

## Message from Dexter King, Director, Strategic Procurement Services

### University Photocopier Program September 2025

#### Background

We are pleased to announce that Ricoh Canada Inc. has once again been awarded the contract as the Vendor of Record (“**VOR**”) for the University’s Multi-Functional Device (“**MFD**”) fleet, including photocopiers, printers, and related services. This contract is effective immediately and will remain in place until February 28, 2030, under the arrangement facilitated through the Provincial Government’s group purchasing division - [Supply Ontario](#).

#### What This Means for You

Ricoh offers a standard lease term of sixty (60) months. As your current lease approaches its end, you are encouraged to contact Ricoh to explore options for new equipment. Benefits may include:

- Lower monthly lease costs
- Reduced cost-per-copy charges
- Access to updated devices with enhanced functionality
- Potential upgrades to colour or high-speed units at no additional cost

Also available with new models is **Automatic Toner Replenishment and Meter Reporting**. The new models include support for Ricoh @Remote, a remote management service that automatically submits meter readings and orders toner when supplies run low. This ensures accurate invoicing and helps you avoid running out of toner – reducing manual tasks and keeping your operations running smoothly.

Ricoh representatives will be reaching out to departments to discuss renewal options and equipment eligibility. If you would like to understand your equipment options, please feel free to contact York’s Ricoh account representative, Alex Lay (Strategic Solutions Executive, Public Sector, Education) at [alex.lay@ricoh.ca](mailto:alex.lay@ricoh.ca)

#### Efficiency & Sharing Opportunities

As printing volumes continue to decline across campus, we encourage departments to:

- Assess actual usage before renewing or ordering new devices
- Explore shared device models within buildings or units to reduce redundancy
- Consolidate underutilized devices to optimize space and cost
- Engage with Ricoh to identify right-sized solutions tailored to your current needs

Strategic Procurement Services is available to support departments in identifying opportunities for improved efficiency and collaboration.

### Additional Equipment Available

- Production Print Equipment
- Desktop and Mobile Printers
- Wide Format Printers
- High Volume Document Scanners
- Handheld Scanners

### Ordering Process Enhancements

To streamline procurement:

- Ricoh will assist departments in identifying suitable devices and completing order forms.
- Departments must provide the appropriate cost centre and obtain signing authority approval.

Full details are available on the updated [VOR page](#).

### Meter Reads & Supply Ordering – MyRicoh.ca Portal

End users can now submit meter readings and order supplies online via [www.myricoh.ca](http://www.myricoh.ca). The portal offers:

- Easy self-registration
- Centralized device management
- Improved tracking and reporting

For assistance, please contact Kim Best, Ricoh Customer Operations Manager at [kim.best@ricoh.ca](mailto:kim.best@ricoh.ca)

### Need Help?

Strategic Procurement Services also has information on our VOR page that includes user guides for the MyRicoh portal that will provide you information on the equipment functionality and management of the devices.

For questions about the program or procurement process, please contact:

Carolyn Fasick

Procurement Specialist

Email : [cfasick@yorku.ca](mailto:cfasick@yorku.ca)