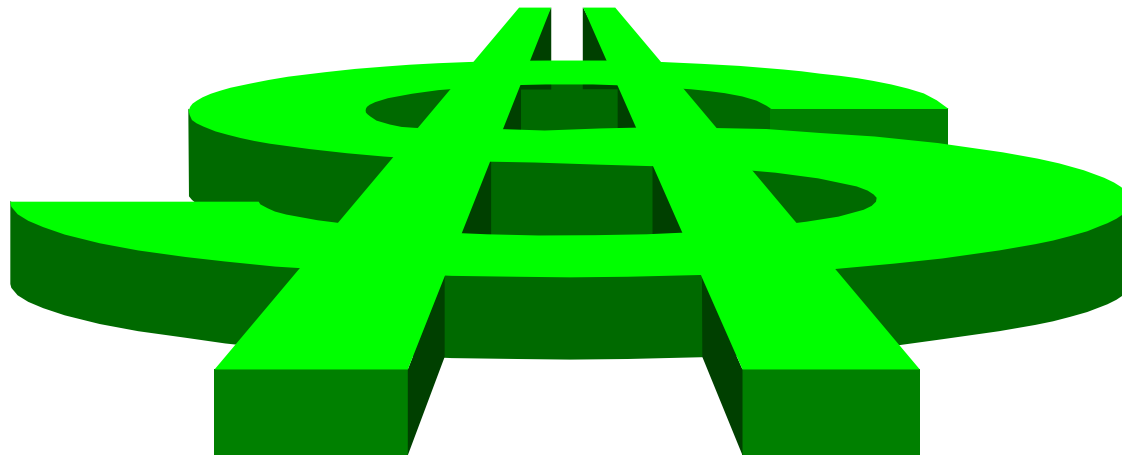


Procurement Office

Cost Savings, 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

WB Mason Office Products

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



WB Mason Furniture

Standardized Office & Dorm Furniture Program:

- Dorm furniture
- Office seating
- Desks/workstations
- File cabinets
- Ergonomics Training



WESLEYAN UNIVERSITY WELCOME KIT



Campus-wide Bulk Purchases

- Food service items (plates, cups, flatware, napkins)
- Promo Items: T-Shirts, Water bottles, electronics
- Packing tap
- Exam books, Lab books
- Paper towels
- Post its (standardize on one kind)
- Paper clips (buy recycled)
- Manila folders & envelopes

ProShred

- 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.

Locked Executive console



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

Ricoh



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.



12/3/2014

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.

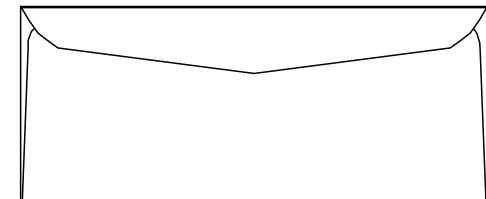
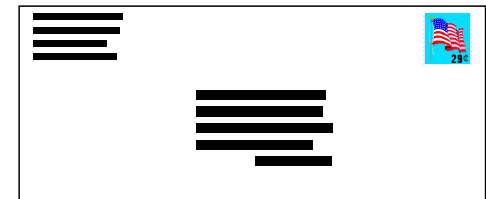
Dupli Printing

- 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

WESLEYAN
UNIVERSITY



Name
Title
Title II
Office/Department
Address 1, Address 2
Middletown, Connecticut Zip Code
000 000 0000 fax: 000 000 0000
e-mail: xxx@wesleyan.edu



Hotel Rates

Inn at Middletown	Crowne Plaza Cromwell	Sheraton Hartford South Hotel	Courtyard by Marriott Cromwell
Beth Pruchnic	Becky Plaskett	Gina Molde	Brendan Saunders
860 854-6310	860 807-2457	(860) 257-6085	860 894-5009
Rates	Rates	Rates	Rates
\$126 Wesleyan	\$94 Wesleyan	\$129 Sunday-Thursday	\$97 Wesleyan
	\$109 Individual pay	\$99 Friday & Saturday	

*These rates are subject to blackout dates

Limousine & Taxi

Limousine & Taxi Vendors

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

Destination from Middletown	Premier Limousine	Liberty Limousine	Executive 2000	Gateway Limousine
	Reservation Desk (860) 828-9111	Michelle or Claudia (203) 235-3257	Reservation Desk (860) 888-8888	Reservation Desk (203) 753-5466
New Haven Train station	\$101.46	\$90.00	\$64 (\$59 with Coupon)	\$90 *
Bradley	\$101.46	\$90.00	\$71 (\$64 with Coupon)	\$90*
Boston Logan	\$272.46	\$225.00	\$274.00	\$250*
JFK	\$215.46	\$170.00	\$260	\$195*
Newark	\$238.26	\$190.00	\$290	\$230*
Line reservation requests:	infor@premierlimo.com	info@libertylimousine.com	exec2000@executive2000taxi.net	info@gatewaylimos.com

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.

Enterprise Car Rentals

BUSINESS CID: XZ48457 ~ LEISURE CID: XZ48458

CORPORATE CLASS RATES FOR WESLEYAN UNIVERSITY

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

Class	Rates	
	US	CT, VT, ME, MA, RI, NH
Compact	\$34.00	\$30.75
Midsized	\$35.00	\$33.00
Standard	\$36.00	\$34.00
Full Size	\$37.00	\$35.00
Premium	\$53.00	\$51.00
Hybrid Sedan	n/a	\$39.00
Luxury, Minivan, Standard SUV	\$63.00	\$61.00
Full Size SUV	\$88.00	\$86.00
Full Size Van (12 or 15 passenger)	\$100.00	\$98.00
Standard/Full Size Pickup Truck	\$55.00	\$53.00
Cargo Van	\$55.00	\$53.00

12/3/2014

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

Preferred Suppliers

- 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

P-Card

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



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



12/3/2014

Total Cost Savings

EBP

Otis
Elevator

FedEx

Dupli

WB Mason

New England Woodcraft

Pitney Bowes

Ricoh-USA

Grainger

Home Depot

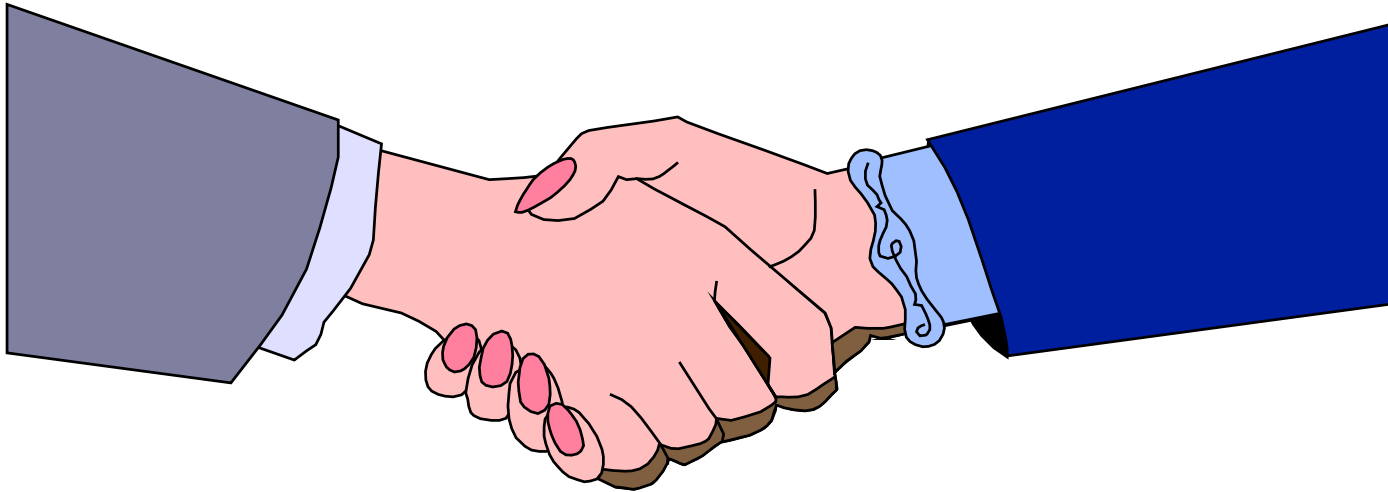
\$8,576,232

United
Rentals

Utility Communications

Any Questions??

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



Share your cost **\$aving** and sustainable Ideas with Purchasing
Obookas@wesleyan.edu **x2122**

Thank you!!