

Info Item - Board Meeting July 9th, 2012

Motion: To approve purchase of new large format printer for PC out of FXXGRR.

Context: 7 Years ago the PC purchased a 6 color large format printer. They typically last 7 years. It is now broken (they have spent \$1,300 trying to fix it but failed, those replacement parts will be sold to STC). He is asking to purchase a new printer for the PC, at approximately \$13,000.

Reserve Policy

<http://www.vu.wvu.edu/policies/AssociatedStudentsReservePolicy.pdf>

3. General Repair and Replacement Reserve

- a. Purpose: To repair or replace any equipment not covered by any other reserve.
- b. Amount: 20% of the replacement value of AS equipment not covered by any other reserve. This reserve shall be capped at 20% of one year's inventory value.
- c. Source: Fully funded each year from the combined fund balance above the minimum required to fund the above listed reserves.

1. This is the best & only logical fitting source of funds for this replacement.
2. The numbers have yet to be finalized but it can safe to believe that it will be close to \$24,000.

Context

Fiscal Year 2010-11 Approx \$1,700 used out of \$23,700.

Fiscal Year 2011-12 Approx \$13,000 used out of \$24,000 (OC Kayaks).

Fiscal Year 2012-13 Approx \$24,000 Available

Data was given by Finance Manager, numbers to be finalized for '13 year by Director of VU Facilities.

3. This fund does not roll over and restarts each fiscal year.
4. Approx. 11k in funds at the moment with the full amount to be added late August.

I talked to Jeff Bates, PC Manager Coordinator, he gave me a run down on how this machine is used to facilitate and enhance the operations of the PC. It plays a quintessential role of the department. I asked Jeff this question, "does the 6 color printer ever cause a bottleneck?" He answered a most definite yes, because it takes long to rip (~45 mins) the image into a format that is printable.

He articulated that a modern 8 color printer would complete this much faster (~3x).

Cindy Monger

To: AS VP for Business and Operations
Subject: Repair and Replacement request

From: Jeff Bates
Sent: Monday, July 02, 2012 4:23 PM
To: AS VP for Business and Operations
Cc: Jim Schuster; Kevin Majkut
Subject: Repair and Replacement request

Hung,

The following is a request for Repair and Replacement dollars to purchase a new large format printer for the AS. Please place this item on the Boards agenda for July 9.

The Publicity Center's large format printer, used for banners and signage, is down. This is a crucial piece of equipment for the AS, used daily for banners, VIP passes, signage, stickers, etc. After much work and replacement of the most suspect parts, I've determined that the machine is not worth putting more money into repair of it, and propose that the AS replace the printer under the Repair and Replacement process. This machine is on its 7th year of operation, and that, coincidentally, is the amount of time established for its lifespan and replacement.

I've done a lot of research on products available, and I recommend the following printer based on our needs, on-campus support, proven functionality, and price.

I recommend the AS Board make a motion to authorize the purchase of an HP Designjet Z6200 from FXXGRR. Furthermore, I request that the AS expedite the purchase process to reduce the amount of work we send out instead of printing in-house, and to provide PC staff adequate time to get it set up and fully trained before the onset of Fall.

The following is an estimated total for items needed. These costs will likely be significantly lower due to State contract pricing. The printer I've specified is the updated version of our existing machine.

| | | |
|----------------------------|-----------------|------|
| <u>HP Designjet Z6200</u> | \$8,995 | |
| One year extended warranty | | 1369 |
| One set of ink | 2695 | |
| One 42" spindle | | 110 |
| Jet Direct network server | 475 | |
| Total request | \$13,644 | |

If you have any questions, please contact me.

Thank you,
-j
Jeff Bates
AS Publicity Center Coordinator
Western Washington University