

Most of the Washington University community is aware of the work that began late last year to identify opportunities to reduce costs throughout our enterprise. The purpose of this communique is to announce the next contract related to our Expense Reduction Initiative, following the successful launch in December 2012 of the new office supplies agreement that has reduced Washington University's expense by \$1 million annually.

This new Expense Reduction Initiative deals with toner cartridges used in printers. Beginning December 2, 2013, the University's contracted source for these cartridges will be Copying Concepts which won a competitive bid process that included an array of other familiar cartridge suppliers. The resulting contract is projected to save the University \$450,000 annually.

With this new contract the majority of toner cartridges that we purchase will be remanufactured cartridges. In addition to being cost effective, remanufactured cartridges also represent a significant environmental sustainability benefit. In the vast majority of cases, there is no difference in print quality between new and remanufactured cartridges. While there will be some exceptions that require the purchase of new or virgin cartridges (in some cases remanufactured cartridges are not yet available for specific printers), the contract source for both remanufactured and new cartridges will be Copying Concepts.

Note that departments that are utilizing a print management program through which printers are maintained by a vendor/service provider on a cost per print basis (and the department provides paper only) will not be expected to utilize this new contract as the service provider already supplies the cartridges.

Copying Concepts will provide next day departmental deliveries. More details about how to order will be provided to WUSTL Marketplace requisitioners and shoppers under separate cover. Should you have any questions please contact Bob Weinstein at 935-4298, bob_weinstein@wustl.edu or Alan Kuebler at 935-5727, alan_kuebler@wustl.edu.

Sincerely,

Hank Webber, Executive Vice Chancellor for Administration

Barb Feiner, Chief Financial Officer

Alan Kuebler, Assistant Vice Chancellor and Executive Director for Resource Management