

Purchasing News ~ November 2016



WB Mason ~ Contract Renewal

The Purchasing Office is pleased to announce that it has awarded the Office Supply Program to **WB Mason**. The new contract will be in place by **November 7, 2016**, with the updated pricing of more than 1000+ contract items. Please purchase contracted items whenever possible. These items are where you will find the most savings.

Over this past summer, Wesleyan University accepted competitive bids from four vendors for the Office Supply Program. The bid process was extensive, but was necessary to ensure that the University would have a program that represents our future goals and provide the best overall value. Price was not the only factor in determining the successful vendor. Other factors that were evaluated were customer service, delivery, sustainability initiatives and the ability to partner within other product areas.

We have also successfully negotiated and lowered the prices for 30% and 50% recycled paper. Because of this price reduction, we encourage departments to purchase and make the change from 30% to 50% recycled paper.

The Purchasing Office and WB Mason welcome your feedback to improve our already successful partnership. You may contact our primary contacts with any questions:

Jerry Ranando – jerry.ranando@wbmason.com ~ Customer Service

Julie Bunce- Julie.bunce@wbmason.com ~ Sales Executive

****Personal Purchases****

If you would like to use Wesleyan's WB Mason account to order coffee and snacks for home or the classroom, please email Julie Bunce to create a personal purchase account. Email Julie at julie.bunce@wbmason.com. Provide your Wesleyan shipping address. All purchases **must** be paid for with your personal credit card.



Dupli ~ Stationery Vendor

Please contact Shannon Adams and copy Mike Fowler when you need to make changes to your **Dupli account**. Changes can consist of new user additions or deletions, address changes, or smartkey code updates. **You do not need to include Purchasing in any of these changes.** By reaching out to Dupli directly your changes will be addressed immediately.

Shannon Adams – sadams@duplionline.com 315-234-7227 Ext. 6761

Mike Fowler – mfowler@duplionline.com cell 617 913-5301

Happy Thanksgiving!