



FY23 Summer Ordering – Copier/Fax annual maintenance, service & supplies

*******NOTE TO TECH MOD SCHOOLS*******

Tech Mod Schools, please do not order toner cartridges.

Wait to receive confirmation of the incoming printer model before placing orders for toner cartridges.
Contact Technology Integration and Support at 240-314-2250 for more information.

[*New FY23: Copier maintenance agreements will be ordered after July 1, 2022.](#)

[Supplies may be ordered from the catalog search bar on or after July 1, 2022.](#)

Copier and fax machine annual maintenance, service, and supplies are based on the brand and type of your machine. When you prepare your requisition in Hub, please take note of the service provider for your equipment. **It is very important to list the model serial number and ID number.**

In the Hub, go to the “Catalog search bar” and search by your machine brand or model. If you cannot locate your brand or model in the Hub, please contact the Procurement Unit by email at Procurement@mcpsmd.org.

Maintenance, service, and supply providers (sorted by machine type):

- Gestetner 9002 and DSM790 High Volume Copiers
 - Service: MCPS TeamWorks Repair Program
 - Supplies: MCPS TeamWorks Repair Program
 - Maintenance: No annual maintenance contract needed
- HP Printers and Copier/Printers (MFD's)
 - Service: In-house repair and service. Contact the HelpDesk for assistance.
 - Supplies: MCPS Business Hub / Catalog search bar. No annual maintenance contract needed
- All Other Gestetner, Ricoh, Savin, Lanier, and Sharp Copiers/Printers/Faxes
 - Service: Capitol Document Solutions, Inc., 301-230-9009
 - Supplies: MCPS Business Hub / Catalog search bar
 - Maintenance: MCPS Business Hub / Catalog search bar

Ricoh-Lanier MP4002SP



Expand Search



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- Maintenance Agreement Contact: Cindy Benedetti, Capitol Document Solutions. Inc., 12115-L Parklawn Drive, Rockville, MD 20852; 301-230-9009; CBenedetti@capitolds.com

After adding to cart: go to the check-out process. Verify that this is the only item in your cart. Verify that the Requested Delivery Date is 7/31/22, that the account number is correct, and that the budget date is set to after 7/1/21.

Requester: Houser, Kimberly

Urgent: No

Requested Delivery Date: 7/31/21

Deliver-to Location Type: Internal

* Deliver-to Location: Procurement Unit

Deliver-to Address: Procurement Unit, Suite 3100, 45 W Gude Drive, Rockville, MD

its split accounts. Percentage must remain at 100% per line.

mat Freeze Detach Wrap

Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Contract Number	Funding Source	Charge Account Nickname	Charge Account	Budget Date	Percentage	Amount (I
						Burtonsville E	01-02302-00000-302-04-503003-0000	7/1/21	100	
Total									100	

How to order toner after July 1:

Search for toner cartridges in the Hub Catalog search bar, or the contract summaries. The Procurement Unit has both an [Original Equipment Manufacturer \(OEM\)](#) contract, and a [Recycled Toner Cartridges \(REMAN\)](#) contract.

To find toner cartridges in the Hub, you can search in the following ways:

1. Search by the cartridge number
2. Search by the printer name or number