

**TO:** Deans, Chairs and Directors

**FROM:** J. Christopher Dalton  
Senior Vice President for Finance and Administration

Linda S. Dobb  
Executive Vice President

**DATE:** July 30, 2004

**SUBJECT:** Announcement of New Copier Purchase Program

In an effort to improve the cost effectiveness of the purchase and operation of copiers on campus, the University has entered into an agreement with the Perry Corporation. Under this agreement, the Perry Corporation will be the exclusive vendor to provide multifunctional photocopying equipment to the University effective August 2, 2004. A committee, with representation from many campus areas, evaluated eleven vendor proposals and selected Perry as the best overall value in terms of a number of factors including cost, service, quality of equipment, training, allowances, billing, and program management services.

Terms of the contract with the Perry Corporation provide excellent negotiated prices and services and will reduce costs for obtaining and operating photocopying equipment across the campus. In order to gain additional savings, copiers will be purchased rather than leased. The Treasurer's Office is prepared to finance internally equipment purchases for departments that wish to spread the purchase cost over up to three years.

Departments with a compelling need to purchase specialized copying equipment not available from the Perry Corporation will need approval from the Senior Vice President for Finance and Administration.

Additional materials about the program, including contact information and the process for purchasing a new copier, are enclosed. Specific questions regarding the program should be directed to Mark Anderson, Director of Materials Handling, (phone: 2-2121, email: [marka@bgnet.bgsu.edu](mailto:marka@bgnet.bgsu.edu)).

We appreciate your cooperation in implementing this new copier program, part of our continuing effort to reduce costs while maintaining or enhancing levels of service.

Enclosures

## **MEMORANDUM**

**TO:** Deans, Chairs and Directors

**FROM:** Mark Anderson, Director of Materials Handling

**DATE:** July 30, 2004

**SUBJECT:** New Copier Purchase Program

As the administrator of the University's new centralized copier purchase program, I am pleased to announce that Perry Corporation has been selected to be the exclusive vendor to provide multifunctional photocopying equipment to the University effective August 2, 2004. A committee, with representation from many campus areas, evaluated 11 vendor proposals and selected Perry as the best overall value in terms of cost, service, quality of equipment, training, allowances, billing, and program management services.

Terms of the contract with Perry provide excellent negotiated prices and services and will reduce costs for obtaining and operating photocopying equipment across campus. As an example, the copier shared by the President's Office, Office of the Executive Vice President, the Provost's Office, and the Office of Finance and Administration is being replaced with a new unit, of greater capacity, from Perry. Linda Gray has estimated that the new machine will reduce the shared costs by over \$400 per month due to lower acquisition and maintenance service costs and for additional savings as the toner and staples are now included in the maintenance contract.

Perry's regional manager, John Rees, will be sending you an introduction letter to provide contact information and to announce a demonstration of the new equipment in September. Contact information for Perry representatives and a description of the process to obtain a new copier from Perry are attached.