



Purchasing News ~ August 2017 ~



W.B. Mason ~ Filter Change & Grounds to Grow On Reminder

Through the month of July, Randy Miller from W.B. Mason visited each department to replace filters in plumbed Keurig coffee machines and water coolers. He marked the date of change on the label attached to each Keurig machine and water cooler so that everyone knows the due date.

On behalf of the University, we would like to thank Randy and W.B. Mason for their effort to keep our drinking water and coffees fresh and clean.

As a reminder, for assistance with any issues regarding water filtration or coffee units, please email Coffee Service at Coffee.Service@wbmason.com (copy our Sales Rep Julie Bunce at julie.bunce@wbmason.com) and provide the following information:

Smart key code:

Account name: Wesleyan University

Full street address and floor number:

City and state:

Contact name and number:

Hours of operation:

Type of machine:

Issue with machine:

Please also include city and state in the subject line of your email

If your department's water cooler is out of order and would like to purchase a new unit, the Purchasing Department has established a negotiated pricing for the OASIS water cooler at \$243 per unit, including a 3-year warranty. Your department will be responsible for the cost of the unit, but the Finance Office will pay for the annual filter change cost of \$50. To make a purchase, please contact Julie Bunce at julie.bunce@wbmason.com and **pay with your p-card**.

Since June, Wesleyan University has been participating in a K-cup recycling program called **Grounds to Grow On**. Thanks to the collaborative effort of W.B. Mason, Purchasing Department and Sustainability Office, many departments have placed a **FREE** K-cup collecting bin in their kitchens. If your department does not have a collecting bin yet, and would like to help our campus kitchen spaces be more green and sustainable, please see [attached](#) document for instruction on how to receive a **FREE** collecting bin.

Courtyard by Marriott, Cromwell ~ Discount Package

Pamela Moan from Courtyard by Marriott at Cromwell would like to offer a special discount package, **Explore Wesleyan** to Wesleyan parents and employees. **The Explore Wesleyan Package** includes: spacious accommodations in-room fridge and microwave, free parking, free WiFi, daily breakfast for 2 in the Courtyard Bistro, \$20 to the bookstore at Wesleyan University, Wesleyan welcome gift upon arrive, and a map of Wesleyan University campus. Please see [attachment](#) for details on how you can receive the offer.

Enterprise ~ New Assistant Manager

Enterprise has a new Assistant Manager, Dakota Sobiech at the Middletown branch. Dakota will be working with Brandon Conti the Branch Manager and Dan Wilson the Sales Rep. She can be reached via email at Dakotah.L.Sobiech@ehi.com and via phone at [860-346-8454 X 4](tel:860-346-8454). Wesleyan would like to congratulate her new position at Enterprise and hope to work with her soon.

