
Contract Launch Brief

Purchasing & Distribution Services announces Consolidated Office Systems (COS) as a “Preferred Supplier” for Office Essentials, Green Supplies, Janitorial Supplies, Multi-Purpose Paper and Toner. Effective November 1, 2011, COS products are available to UTSA through a competitively awarded U.S. Communities Contract with Independent Stationers. Departments may begin using the contract immediately in addition to other Preferred Suppliers listed in the UTSA Supplier Mall.

SUPPLIER: Consolidated Office Systems
AGREEMENT: U.S. Communities MS-IS-1140050
HUB PARTICIPATION: YES - HIF - Hispanic Female Owned
CONTRACT PERIOD: 3 years, September 01, 2010 to August 31, 2013 with two (2) additional one (1) year Options

KEY BENEFITS

- Historically Underutilized Business “HUB” participation
- Same local service historically received from Consolidated Office Systems
- Special low contract pricing on more than 20,000 items
- On-Site customer assistance
- Easy on-line ordering
- No order minimum
- Payment options including P-Card and Purchase Orders
- Free next day delivery
- Locally based service, sales and support

PRICING

- Fixed pricing on over 28,000 core items
- Up to 86% off List Price on select office products
- Discounted Full-Line, Office Essentials, Green Supplies, Janitorial Supplies, Multi-Purpose Paper and Toner

HOW TO PLACE AN ORDER

- Online at <http://costx.com/UTSA/utsalanding.htm>

SUPPLIER KEY CONTACTS

Linda Odem
Business Product Specialist
210-377-3500 Phone
210-377-3541 Fax
sales1012@costx.com

--- Continued ---

FAQ AND CONTRACT DETAILS

Visit the US Communities Website at: <http://www.uscommunities.org/isg/> for additional details and information.

ADDITIONAL INFORMATION

This contract is being provided as an additional “Value Added” supplier for office supplies. Purchasing & Distribution Services urges departments to utilize suppliers listed in the UTSA Supplier Mall when possible to ensure best value. Visit the UTSA Supplier Mall online at <http://www.utsa.edu/purchasing/suppmall/>. If you have suggestions for additional items to be listed in the Supplier Mall, contact Purchasing & Distribution Services Office at 210-458-4060.

Lane Brinson, C.P.M.
Assistant Director of Purchasing
PH: 210-458-4066
Email: lane.brinson@utsa.edu

