M E M O R A N D U M

TO: The Medgar Evers College Community

FROM: Ms. Goldene Lewis-Kelly, Finance Procurement Director

DATE: **July 1, 2013**

SUBJ: **Preventative Maintenance Service/Campus Copiers**

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Please be advised the CUNY-Wide Konica Minolta Services Contract expired. In the interim while the University rebid this service, Konica Minolta will provide preventative maintenance and repair services under the same terms and condition of the previous agreement for all campus Konica Minolta copiers and printers through June, 2014.

Before scheduling your maintenance and/or repair services, please ensure the machine is first assessed by the IT staff to eliminate any internal system failure that may have contributed to the machine malfunction.

Konica Minolta Bizhub Customer Care can be directly contacted at 1-800-456-5664 or by logging online to www.MyKMBS.com to place monthly preventative maintenance and repair service call(s).

The Following Machine(s) Information must be Provided:

Serial Number; Model; Location of Equipment; Name & Number of Contact Person; Description of Problem – Reason for the Service Call.

For the offices using Xerox copiers, printers and faxes with exception to the Reprographics Office systems, the Purchasing Office will engage Xerox Corporation on an as-need-basis. For this, all repair services request should be initiated with the completion and submission of a CUNYfirst requisition to the Purchasing Office for processing.

Please do not hesitate to contact the Purchasing staff on Ext: 6119/6121/6122/6923/6994 or by e-mail: mec.purchasing@mec.cuny.edu for additional assistance.

The Purchasing Office acknowledges and thanks the campus community for its continued support in the interest of the College.