



Office Supplies Program with W.B. Mason Program Development & Procurement Process

Why did Equalis Group Develop an Office Supplies Program with W.B. Mason?

Several Equalis Group members approached the Equalis Group team to request expanded office supply and related category options. Each member wanted to establish an office supplies contract that would fulfill all their office supply needs, deliver consistent service levels, improve internal operating processes, and reduce the overall costs of purchasing office supplies.

As part of Equalis Group's continued commitment to make it easy for our members to fulfill their missions efficiently and cost-effectively, Equalis Group decided to develop an Office Supplies Program with W.B. Mason that would provide the expanded office supply and related category options our members requested. Our program specifications addressed each of the following areas of flexibility each member required when purchasing office supplies:

- ☉ **Office Supply & Related Category Options** – a wide range of products and services extending beyond traditional office supplies to enable Equalis Group members to consolidate vendors.
- ☉ **Demonstrated Savings** – verifiable reductions in the office supplies total line item spend.
- ☉ **Delivery** – no delivery charges or minimum order sizes.
- ☉ **Service levels** – demonstrated implementation, management, and reporting capabilities, and a commitment to reducing the total costs of office supplies for each Equalis Group member over time.

The City of Rochester issued an invitation to bid for office supplies that included language allowing public sector entities to piggyback on its contract award. The City of Rochester awarded its office supplies contract to W.B. Mason. The City of Rochester then agreed to extend that contract award to Equalis Group and The Cooperative Council of Governments (**CCOG**) (Equalis Group's lead agency) so that we could establish a group purchasing agreement with W.B. Mason that would be accessible to all current and future Equalis Group members.

Why did the City of Rochester Conduct an RFP for Office Supplies?

The City of Rochester's office supplies contract was about to expire, and the City of Rochester decided to conduct a comprehensive competitive procurement process to select the company best able to effectively and affordably meet The City of Rochester's office supply needs. The City of Rochester sought an office supplies vendor to reduce its overall cost of office supplies, provide next day delivery services at no additional charge, and maintain ongoing quality customer service.

What was the Procurement Process that the City of Rochester Followed?

The City of Rochester began by developing a set of specifications based on its specific office supply needs and conducted an intensive procurement process in accordance with public sector procurement guidelines. The specifications focused on providing significant discounts on the office supply items needed by the City of Rochester, free next-day delivery services, a single source for other office related products and services, and quality customer service. The criteria took into consideration the background and experience of respondents, the cost-effectiveness of the proposed solution, the respondent's ability to readily provide a full range of office supplies and other office related services, and the respondent's financial strength.

The City of Rochester received detailed proposals from several different vendors, evaluated each proposal and vendor against its RFP criteria, conducted intensive interviews, and ultimately awarded its office supply contract to W.B. Mason as the lowest and best provider.



Why did the City of Rochester select W.B. Mason as its service provider?

The City of Rochester selected W.B. Mason as the supplier most qualified to deliver its requirements because of its 120+ year history in delivering high quality, cost-effective office products and services to customers nationwide. W.B. Mason provides:

- ⌚ **Aggressive Pricing** – aggressive pricing on paper and W.B. Mason’s full line of office products and services.
- ⌚ **Free Delivery & Private Delivery Fleet** – guaranteed next day delivery by a uniformed W.B. Mason driver at no additional cost. W.B. Mason’s private delivery fleet currently consists of over 1,100 trucks and continues to expand with additional trucks and routes to increase levels of service to current and prospective customers.
- ⌚ **One Stop Shopping** – the ability for customers to purchase office supplies, breakroom products, food service, janitorial supplies, paper, off-site printing, school supplies, toner, furniture, technology, and promotional items all from a single vendor.
- ⌚ **Customer Service** – local, dedicated account managers for each customer.