**Request For Funding**

**Media & Printing Services**

**DocuTech Replacement - October 1, 2009**

**$83,000.00**

**Justification/Need:**

**The university’s high volume copier is in need of replacement. The existing DocuTech is 14 years old**

**and reaching a point of requiring expensive replacement parts. The copier/service is used by entire campus and reliability is now becoming a concern. Repair technicians are on campus at least once every two weeks and sometimes more making repairs to DocuTech.**

**Costs:**

**State Contract Price for a new Konica Minolta 1050 copier: $111,364**

* **Total for 5 years including maintenance, parts, toner**

**CSU bid for a nearly new Konica Minolta 1050 copier: $83,000**

* **Total for 5 years including maintenance, parts, toner**
* **Also included at no cost:**
	+ **(one) Konica Minolta C450 color copier**
	+ **(one) Konica Minolta 8050 color copier**
	+ **350,000 free color copies included**
	+ **$28,364 savings to the university on the nearly new equipment**

**Budget:**

**The budget for Docutech cannot provide sufficient funds for this purchase, and that is why this request is being made. DocuTech for the past several years has been in the red. Last year the deficit was in the amount of -$21,000**

**Impact:**

**Entire campus, every department, uses DocuTech to some extent. DocuTech handles over 1.5 million copies per year. If DocuTech would go down for an extended period of time, copies would need to be shifted to local copiers that are not designed for this high volume traffic causing yet another problem.**

**Consequences:**

**Severe impact to university not having this service. Departments have become very accustomed to a high level of production and quick turn-around times. A high volume copier would need to be acquired for a period of time to continue the service or departments would have to seek off-campus solutions.**