



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

RESOLUTION

concerning

THE ESTABLISHMENT OF A PROFESSIONAL
PRINTING SERVICE
at
SOUTHERN CONNECTICUT STATE UNIVERSITY

December 7, 1984

WHEREAS, There is a need at Southern Connecticut State University for a professional printing service to serve the students, faculty, and staff, and

WHEREAS, The President of Southern Connecticut State University supports the establishment of a professional printing service on the campus, now, therefore be it

RESOLVED, That the President of the Connecticut State University is authorized to proceed cooperatively with the Department of Administrative Services - Bureau of Public Works and other appropriate agencies to negotiate an agreement to provide on campus professional printing services, and be it further

RESOLVED, That the President of the Connecticut State University is empowered to sign aforesaid agreement on behalf of the Board of Trustees.

A Certified True Copy


James A Frost
President



A unit of The Connecticut State University

SOUTHERN CONNECTICUT STATE UNIVERSITY

501 Crescent Street • New Haven, Connecticut 06515

Office of the Executive Dean
For Campus Affairs

Telephone: (203) 397-4320

October 24, 1984

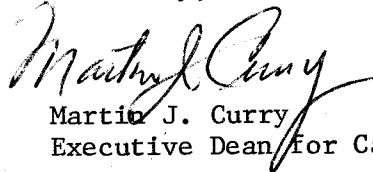
Dr. Thomas A. Porter
Vice President for Academic and Student Affairs
The Connecticut State University
P. O. Box 2008
New Britain, Connecticut 06050

Dear Dr. Porter:

Enclosed is our Proposal to Accommodate a Professional Printing Service in the University Student Center. Our proposal was reviewed in light of the Request for Proposal (R.F.P.). I believe all of the items have been addressed.

Your assistance in submitting the proposal to the Planning Committee for its consideration will be greatly appreciated.

Sincerely,



Martin J. Curry
Executive Dean for Campus Affairs

MJC/ww
enc.

RECEIVED

OCT 29 1984

THE CONNECTICUT
STATE UNIVERSITY

A PROPOSAL

To Accommodate

A PROFESSIONAL PRINTING FIRM

Recently, it has been determined by the University Student Center staff that there is a need to provide a professional printing service to the University. At this time, our printing services are inadequate to meet the needs of the campus community.

We are proposing that a professional printing firm from the private sector be allowed through competitive bidding to lease space in the University Student Center.

The site for the proposed printing firm would be located on the second floor of the University Student Center where the Student Center's limited service print shop currently exists (Exhibits A,B, & C). The printing service will be able to handle 100% of students, faculty, and staff's personal printing needs without them having to leave campus.

The printing service would be available at a minimum of five (5) days a week on the average of eight (8) hours a day. University students and University staff wishing to utilize this service will be able to bring their work to the print shop directly. The majority of all services (Exhibit D) will be done on a 24 hour turnaround basis, with the exception of hard cover or soft cover work with lettering, which would involve a one (1) week turnaround time. This service will not interfere with our current duplicating service located in Engleman Hall. Employees in this operation would be the employees of the successful contractor. They would not be performing duties which would eliminate duties of State employees elsewhere on campus (see Exhibit F). In addition, this printing service will not be available to the general public. Parking for one designated person will be provided for the vendor after consultation and arrangements with the Campus Police.

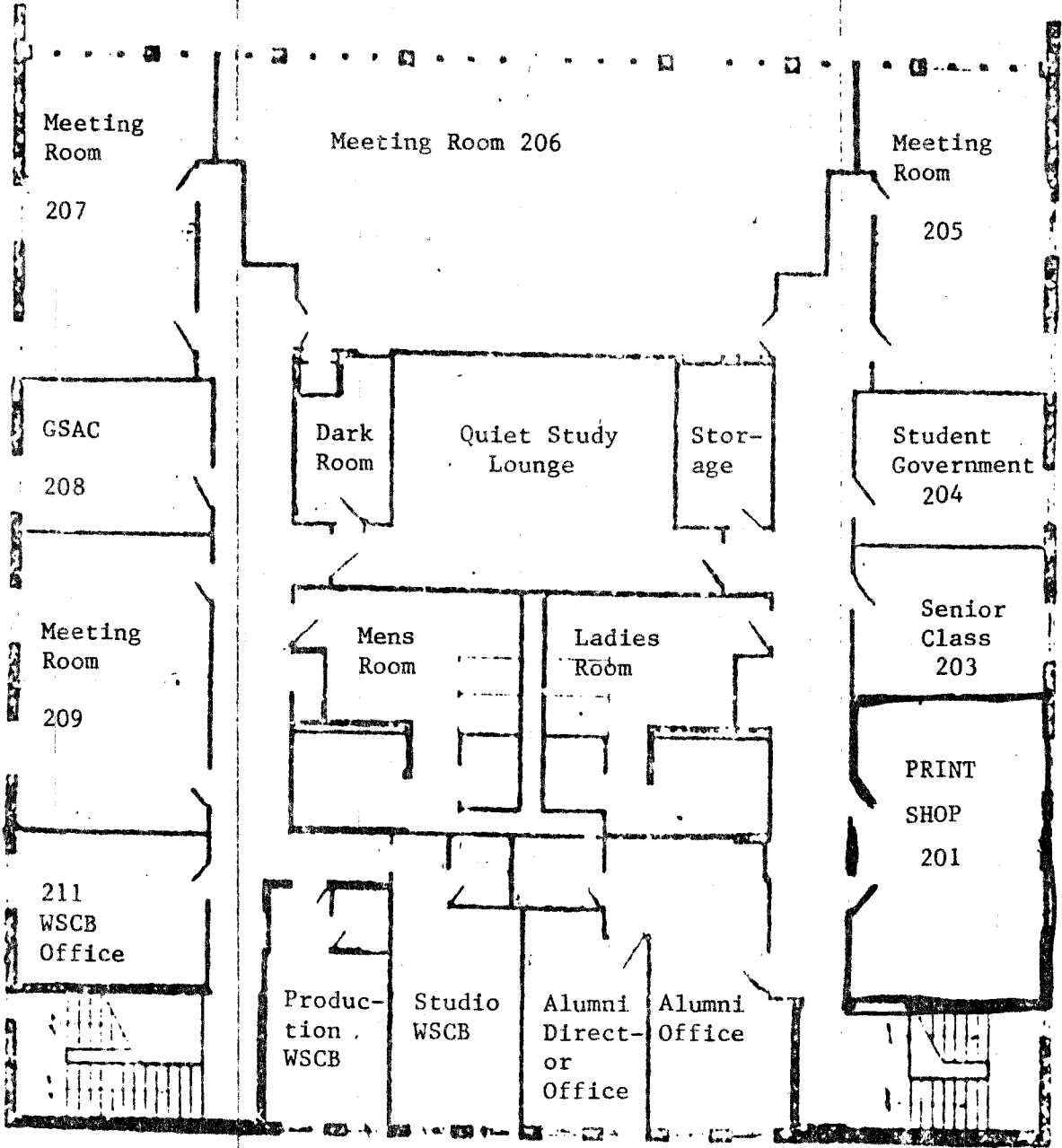
The printing firm will pay the costs of any renovations to the area along with phone service and insurance. Expenses involved in filing applications, permits and approvals will be borne by the successful proponent. In addition, the firm will also assume the entire cost associated with maintaining the equipment and will take total responsibility for any damage to the equipment or theft. The selected printing firm would guarantee that the area selected for the service would be returned to its original condition if the lease were not renewed/terminated. Note that any item left in the designated space reverts to the State.

All work including installation of necessary equipment would be subject to the State Building Code and the Fire Safety Code. The University will provide normal custodial services for the vendor as well as heat and electricity.

If approved, the University would eventually sign an agreement with the successful printing firm. We have established a minimum acceptable bid of \$12 per square foot or approximately \$2,400 per year. The successful bidder must be able to demonstrate the ability to provide a comprehensive, quality service as outlined in this proposal and may offer additional financial benefits to the University in the form of profit sharing, etc.

At this point, all we are seeking is endorsement of the concept. Once approval has been given by you and the Trustees, we would work with the Bureau of Public Works who is willing to assist us once we have Board approval.

We are enclosing (Exhibit E) a Fire Marshal's Report which resulted from an inspection of the proposed area. A Statement of Need (Exhibit I) is also attached. In addition, as an indication of support for this service, we are enclosing statements from Mr. Robert O'Brien, Mr. John Mattia, and Ms. Katee Ciemens (Exhibits F,G, & H).



University Student Center
Second Floor Plan
Southern Connecticut State University

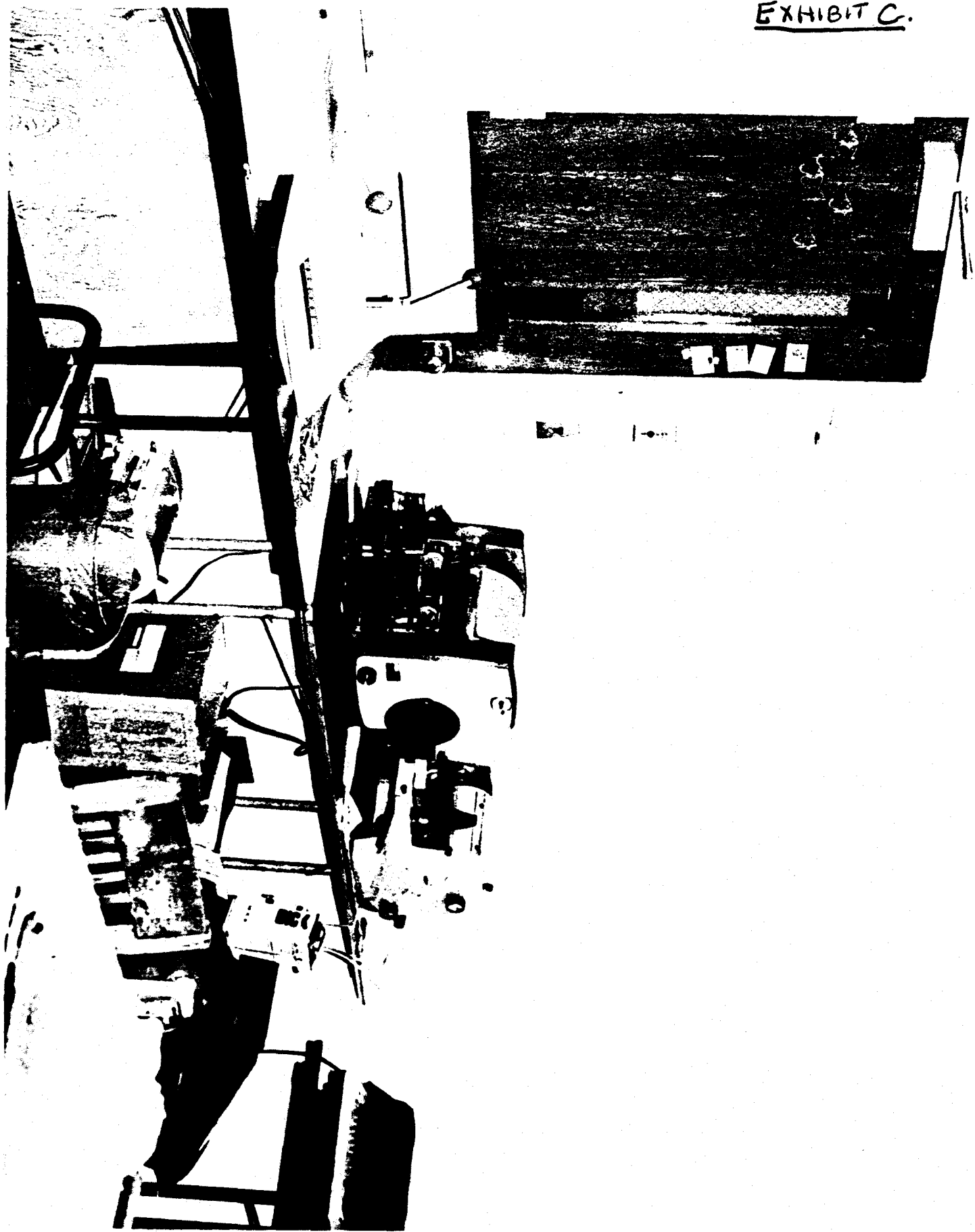
EXHIBIT B.

WHITE PAPER
USED FOR
COPY MACH

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

EXHIBIT C.



Typing and Word Processing
On Campus

1 IBM Selectric Typewriter
 1 Word Processing System

Off Campus

IBM Selectric Typewriters
 Xerox Memory Typewriter
 Word Processing Terminals
 NEC Printers

Capable of typing term papers, dissertations, manuscripts, letters, resumes, theses. All work for the typing service will be subject to availability and size of job. Term papers and resumes should be worked on a 24 hour time factor.

Typesetting

Compugraphic Typesetter

Posters, Flyers, Cards, Announcements, Resumes, Brochures, etc.

All typeset orders should be able to be completed on a 24-48 hour basis.

Printing

Itek Camera
 A.B. Dick Offset Press
 Miscellaneous Bindery Equipment

All printing of flyers, brochure, posters, etc.

All printing work will be done on a 24 hour basis.

Binding

Complete thesis and dissertation service. Hard cover with or without lettering.

Velo Plastic
 Spiral Binding

Spiral or velo binding - 24 hour turnaround time.

Hard cover or soft cover with lettering - 1 week turnaround time

Also capable of rebinding any type book.

Rubber Stamps

1 week on all orders

Variety of styles and sizes.

Laminating

Any size up to 11 x 17

24 hour turnaround time for all orders.

Resume Service

Resumes set up by:

Typing
Word Processing
Typesetting

Cover letters provided
Printing or High Quality Xeroxing
Matching envelopes

All resume orders 1 - 2 day turnaround time

The following is a condensed list of the services:

1. Xerox Copying
2. Xerox Color Copying
3. Xerox Oversized Copying Enlargements and Reductions
4. Word Processing
5. Typing
6. Typesetting
7. Printing
8. Binding
9. Rubber Stamps
10. Laminating
11. Resume Service

STATE OF CONNECTICUT

★ Thank You for Sharing Your Idea. ★

Please send your ideas to: *Employees' Suggestion Awards Program, 165 Capitol Ave., Hartford, 06115.***Interdepartment Message**SAVE TIME: *Handwritten messages are acceptable.*D-201 REV. 11/81 STATE OF CONNECTICUT
(Stock No. 6938-051-01)*Use carbon if you really need a copy. If typewritten, ignore faint lines.*

<i>To</i>	NAME Mr. William J. O'Dowd	TITLE Director of Student Center	DATE May 23, 1984
	AGENCY	ADDRESS	
<i>From</i>	NAME Mr. Daniel Martorella	TITLE Campus Fire Marshal	TELEPHONE Ext. 4365/4375
	AGENCY	ADDRESS	
SUBJECT Proposed Printing Facility			

I have reviewed your proposal to allocate space in the University Center for private printing services. Based upon your memorandum to Mr. Pederson dated April 12, 1984 the 200 ± square footage needed would not significantly affect fire code requirements. This proposed facility would have to be housed in an enclosed area such as an existing office. Any alterations and renovations shall be submitted to Physical Plant and finally to me for fire code approval and shall be in conformance with existing fire codes.

I am concerned about future expansion of services as this may alter occupant use and thus other fire codes may apply. Therefore any square footage increase or service expansion must be reported to me prior to vendor approval.

If you have any further questions please feel free to contact me.

cc: Chief Hasbrouck

★ EARN an Award for your Problem Solving! ★
Send your suggestion to: *Employees' Suggestion Awards Program, 165 Capitol Ave., Hartford, 06115.*

Interdepartment MessageSAVE TIME: *Handwritten messages are acceptable.**Use carbon if you really need a copy. If typewritten, ignore faint lines.*

SIG-201 REV. 7-79 STATE OF CONNECTICUT
(Book No. 6938-051-01)

To	NAME	TITLE	DATE
	William J. O'Dowd	Director	7/5/84
	AGENCY	ADDRESS	
	Student Center	USC 100	
From	NAME	TITLE	TELEPHONE
	Robert O'Brien	Associate Dean	4553
	AGENCY	ADDRESS	
	Administrative Affairs	EN 142	
SUBJECT			
Copy Center			

I wholeheartedly support the concept of a copy center to be located in the University Student Center for the personal use of students, faculty, and staff. I do not see it in anyway conflicting with the University Duplicating Department.

Sincerely,

Robert O'Brien

Exhibit G

M E M O

TO: William O'Dowd, Director of Student Center
FROM: John P. Mattia, Director of Public Affairs
DATE: July 6, 1984

RE: On-Campus Printing Service for SCSU Community

Your proposal to invite an outside vendor to provide on-campus printing service for students and faculty would be highly desirable for the University community.

For years, faculty with special, personal projects needing to be published have stopped by my office for advice on how to get the projects printed. We often have lamented as we found an off-campus printer for them that no such service for personal printing was available on campus. This proposal, if implemented, would thus be a great service to the University community.

JPM/n/3



A unit of The Connecticut State University

SOUTHERN CONNECTICUT STATE UNIVERSITY

501 Crescent Street • New Haven, Connecticut 06515

Telephone: 387-3462

May 8, 1984

Dean Pederson
Dean of Student Affairs

Dear Dean Pederson:

I would like to express my support and enthusiasm for the proposal to expand the University Student Center's Print Shop. I feel the services provided by a full time typist/typesetter are very desirable and would be both greatly appreciated and utilized by Southern Students. By having a professional company provide these services here on campus, students will save time and money, and still receive quality work.

Once again, let me express my support for this proposal and thank you for your consideration in this matter.

Sincerely,

Kathleen Clemens
President
Student Government '83-84

KC/dc

STATEMENT OF NEED FOR ON-CAMPUS PRINTING FACILITY

Southern Connecticut State University currently has the following student enrollment able to utilize the services of a professional printing facility:

6070 Full-time Undergraduates
1759 Part-time Undergraduates
596 Full-time Graduates
2303 Part-time Graduates

In addition, there are currently 825 faculty and staff members who would be available to utilize the services.

- A personal typing service is currently not available on campus.
- The campus duplicating service does not provide individual personal service for student, faculty or staff.