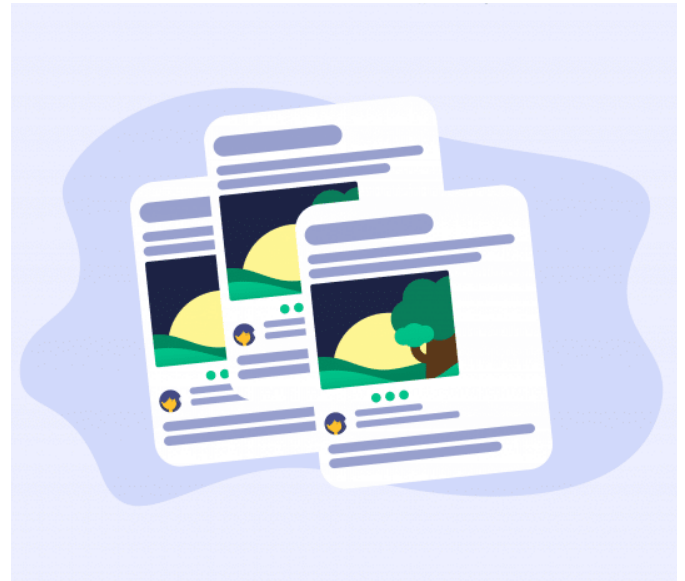
Buildings and General Services

Copier Lease Program

A HOW-TO GUIDE

Managed by the BGS Print Shop
1078 US Route 2
Middlesex, VT 05633-7601
1 (802) 828-2830
bgs.vermont.gov/gbs

1. When deciding to get a new copier, you have two options: purchase the copier or lease the copier through the BGS Copier Lease Program to spread the cost over multiple years. To start, reach out to one or all contracted copier vendors. Just answer some questions about your current and anticipated needs and they will provide you with copier options and associated costs. If interested in leasing just let the copier vendor know and they will handle all the communication with the BGS Copier Lease Program.



Please note: Service/maintenance agreements are separate and exclusively a customer/vendor arrangement. BGS Copier Lease Program does not maintain nor provide any service/maintenance agreements.

VENDORS ON CONTRACT WITH THE STATE OF VERMONT*

CANON

Usherwood, LTD
Wright Caswell
Phone: 802-343-4273
wcaswell@usherwood.com

CANON

CANON USA
Chad R Illingworth (Sales)
Phone: 802-860-0739
cillingworth@csa.canon.com

RICOH

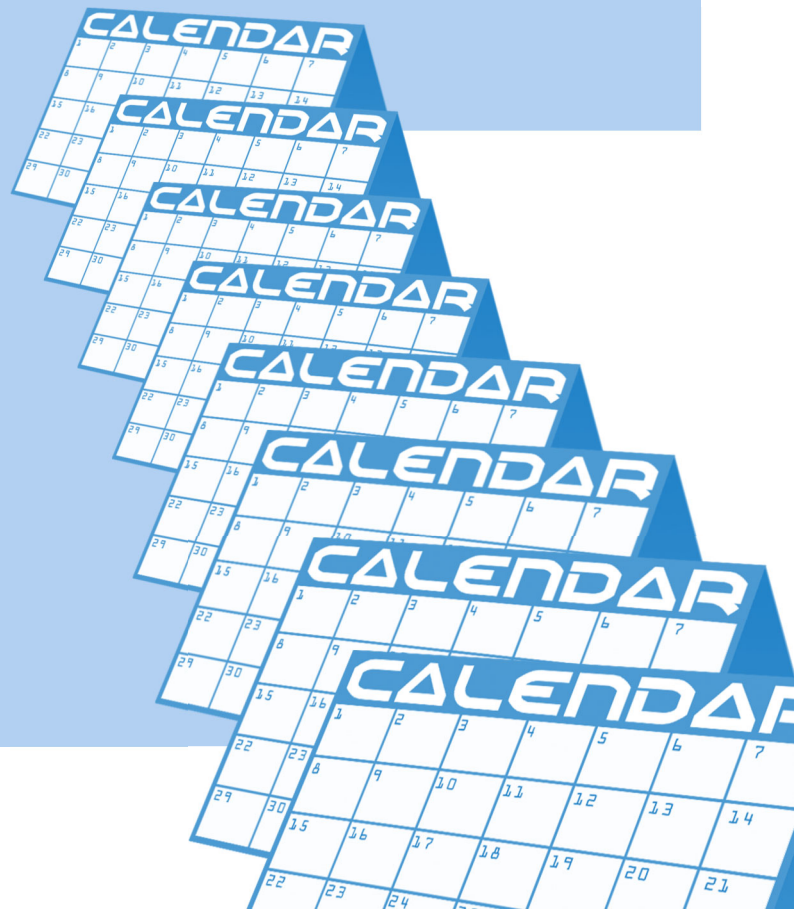
Lynda Homan, Account Manager
Mobile 214-207-3438
Office 518-218-5244
Lynda.Homan@ricoh-usa.com

* as of January 1, 2025 (Subject to additions as contracts are negotiated)



2. Once the lease paperwork has been approved by all parties, BGS will purchase the copier you selected. You will place a ticket with ADS to make them aware of the details and work with your vendor to set up and coordinate installation. After installation, document details such as your service agreement and service contact information, lease agreement, copier serial number and copier GS number (assigned by BGS Copier Program) for easy reference throughout the life of your copier.

3. Your first invoice from the BGS Copier Lease Program will be for the first full month after installation. Lease payments are due monthly and are spread out over 3 years. After you have completed the initial 36 month lease, your account automatically moves to a \$50/month-to-month agreement for the duration the copier is in your custody.



4. At some point you may want to replace the copier or you may find that you no longer have the need for a copier. Depending on a few factors, your responsibilities might change.

Replacement through BGS Copier Lease Program:

Your copier vendor will work with BGS to ensure that accounts are updated and the older copier is handled securely. *

Replacement outside BGS Copier Lease Program:

Notify BGS Copier Program to inform them that you will be securely removing the copier and request that they cancel your account.*

Removal:

Notify BGS Copier Program to inform them that you will be securely removing the copier and request that they cancel your account.*

** If switching vendors, you should contact your previous vendor to cancel your service agreement. Vendors will typically need the final meter reading*

Highlights of the State of Vermont Hardware Disposal Policy

2.3 Technical Guidance on Disposal: Physical destruction will be the primary method to dispose of digital media and data storage devices contained in equipment that will be transferred externally. Digital media may be incinerated, shredded, crushed, or pulverized. The agency IT department must remove digital storage devices from computing and mobile device equipment before it leaves a department or agency for disposal or redistribution. Vendors must remove hard drives from copiers prior to removal from a department. (See section 2.5 for more detail concerning proper removal of copiers.)

2.5 Copiers: If a copier is being removed from an agency or department, it is the responsibility of the agency/department to contact the appropriate copier vendor to remove the hard drive prior to removing the machine. Once the hard drive is removed from the machine, the copier may be removed from the agency/department. Copier hard drives are to be handled as other hard drives in this policy. Copiers being decommissioned may need to be returned to the vendor per lease agreement.

SECURITY PROCEDURES:

Copiers leased through this program are property of BGS (similar to leasing a car) and are subject to the States strict hardware disposal policy. BGS Copier Program should *always* be contacted when a leased copier is being moved or replaced.

SOV Hardware Disposal Policy located at:

<https://digitalservices.vermont.gov/sites/digitalservices/files/documents/policy/ADS-Digital-Media-and-Hardware-Disposal-Policy.pdf>