



Purchasing and Procurement News

The Purchasing Office remains dedicated to supporting the Wesleyan community through negotiations and contract management. If you need assistance, feel free to contact:

Olga Bookas: obookas@wesleyan.edu | (860) 685-2122

Catherine Kost: ckost@wesleyan.edu | (860) 685-2131

Workday

- All resources for Workday are located at [WesPortal/Workday](#).
- When purchasing copier paper, remember to use **Cost Center CC1360**.
- Please remember to receive your orders in Workday!
- New to Wesleyan? Need help? Stuck? Feel free to book a meeting with [Catherine Kost](#). Or sign up for a [OneSource class](#).

Upcoming Shredding Dates with VitalShred

Please note the next 4 shredding dates are:

Friday, February 20

Friday, March 20

Friday April 17

Friday May 15

Rep:

Mathew Hennessey

(M) 203-303-8500 Ext.2143

shred-bdl@vitalshred.com

Enterprise Truck Rental

As we kick off the second semester, we know logistics can get heavy. To help keep campus operations running smoothly, we've streamlined our partnership for truck rentals.

- **Convenience:** Our primary partner is located nearby in East Hartford.
- **Door-to-Door:** Need the vehicle brought to you? Delivery options are available upon request.
- Please see next pages for more information



Rep:

Zach Pietras

413-374-0297

Zachary.f.pietras@ehi.com



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.

Olga Bookas

Director of Purchasing

Phone: (860) 685-2122

obookas@wesleyan.edu

Click [here](#) to book a meeting.

Catherine Kost

Assoc Director of Purchasing

Phone: (860) 685-2131

ckost@wesleyan.edu

Click [here](#) to book a meeting.

55 High Street
Middletown, CT 06459

Buy green!

The Enterprise Way

Big or small. We rent them all.

16' Box Trucks

- 14,500 lb. GVWR
- Tuck-away lift gates
- Diesel engines
- Wood tie-slats/e-track
- Automatic transmissions
- 3-person seating
- Air-conditioned
- Power steering/brakes



Flat Bed Trucks

- 1 ton
- Crew Cabs
- 9' bed
- 4-wheel drive available
- Gooseneck hitch available
- Automatic transmissions
- Air-conditioned



High Roof Cargo Vans

- 1/2 - 1 ton vans
- 3,000 - 4,000 lb. payload
- Automatic transmissions
- Rear 50/50 split French doors with 243 degree rear opening



Pickup Trucks

- 1/2 - 1 ton
- 8,600 - 12,500 lb. GVWR
- 6.5' - 8' beds
- Extended or crew cabs
- 2- or 4-wheel drive
- Gas & diesel engines
- Towing capable
- Gooseneck hitch available
- Automatic transmissions
- 3 - 6 person seating
- Air-conditioned



26' Box Trucks

- 26,000 lb. GVWR
- Tuck-away lift gates
- Dock high
- Wood tie-slats/e-track
- Automatic transmissions
- 3-person seating
- Air-conditioned cabs
- Driver air-ride seats

Parcel Vans

- 12' - 15' length
- Wood tie slats/e-track
- Ramps and lift gates available

24' Stakebeds

- 26,000 lb. GVWR
- Tuck-away lift gates
- Dock high
- Removable sides
- Winches/load straps
- Automatic transmissions
- 3-person seating
- Air-conditioned
- Driver air-ride seats

Cargo Vans

- 1/2 - 1 ton extended length
- Bulkheads available
- Gas engines
- Extended lengths available

Compact Cargo Vans

- 1,850 lbs. payload
- Automatic transmissions
- Power steering/brakes
- Air-conditioned

	SIPP CODE	VEHICLE CLASS	DAILY RATES	WEEKLY RATES	MONTHLY RATES	MILEAGE CHARGES	DAILY MILEAGE INCLUDED	WEEKLY MILEAGE INCLUDED	MONTHLY MILEAGE INCLUDED
	DBOX	16' Box	\$90.68	\$480.50	\$2,078.00	\$0.14	0	0	0
	EBOX	20' Box	\$96.19	\$507.50	\$2,195.00	\$0.14	0	0	0
	FBOX	24' Box	\$96.19	\$507.50	\$2,195.00	\$0.14	0	0	0
	GBOX	26' Box	\$101.70	\$535.50	\$2,316.00	\$0.14	0	0	0
LIGHT DUTY	OPAR	¾ ton-ton P/up 2wd	\$79.65	\$425.50	\$1,839.00	\$0.14	150	750	3,000
	OQAR	¾ ton P/up 4wd	\$85.16	\$452.50	\$1,956.00	\$0.14	150	750	3,000
	OQBD	¾ ton Diesel P/up 4wd	\$90.41	\$479.50	\$2,073.00	\$0.14	150	750	3,000
	UPAR	1 ton P/up 2wd	\$90.68	\$480.50	\$2,078.00	\$0.14	150	750	3,000
	UQAR	1 ton P/up 4wd	\$96.19	\$507.50	\$2,195.00	\$0.14	150	750	3,000
	UQBD	1 ton Diesel P/up 4wd	\$101.44	\$534.50	\$2,312.00	\$0.14	150	750	3,000
	BCUT	12' Cutaway	\$77.45	\$414.50	\$1,792.00	\$0.14	0	0	0
	DCUG	15' Cutaway with Gate	\$93.20	\$493.50	\$2,134.00	\$0.14	0	0	0
	DCUT	14-15' Cutaway	\$82.96	\$441.50	\$1,909.00	\$0.14	0	0	0
	BSTK	12'-14' Stakebed	\$101.70	\$535.50	\$2,316.00	\$0.14	0	0	0
	CSTK	Stake Class 4/5 Conv	\$101.70	\$535.50	\$2,316.00	\$0.14	0	0	0
	DSTK	15-16' Stakebed	\$101.70	\$535.50	\$2,316.00	\$0.14	0	0	0
	FSTK	24' Stakebed	\$112.73	\$590.50	\$2,554.00	\$0.14	0	0	0
	GSTK	26' Stakebed	\$112.73	\$590.50	\$2,554.00	\$0.14	0	0	0
LIGHT DUTY	SKAR	Cargo Van	\$71.93	\$445.50	\$1,807.00	\$0.14	150	750	3,000
	RKAR	HD Cargo Van	\$71.93	\$445.50	\$1,807.00	\$0.14	150	750	3,000
	GKAR	HD XL Cargo Van	\$76.50	\$472.50	\$1,917.00	\$0.14	150	750	3,000
	UKAR	High-top Cargo	\$81.75	\$504.50	\$2,043.00	\$0.14	150	750	3,000
	JKAR	Mini Cargo Van	\$69.15	\$428.50	\$1,741.00	\$0.14	150	750	3,000
	SPAR	½ ton P/up Standard	\$85.16	\$524.50	\$2,125.00	\$0.14	150	750	3,000
	PPAR	½ ton P/up Full Size	\$90.68	\$557.50	\$2,257.00	\$0.14	150	750	3,000

City Surcharges

\$6.50: Alaska, Arizona, Atlanta, Baltimore, Boston, Dallas, Houston, Jacksonville, Mid Pennsylvania, Nevada, New Orleans, North Carolina, North Texas, Northern Ohio, Oregon, Orlando, Philadelphia, Pittsburgh, Rhode Island, San Francisco, Sothern New England, St Louis, Tampa, Washington DC, Washington State

\$10.50: Chicago, Southern California, South Florida

\$15.00: State of Hawaii

\$16.50: Commonwealth of Puerto Rico

\$24.50: State of NY (unless otherwise indicated); NY/CT/NJ Metro including Westchester, Islip, Stamford & Jersey City

\$28.50: NYC Boroughs (Bronx, Brooklyn, Manhattan, Queens & Staten Island)

Terms & Conditions

Daily Rates: Based on a 24-hour billing cycle. For Standard Cargo Vans (exclusive of High Roof and specialty Cargo Vans) and ½ Ton Pick-up Trucks, the weekly rate will be calculated at **6** times the daily rate; for rentals of twenty-four through thirty-one consecutive days, the rate will be a monthly rate calculated at **4** times the weekly rate. For all other truck vehicle classes, the weekly rate will be calculated at **5** times the daily rate; for rentals of twenty-four through thirty-one consecutive days, the rate will be a monthly rate calculated at **4.333** times the weekly rate.

Mileage Charges: Base Rental Charges for rentals in the U.S. include free miles as set forth above. Any additional miles will be charged at the rate set forth above.

Inspection: Customer agrees to require its Eligible Renters to perform daily visual inspections on rental vehicles including but not limited to the inspection of headlights, running lights, brake lights, and turn signals, the identification and notation of damages and the checking and maintenance of all fluid levels and manufacturer recommended tire pressure. See Agreement for full details.

Maintenance: Upon three (3) days' prior notification from EAN or an Affiliate, Customer agrees to make themselves and each vehicle available for the purposes of inspection and/or maintenance every thirty (30) days. See Agreement for full details.

Age Requirements: Customer shall be age 25 or older in order to rent any vehicles not considered "Light Duty" by EAN. Customer shall be age 21 or older to be eligible for Driver Protection Products.

Exclusions: Rates do not include applicable taxes, surcharges, refueling, one-way, drop-off, delivery, pickup, mileage, youthful driver or additional driver charges; or, except as set forth below, any optional products or services such as damage waiver ("DW"), or liability protection ("LP").

Protection Products: Damage Waiver includes DW (\$1,000 deductible); Liability includes Split Limits of 100/300/50.