



**DATE:** March 10, 2008  
**TO:** Campus Community  
**FROM:** Gerry Bomotti, Senior Vice President for Business and Finance  
William Boldt, Vice President for Advancement  
**SUBJECT:** Copier Census

Two handwritten signatures in black ink. The top signature is 'Gerry Bomotti' and the bottom signature is 'William Boldt'.

UNLV's current copier contract with Xerox Corporation, also known as the University Copier Program, is drawing to a close, and the university is preparing a Request for Proposal (RFP) for future copier services. The new contract, which is currently scheduled to go into effect in fall 2008, will serve the entire UNLV community on an exclusive basis. All copiers for the university will be ordered through this new contract only. The contract will be phased in as existing contracts expire or are bought out. If your department owns a copier outright, you will be contacted to discuss your specific situation. The RFP will test options for out-sourcing this program campus-wide, and an evaluation team will review submittals to see which options serve the campus the best. We will keep you informed about the implementation timeline and conduct campus meetings where you'll have an opportunity to review and comment on selection options.

In order to prepare a comprehensive Request for Proposal to garner the best possible pricing, UNLV needs to provide prospective bidders with an accurate picture of the campus copier environment. UNLV must have an accurate count of all copier equipment at all campus locations. If your department has copiers on the current University Copier Program/Xerox contract, your copier records are on file and you do not need to take further action. If your department owns, leases or rents copiers not on the current Xerox copier contract, you will be contacted by representatives from the Finance Division or Reprographics to provide information regarding your copiers. This request applies to copier equipment manufactured or provided by: Canon, Ikon, Minolta, Oce, Hughes-Calihan, and other companies. It also applies to Xerox copiers not covered by the existing contract. You will be asked for the make, model, and serial number of your copier and whether the copier is purchased, leased or rented. Please be ready to supply the date your copier was acquired or installed. In addition, you will be asked general questions about your copier usage and your average monthly copying volume.

It is important you cooperate fully by providing your department's copier information so UNLV's Request for Proposal accurately reflects the university's needs and positions the university for advantageous pricing. If you have any questions concerning this request, please contact Paul Kurzynowski, Reprographics Manager at x53214 or Pamela Wortham, Purchasing Contract Administrator at x52560.

Changes to copying equipment should be kept to a minimum during this transition period to a new contract. It is important that UNLV uses all its resources wisely, and volume copying of digital files can be easily accomplished online by uploading your files to the Reprographics web site. Your copies will be made then delivered to your department. Contact Reprographics to see how your copying needs can be met during this transitional time until a new contract is in place.

Thank you for your assistance in this matter.

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