



VIRGINIA POLYTECHNIC INSTITUTE
AND STATE UNIVERSITY

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Memorandum for Deans, Directors and Department Heads

From: Tom Kaloupek, Director of Materials Management

Subj: Contract Information

This information is of interest to business travelers and persons within your organization who order office supplies, tools, and small industrial items. Please distribute this notice to those people.

Destination Car and Van Rental. Business travelers going by air can make advance reservations for car and van rentals at their destination at discounted, corporate account rates through Enterprise Car Rental. Enterprise has extended their reservation system to the university because of our local contract with them. The Enterprise reservations system allows for discounted reservations to be made at airports and cities throughout the US. To access the reservations system with Virginia Tech discounts, use this web-link:

http://www.enterprise.com/car_rental/deeplinkmap.do?cust=D82996.

This web-link may be found by accessing the following sequence: Purch.vt.edu/Information for Departments/Virginia Tech contracts/Vehicle Rental Contract.

Tools, Batteries and Small Industrial Equipment. A new contract is available with W. W. Grainger, Inc. This contract provides discounted prices for tools, motors, batteries and small industrial equipment for all Virginia Tech account holders. The following web-link provides further information:

http://www.grainger.com/Grainger/static.jsp?page=fos_virginia.html&1=DM2=0903-0103=454=X5=712

This web-link may be found by accessing the following sequence: Purch.vt.edu/Information for Departments/State Contracts/ Industrial Supplies, Tools, Motors and Batteries.

Office Supplies. Boise Cascade Office Supplies is the Virginia Tech prime contractor in this commodity area. They offer deep discounts from their entire product offering. Their 2004 catalog is now being distributed directly to campus account holders. You can also reference pricing and product information on-line at this address:

<http://www.boiseoffice.com/microsite/virginiatech/>.

Price comparison studies indicate that if your department is ordering office supplies from any other company, you are paying too much. We invite you to make your own price comparison.

Boise Cascade is organizing an on-campus vendor exhibit to be held in the Donaldson Brown Hotel and Conference Center on March 4th. So if you are not familiar with Boise Cascade, this will be an opportunity to learn more about their capabilities to serve you.

Cost per Copy Program. Earlier this year, a program was introduced to offer copiers on a cost-per-copy basis as an alternative to owning or leasing a copy machine. This program is being coordinated for the campus by Printing Services. We are pleased to advise that the program has been highly successful. Approximately 180 copy machines have been converted to the program this year. The rapid program growth has also lead to the necessity to change contractors. The new contractor is Konica Minolta Business Systems. Going forward, Minolta machines will be provided.

There will be a phase-out/phase in of machines between the old and new contractors. Printing Services will coordinate this effort. We do not anticipate any significant disruption to service levels.

For further information, please contact Danny Suroski at Printing Services (ph: 1-1622) or Angie Bland at Purchasing (mccoya@vt.edu; ph: 1-5240)