



Purchasing News ~ September 2013



WB Mason – Price Increases

On Monday, September 16th WB Mason will be increasing the pricing on some general office supply items such as coffee and paper. The general office supply items vary regarding the increase amount. Coffee will be increased by \$0.25 per carton of 24 and paper will be increased by \$1.00 per carton for the 30% recycled CAS054901.

In order to help the University absorb as little of the increases as possible, WB Mason is adding 214 items to our **Swap and Save Program**. As a reminder, the Swap and Save program occurs when you order an item on the Internet that has a less expensive alternative with the same fit, form and function. At the time of order you have the ability to choose the “swap” item to realize the savings. WB Mason does have a swap for the 30% recycled paper CAS054901; the swap part number is UNV20030 for a saving of \$1.17 per carton of paper. Please try to choose as many “swaps” as possible to ensure you are utilizing your budget dollars to the fullest extent. Please contact Olga Bookas or Julie Bunce at Julie.bunce@wbmason.com with any questions.

WB Mason ~Water Filtration and Coffee Machine Repairs

For assistance with any issues regarding water filtration or coffee units, please email Coffee Service at Coffee.Service@wbmason.com and complete the highlighted items:

Account number: C1130690

Account name: Wesleyan University

Full street address:

Contact name and number:

Hours of operation:

Type of machine if known:

Issue with machine:

The water filters have been already changed in July. Our Sales Rep is Julie Bunce and her email is: julie.bunce@wbmason.com

Training in Usdan Room 108 ~ WB Mason & Dupli

Julie Bunce from WB Mason will be offering a half an hour Internet training for office supplies on **Wednesday, October 2, 2013 at 9:15 – 9:45 am**. Afterwards, Mike Fowler from Dupli will be offering training for ordering stationery from **10:00 – 11:00 am**.

Dupli Envelope and Graphics

Dupli is our preferred vendor for Wesleyan’s stationery needs. Dupli’s website may be accessed via a link from Wesleyan’s Purchasing website <http://www.wesleyan.edu/finance/financeDept/purchase/index.html>.



In the **Ancillary Products** tab we have **Presentation Folders - Black color with Silver Embossing**.

Below are the two contact persons at Dupli:

Mike Fowler

Account Executive

mfowler@duplionline.com

(617) 913-5301

Christina Huebner

Customer Service Representative

saustin@duplionline.com

800-724-2477 ext. 7203

If you have any questions regarding the stationary provider, please feel free to contact Olga Bookas at x2122. If you have technical questions relating to the Wesleyan logo or new products, please contact Dena Matthews, Publication Production Manager, at x2114.

Executive Valet Parking ~ Olga Bookas has special cards

Executive Valet Parking serving Bradley International Airport has become a preferred vendor for Wesleyan University. They have instituted a rate of **\$5.95 per day/\$29.75** per week plus the applicable fees and state sales tax for Wesleyan University Faculty, Staff, Alumni and Students. These rates are good for business and vacation travel. Executive Valet Parking moved to a new state of the art 5 Star location at 1186 South Street (Route 75) on the Windsor Locks/Suffield line. Recently they were named 1st Runner up in Best of Hartford Magazine 2012 voting for Airport Valet Parking. Executive Valet Parking is known for their friendly staff that is tops in customer service. At their new location they offer the following services:

- Open 24 Hours – 7 Days a Week
- Roundtrip on demand shuttle to/from the terminal
- Guaranteed Parking Space for Wesleyan employees
- Express Checkout
- Frequent Parker Express Club
- Electric Vehicle Charging Stations
- Snow Removed/Car Warmed in Winter and Cooled in the Summer
- Fully Secured parking lot patrolled 24 hours a day
- Luggage Assistance
- Extra wide parking spaces to prevent dings in your car
- Car Washes, Auto Detailing and Oil changes available at extra cost

Join the Frequent Parker Program and earn points for each paid day you park and earn FREE PARKING and Car Care Services.

Check our website: <http://www.wesleyan.edu/finance/financeDept/purchase/>



Copiers ~ Ricoh USA

As a reminder, please review and follow the directions when placing a service call or order supplies (toner/staples): go to www.myricoh.com and register as a user. Register using your email address. Then you will be able to link the machine(s) you are responsible for your account. If you are already registered, you would log in using your email address and password. On the left hand side of the page, click on either service requests or order supplies. Choose the machine you have linked to your account.

To avoid any delays, a good process in receiving your toner on time is to place an order when you replace the old toner and include your name, department and address. **Do not order toner Next Day Air, as your department will be charged \$44.** Therefore, if you need toner for *emergency* purposes only, you may contact Bob Moreland at 860 234-0937. Bob keeps a small inventory on campus.

Toner Scam: Over the summer, we have had many departments informing Purchasing that they had received calls asking them to purchase toners. The toner, staples, parts and labor are included in the cost per click including shipping costs. Please **do not** accept toner from anyone as you will be responsible to pay.

If you need assistance on how to place an order or have issues with service calls, please contact Mark Almeida at (860) 368-6546.

Executive 2000 Taxi

Executive 2000 Taxi is offering discounted coupons to Wesleyan's faculty, staff and students. The discounts are as follows:

\$7.00 (to/from Bradley Airport),
or \$5.00 (to/from New Haven Train Station),
or \$2.00 (any other ride)

If you would like to receive these discounted coupons off their regular pricing, please contact Olga Bookas at x2122.

