



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 11, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-12
Memo FY 10-12 Supersedes VPBA Memo FY 09-65

Delivered via Campus Email

To: Faculty and Staff

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Campus Wide Paper Agreement for Letter-size Paper

In an effort to reduce the cost associated with the purchase of copier paper, PVAMU has contracted with Globe Office Products for a campus-wide agreement for all copier paper purchases. Globe Office Products is a certified HUB vendor and you will receive HUB credit for your purchases.

The awarded vendor will be responsible for providing the University with Willcopy recycled 30% paper, 20#, 8½ x 11 white, 5000 sheets per case, part no. 651001 at \$33.65 per case for purchase order requests and \$34.65 per case for procurement card purchases. The vendor will supply a shipment of forty cases without cost for freight/shipping. Freight will be charged for orders under forty cases.

It is the intent of the vendor, Globe Office Products, to hold paper orders until the forty case rule is satisfied. The benefit of receiving paper delivery increments is that the deliveries are without cost for freight/shipping. The cost saving for the purchase of Willcopy recyclable paper is approximately 33% plus shipping charges. When purchasing small quantities of this paper from this vendor outside of the contract, the price would be \$49.95 plus \$25 shipping. There is no savings when compared to standard non-recyclable paper purchases. The price is higher.

Below are the options for purchasing paper for your department.

OPTION #1

Departments will forward the purchase requisition to purchase paper to the Procurement Office by the 15th of each month and the procurement staff will submit the order to Globe Office Supply Company.

Or

OPTION #2

Departments can order copier paper directly from the vendor, using the procurement card, but the unit will be responsible for ensuring that the forty case rule applies or the department will be charged for freight/shipping costs.

Effective immediately, all paper orders are to be purchased from Globe Office Products. If you have questions, you may contact Marie Robinson or Jim Nelms in Procurement and Contracts at 936-261-1902.

xc: Jim Nelms
Kay Peavy
Rod Mireles

MLH: pgs