



# University of Pittsburgh

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**To:** University Purchasers  
**From:** Maureen Beal, AVC Financial Operations  
**Date:** October 17, 2012  
**Subject:** Office Depot Ink and Toner Award

In order to optimize budget dollars for routine purchases, the Office of the Chief Financial Officer is pleased to announce the award to Office Depot, as the exclusive provider of ink and toner. Through this relationship, Office Depot will be able to provide the University community with a streamlined approach to ordering ink and toner, like all other office supplies, with a significant improvement in overall discounts. Additionally, Office Depot will continue to offer the broadest depth and breadth of ink and toner products available.

The competitive bidding process identified the same items being purchased from a multitude of sources, while paying higher than market competitive pricing in this commodity. The team conducted a thorough analysis of the University's product needs, service requirements, and the ink and toner market segment. In addition to providing significant cost savings, Office Depot was chosen based on its product availability, reliability, and customer support provided.

This six-month project resulted in noteworthy product cost savings, approximately \$150,000 over the next 15 months, for University staff and faculty. The University has negotiated significantly reduced pricing when compared to current purchases through a variety of suppliers. This new enhanced supplier relationship with Office Depot will benefit individual customers as well as the University as a whole.

- Reduce administrative costs by streamlining the procurement process in the University's PantherExpress e-procurement system
- Take advantage of free next day desktop delivery for all ink and toner purchases
- Eliminate the need for comparison shopping by providing the best total cost from one source
- Enjoy on-campus account management support to assist in purchasing decisions and provide cross-referencing services
- Experience opportunities for additional cost savings through Office Depot brand and remanufactured ink and toner products

Leveraging the University's volume and purchasing power through Office Depot allows for significant contractual benefits to staff and faculty. Therefore, it is requested that you make Office Depot the first-stop provider of ink and toner. Specifically, the following purchasing choices are encouraged:

- Exact match (same brand and item) products are to be purchased from Office Depot. Competitor exact match products will no longer be available on PantherExpress.
- First consideration should be given to Office Depot's top-quality, discounted technical equivalent products.
- For departments that must utilize a Diverse Business Enterprise (DBE) to fulfill the requirements of a Federal subcontracting plan, Target Office will still be available in PantherExpress.

Effective immediately, utilizing Office Depot for ink and toner purchases will provide cost savings. An even greater opportunity to save on the total cost of printed output is on the horizon. As announced in the [University Times on August 30](#), the Managed Print Services Program (MPS) will begin implementation in the coming months. The all-inclusive (inks, toners, multifunction output devices) MPS program will drive even greater savings.

In these difficult economic times, we appreciate your cooperation in achieving the full benefits of this new contract.

cc: Arthur G. Ramicone, Chief Financial Officer  
PantherExpress Customer Service  
Payment Processing  
Purchasing Services  
Strategic Sourcing & PantherExpress Solutions