



## Purchasing News ~ November 2015



### Ricoh-USA

Bob Moreland, our dedicated copier technician for more than 10 years will be leaving Ricoh this Wednesday, November 4th. Bob will be missed by many of our staff for his enthusiasm, smiling face and copier expertise. We wish him all the best in his new position.

We would like to welcome **Susan Wheeler** who has been with Ricoh for over 23 years as a Technical Specialist in New Haven and Hartford area. Her certifications include Network + and Security +.

Bob or Mark will be visiting some of the departments to introduce Susan. Susan will be our valued technician and she will be on campus Monday through Friday from 8:30 am to 4:30 pm.

For faster service, you should always call 888 456-6457 located in front of the copier. Give them the copier ID and model # or go to [www.myricoh.com](http://www.myricoh.com) and order your toner on line.

In case of emergency, if you run out of toner, Susan will keep a small amount of toners here on campus. You may reach her at 860 234-0992 or email: [susan.wheeler@ricoh-usa.com](mailto:susan.wheeler@ricoh-usa.com) and ask her to bring you a toner. We appreciate everyone's cooperation for a smooth transition.

**Supplies** ~ the maintenance contract includes toner, staples, parts and labor. When placing a toner order, please do not ship it overnight because your department will incur a \$41 charge. If you have any questions, please email [obookas@wesleyan.edu](mailto:obookas@wesleyan.edu).

### \*\*NEW\*\* Specialty Underwriters (SU) partnership

Wesleyan University is proud to have recently partnered with Specialty Underwriters (SU), through a competitively won E&I contract. SU will be providing many of our departments an opportunity for guaranteed savings on your current equipment maintenance agreements and service contracts. SU has over 30 years of experience in Equipment Maintenance management. SU has successfully partnered with many Institutions such as Harvard, Yale and Howard Hughes Medical Institute to transfer expensive maintenance contracts from original equipment manufacturers (OEMs) like GE Healthcare, Philips, and IBM to SU. Our partners continue to have equipment serviced by their chosen vendors, but with a substantial cost and time savings. [Attached](#) is an equipment list.

We encourage you to take the time to meet and learn a bit more about how SU can offer substantial savings while maintaining, improving, and monitoring service levels. If your department would like to secure a time to meet, please contact SU's representative Eric Broich at [ebroich@su-group.com](mailto:ebroich@su-group.com) or (651)214-0241. For more information, email Olga Bookas at [obookas@wesleyan.edu](mailto:obookas@wesleyan.edu)

### Enterprise ~ New contacts

Dan Wilson is our new Sales Executive. You may reach Dan at 860 961-6732 or email: [Daniel.J.Wilson@ehi.com](mailto:Daniel.J.Wilson@ehi.com). As a reminder, there are two contracts numbers: **Business CID: XZ48457** and **Leisure CID: XZ48458**.

We are pleased to have Phil Eininger return as the local Branch Manager. You may contact Phil at (860) 346-8454 #4 or email: [philip.j.eininger@ehi.com](mailto:philip.j.eininger@ehi.com)

### Crowne Plaza Cromwell

Wesleyan University has a \$104 overnight room rate at the hotel for the 2015-2016 school year. They also offer a complimentary shuttle for individual guests, based on availability and advance notice. For more information you may contact Becky Plaskett at 860 807-2454 or email: [bplaskett@innercirclehotels.com](mailto:bplaskett@innercirclehotels.com)