Procurement Office

Cost $avings, Green Tips & Updates

Olga Bookas
Director of Purchasing

12/3/2014
Procurement Sustainability Subcommittee Members

Olga Bookas (Chair)         Christine Rodrigue
Jen Kleindienst               Lauren Davis
Liz Tinker                    Mary Kelly
Bill Nelligan                 Krishna Winston
Julie Bunce, W.B. Mason       Mark Almeida, Ricoh-USA
Rachel Earnhardt ‘17         Katie Darr ’17

* Interested in being on the Procurement Subcommittee? Contact Olga Bookas.
Procurement

http://www.wesleyan.edu/sustainability/index.html

Green Key Initiatives

- Effectively manage the University’s supplier base, maximize the quality and value of products and services
- Purchase environmentally friendly products
- Planning in advance and synchronize large purchases
- Reduce the cost for products and services
- Reduce administrative and processing costs by utilizing the P-Card
- Increase efficiency between Purchasing and All Departments
- Become more cost effective by collaborating with Procurement
Procurement

http://www.wesleyan.edu/sustainability/index.html

Green Tips

- Purchase refillable items
- Bring a coffee mug, plate and utensils
- Turn off lights when exiting a room
- Turn off equipment at the end of the day
- Replace light bulbs with CFL bulbs (compact florescent light)
- Reuse clips, rubber bands, inter-office envelopes and binders
Sustainable Initiatives

- W.B. Mason – Sole office supplies and furniture vendor
- We have switched over to using 30% recycled copy paper
- W.B. Mason delivers on campus 2 days a week
- The office supplies contract contains 65% more recycled items
- Replaced bottled water coolers with water filtration systems
- Requesting vendors to reduce the packaging on orders
- Promote double sided printing and copying to departments
- Buying locally-produced goods and services to reduce emissions
Office Supplies Contract with a sole vendor:

- 30% Recycled copy Paper
- Increased number of recycled products
- Toner Cartridges (we should consider using remanufactured toners)
- General office supplies
- Four Successful Vendor Shows
- Web training as needed
Standardized Office & Dorm Furniture Program:

- Dorm furniture
- Office seating
- Desks/workstations
- File cabinets
- Ergonomics Training
WESLEYAN UNIVERSITY
WELCOME KIT

12/3/2014
Campus-wide Bulk Purchases

- Food service items (plates, cups, flatware, napkins)
- Promo Items: T-Shirts, Water bottles, electronics
- Packing tape
- Exam books, Lab books
- Paper towels
- Post its (standardize on one kind)
- Paper clips (buy recycled)
- Manila folders & envelopes
Wesleyan University has partnered with ProShred Security for the destruction of confidential papers.

We believe this is the most efficient and secure way to ensure our information is secured.

Wesleyan has saved over 1,392 trees since 2007.

Thank you for pitching in!
Ricoh-USA

- Ricoh Copiers
  - 5 year Lease through December 2015
  - Dedicated Technicians
  - On-going Training
  - Cost Per Copy includes:
    - All maintenance, toner, developer, labor and staples
- Mark Almeida is our Account Executive
  - Cell (860) 306-6549
- Bob Morland is our dedicated technician
  - Cell (860) 234-0937
Executive Valet Parking

- Executive Valet Parking serving Bradley International Airport has become a preferred vendor for Wesleyan University. They have instituted a rate of $6.50 per day/$34.75 per week plus the applicable fees and state sales tax. Faculty, Staff, Alumni and Students can get the above rates. These rates are good for business and vacation travel.

- Steve Lepow will stop by and meet with some departments.
Local Restaurants

- **Mondo Restaurant**
  If you are looking to do a series of lunch orders with Mondo, they could offer 10 large assorted pizza's for $135.00 dollars. On any orders with less than 10 large pizza's they can offer a 10% discount. When placing a large order, please ask for Keith Vibert or any of his managers at 860 343-3300.

- **Papa John’s**
  Hemanta Thakur, the new owner from Papa John’s offers a 30% discount of the total bill. Their phone number is 860 346-7272. When placing an order, mentioned Wesleyan so you can get the above discounts. They do accept MasterCard.
Dupli Printing

- Business Cards
- Stationery (Letterhead, Envelopes, labels, Folders)
- Easy web ordering system conforming to the University's visual identity standards.
- Red & Black Folders with Wesleyan logo
- Michael Fowler is our Account Executive Rep Cell: 617 913-5301
- Email: mfowler@duplionline.com
## Hotel Rates

<table>
<thead>
<tr>
<th>Inn at Middletown</th>
<th>Crowne Plaza Cromwell</th>
<th>Sheraton Hartford South Hotel</th>
<th>Courtyard by Marriott Cromwell</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Becky Plaskett</td>
<td>Gina Molde</td>
<td>Brendan Saunders</td>
</tr>
<tr>
<td>860 854-6310</td>
<td>860 807-2457</td>
<td>(860) 257-6085</td>
<td>860 894-5009</td>
</tr>
<tr>
<td>Rates</td>
<td>Rates</td>
<td>Rates</td>
<td>Rates</td>
</tr>
<tr>
<td>$126 Wesleyan</td>
<td>$94 Wesleyan</td>
<td>$129 Sunday-Thursday</td>
<td>$97 Wesleyan</td>
</tr>
<tr>
<td>$109 Individual pay</td>
<td>$99 Friday &amp; Saturday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*These rates are subject to blackout dates*
### Limousine & Taxi Vendors

Below are the negotiated rates for Wesleyan with the four listed limo/taxi vendors:

<table>
<thead>
<tr>
<th>Destination from Middletown</th>
<th>Premier Limousine</th>
<th>Liberty Limousine</th>
<th>Executive 2000</th>
<th>Gateway Limousine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middletown</td>
<td>Reservation Desk</td>
<td>Michelle or Claudia</td>
<td>Reservation Desk</td>
<td>Reservation Desk</td>
</tr>
<tr>
<td></td>
<td>(860) 828-9111</td>
<td>(203) 235-3257</td>
<td>(860) 888-8888</td>
<td>(203) 753-5466</td>
</tr>
<tr>
<td>New Haven Train station</td>
<td>$101.46</td>
<td>$90.00</td>
<td>$64 ($59 with Coupon)</td>
<td>$90 *</td>
</tr>
<tr>
<td>Bradley</td>
<td>$101.46</td>
<td>$90.00</td>
<td>$71 ($64 with Coupon)</td>
<td>$90*</td>
</tr>
<tr>
<td>Boston Logan</td>
<td>$272.46</td>
<td>$225.00</td>
<td>$274.00</td>
<td>$250*</td>
</tr>
<tr>
<td>JFK</td>
<td>$215.46</td>
<td>$170.00</td>
<td>$260</td>
<td>$195*</td>
</tr>
<tr>
<td>Newark</td>
<td>$238.26</td>
<td>$190.00</td>
<td>$290</td>
<td>$230*</td>
</tr>
</tbody>
</table>

**Wesleyan Transportation** offers $70 for either New Haven Train Station or Bradley. If you are interested to obtain a quote for a field trip for your classes, please call Joe Martocci at x3788.
Corporate Class Rates for Wesleyan University

<table>
<thead>
<tr>
<th>Class</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>US</td>
</tr>
<tr>
<td>Compact</td>
<td>$34.00</td>
</tr>
<tr>
<td>Midsize</td>
<td>$35.00</td>
</tr>
<tr>
<td>Standard</td>
<td>$36.00</td>
</tr>
<tr>
<td>Full Size</td>
<td>$37.00</td>
</tr>
<tr>
<td>Premium</td>
<td>$53.00</td>
</tr>
<tr>
<td>Hybrid Sedan</td>
<td>n/a</td>
</tr>
<tr>
<td>Luxury, Minivan, Standard</td>
<td>$63.00</td>
</tr>
<tr>
<td>SUV</td>
<td>Full Size SUV</td>
</tr>
<tr>
<td>Full Size Van (12 or 15 passenger)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Standard/Full Size Pickup Truck</td>
<td>$55.00</td>
</tr>
<tr>
<td>Cargo Van</td>
<td>$55.00</td>
</tr>
</tbody>
</table>

Chris Schoelen at 860 897-4166 or email: Christopher.L.Schoelen@ehi.com
Current Procurement Sustainability Efforts

- Centralize purchasing decisions to increase savings and decrease waste
- Consolidation of vendors
- Coordinate large purchases with Purchasing (promo items, water bottles, T-shirts, electronics, furniture)
- Reduce consumption
- Planning in advance
Vendors Supporting Wesleyan’s Sustainable Goals

- FedEx
- United Rentals - Lifts
- WB Mason
- ProShred
- Dupli
- Enterprise Car Rentals

- Otis Elevator
- Utility Communications
- Home Depot
- EBP Supply Solutions

- Grainger – Industrial Supplies
- Lowe’s
- Barker Specialty – T-shirts & Jackets
- New England Woodcraft
- AAA Exterminators
How Procurement Can Assist You

- Save you time & money
- Sourcing Of Products & Services
- Request For Proposals (RFP)
- Negotiating With Suppliers
- Vendor Problems & Disputes
- Contracts
- University Wide Contracts
- Help Negotiating Your Contracts
- General Purchasing Questions

12/3/2014
Purchasing Goals

- Decrease the number of Purchase Orders
- Increase the number of P-Card transactions
- Negotiate Discounted Terms
- Negotiate and use Wesleyan’s Terms & Conditions
- Utilize existing State, MHEC and E&I contracts
Save the Date

Taste of Middletown
April 29, 2015
Total Cost Savings

EBP
Otis Elevator
FedEx
Dupli
WB Mason
New England Woodcraft
Grainger
Ricoh-USA
Pitney Bowes
Home Depot

$8,576,232
United Rentals
Utility Communications
Any Questions??

With your continued support, Wesleyan will strive to achieve great Savings!

Share your cost saving and sustainable Ideas with Purchasing

Obookas@wesleyan.edu  x2122

Thank you!!

12/3/2014