

Purchasing and Procurement News

Thank you for yet another successful and safe semester!

The Purchasing Office would like to thank the Wesleyan community for all their hard work and dedication in keeping our campus and community safe for another semester! We would like to let you know that the Purchasing Office is continuously working to support the Wesleyan community with negotiations and contracts as always. If anyone needs support in negotiating contract new or renewals, please reach out to Olga Bookas at obookas@wesleyan.edu.

W.B. Mason and Year-End Furniture Purchase

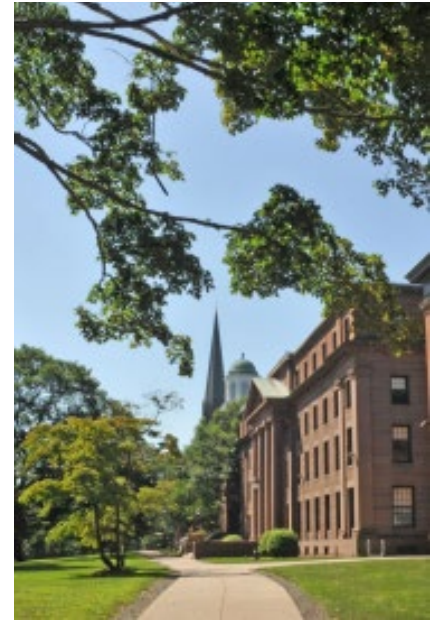
As year-end is quickly approaching, please keep in mind that furniture orders needed to have been ordered in WB Mason by Monday, April 26, 2021. The furniture lead time is 4-10 weeks, depending on product lines. **All deliveries, including office supplies, must be received by Monday, June 25, 2021 to be charged to FY21.**

Uploading contracts to OneSource

Wesleyan University uses OneSource, a centralized eProcurement system, to allow the faculty and staff to purchase goods and services on behalf of the institution. The platform offers a “Contracts” module that brings all contracts into one searchable repository. We encourage those long terms contracts to be upload into the OneSource system for easier access, management and tracking. For now, email them to Olga Bookas to upload. We will offer training in the future along with a video tutorial.

CTW OneSource Virtual Trainings Available

The Finance Office is currently offering virtual training sessions for CTW OneSource, our centralized eProcurement system by Unimarket. You can check out the available training date and times and register for a training session under Success at Wes available through your WesPortal or by emailing Olga at obookas@wesleyan.edu.



The Finance Office has authority for the Purchasing & Procurement functions for Wesleyan University. We are responsible for managing the procurement tools and processes on a University-wide basis, including negotiations, contracts and legal agreements associated with the acquisition of goods and services that support Wesleyan's educational, research and community support initiatives.

We encourage you to use the services provided to ensure that you are receiving the best products, services and prices.

Olga Bookas
Director of Purchasing

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Middletown, CT 06457



Help our environment!
Buy green!

Transportation Rates for 2021

Destination from Middletown	Liberty Limousine	Gateway Limousine	Hy's Limousine	Premier Limousine	Executive 2000
New Haven Train Station	\$138	\$134.20	\$99.00	Waiting for rates	Waiting for rates
Bradley	\$138	\$134.20	\$159.00		
Boston Logan	\$361	\$328.70	\$339.00		
JFK/LGA	\$293	\$279.30	\$339.00		
Newark (EWR)	\$322	\$336.30	\$399.00		
Contact	April Nadeau	Reservation Desk	Reservation Desk	(860) 828-9111	Reservation Desk
Phone	(203) 235-3257	(203) 753-5466	(800) 255-5466	info@premierlimo.com	(860) 888-8888
Reservation Request	info@libertylimousine.com	info@gatewaylimos.com		Airport parking not included	*Gratuity not included
Other Info	Please note that these are Sedan rates, and are all-inclusive. Driver gratuity, sales tax (if applicable) and tolls are included. If there is a pick up, the following parking fees are in effect. BDL \$5 JFK/LGA/BOS \$10	Toll rates for New York and JFK/LGA and Newark are going to add a drop off and pick of fee of \$2.50/trip. These additional costs are not included currently but will be once increases go into effect.			<u>If drivers refuse credit card, contact e2kameenah@gmail.com</u>

Please note that Wesleyan's Transportation Services Department offers a full line of transportation and shuttle services for departments and agencies of the university and we encourage checking their rates and ride options first.

It is the same price for BDL and NH. Which is \$ 70 one way. They do not go to Logan, Newark, or JFK. You can book reservations through Joe Martocci's office. For funded trips, you must use a Smartkey number. Use [this link](#) to see the shuttle dates and purchase tickets.

Hotel Rates for 2021

	Inn at Middletown	Springhill Suites Hartford Cromwell	Sheraton Hartford South Hotel	Courtyard by Marriott Cromwell
Contact	Beth Pruchnic	Jordan Smith	Gina Molde	Brendan Saunders
Phone Number	(860) 854-6310	(860) 894-7200	(860) 257-6047	(860) 894-5006
Wesleyan Rate	\$139 (4 or less rooms)	\$94	\$109	\$99 (Staff & Departments)
Individual Rate			\$149.00 - \$189.00	15% discount off of rate for visitors, parents, and alumni
Other Info	5 or more rooms is a separate group rate; depends on availability	All-Suite hotel. We include complimentary breakfast, Wi-Fi, and parking. All of our rooms are also equipped with refrigerators. Microwaves and trundle beds.	Groups of 10 or more peak night, sports teams, and special event dates (Commencement, Alumni Weekend) handled separately	All of our rooms include mini refrigerators and microwaves Complimentary Wi-Fi and all public spaces. Onsite Bistro Café & Lounge serving breakfast, dinner and adult beverages.