Dear colleagues,

After a successful trial period that involved many departments across campus, I am pleased to announce that Colgate has entered into a three-year exclusive-provider contract with the office supply company W.B. Mason, effective July 1.

As described Campus Distributions sent in April and May, W.B. Mason offered the most favorable pricing for a three-year commitment after bids were extended to Staples, Office Max, W.B. Mason, and a few smaller vendors. As you also may recall, the decision to seek greater purchasing efficiency in the area of office supplies was precipitated by the New York Six Consortium — which includes Colgate, Hamilton, Union, Skidmore, St. Lawrence and Hobart William Smith.

During the trial period, 58 individuals representing 48 Colgate departments registered with W.B. Mason and began ordering through the company’s website. Users reported that they found the ordering process easy and intuitive, and the next-day delivery service reliable. A few concerns were expressed about the lack of breadth in some areas of supplies; however, the company responded quickly and will be able to stock the vast majority of supplies typically ordered at Colgate.

Under the terms of the office supply contract, W.B. Mason will provide the following:

- Desktop delivery to campus
- Next day delivery on orders placed by 5:00 pm
- No minimum-order requirement
- No restocking charge
- Consideration of sustainable purchasing practices

We are now in the final planning stages of this transition. W.B. Mason is of course eager to work with Colgate on new orders, and on converting any information that is stored with Staples or Office Max. When ordering online at the company’s website, first-time users should enter their Colgate email address as the username. The initial password is WB2013, which can be changed once you are in the site.

All transitions require creating new habits, and we appreciate your efforts to do so. We also appreciate your ongoing effort to be cost-conscious, and to bundle orders as best you can to reduce duplicative delivery trips to campus and control carbon emissions.

Please contact the purchasing department for more information, or for help with any questions or concerns you may have relative to this change.