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University of Connecticut

Purchasing Department

March 2002

Otis Elevator Wins Maintenance Contract

On July 1, 2001 the University entered into a long-term partnership with Otis Elevator to provide preventative maintenance, repairs and upgrades for non-warranted elevators on all University campuses. Otis, a United Technologies subsidiary and the largest and most experienced elevator manufacturer in the world, currently has over one million elevators, escalators and moving sidewalks in service in more than 200 countries. They employ 22,000 mechanics and, best of all, they are located in Connecticut, with maintenance operations only twenty miles away.

The solicitation and subsequent contract award was a joint effort for the Purchasing, Residential Life and Facilities Management Departments. The evaluation process included multiple site visits to other Otis customers as well as Otis corporate offices, manufacturing and maintenance operations, including the impressive test and development center.

Some of the services Otis offers to the University as a part of this contract are:

The Otis Maintenance Management System – OMMS

This system measures each elevator’s usage and, combined with statistical data on the make and model, customizes the maintenance pro-

gram. This allows elevator units to be more effectively maintained, minimizing downtime and emergency repairs.

Remote Elevator Monitoring (REM):

To further minimize downtime and optimize performance, this system tracks hundreds of elevator functions online. If REM detects a problem, it is reported to a 24-hour communications center that will dispatch Otis mechanics, as required.

Otis-line:

Otis-line is a 24-hour communication center that receives and documents problems, questions and issues, routes such queries for prompt reply and/ or service and collects data which can be used to improve Otis’ design, manufacturing and maintenance procedures.

E -Service

This service provides instant access to important information about your elevator system as well as the ability to place and track service calls, 24 hours a day with the ease and simplicity of a mouse click.

With Otis’ electronic capabilities and extensive knowledge of elevators, this contract should provide the University with an improved preventative maintenance program. Such a program should reduce expensive repairs and/ or upgrades, resulting in long term cost savings for the University.

Steve Grange

Spring 2002 Office Products Show

The Annual Office Products Show, co-hosted by the Purchasing department and Boise Cascade Office Products, will be held Tuesday, April 9, 2002 from 10:00 a.m. to 2:00 p.m. in the Central Stores building located at 3 North Hillside Road. All University requisitioners of office supplies are welcome to attend. Please note the new location of the show, and remind your co-workers so they don’t miss out on all the fun, refreshments and free office product samples.

For your convenience the Purchasing Department has combined the Office Products Show with the Digital Copier Show. More than 24 different manufacturers’ sales representatives will be present to discuss your office supply and equipment needs. See the companion article for the Digital Copier Show on page 2.

There will be limited parking adjacent to the building with additional parking available in F Lot or in the North Parking Garage at the corner of Hillside and North Eagleville Roads.

Kathy Joy

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Copier Technology Provides A Glimpse Of The Future

Copier technology continues to evolve from its simplest form of copy and staple to powerful communication hubs capable of managing an organization's document flow.

During the 1990s, the digital copier was introduced. The digital copier incorporated scanning technology, resulting in copy images of enhanced quality and improved reliability compared to its analog copier relatives. Additional digital copier capabilities began to emerge throughout the decade. Digital copiers evolved into multi-functional devices capable of copying, printing and faxing from one platform. The multi-functional device benefited the customer in many ways; enhanced image quality and improved reliability combined with substantial operating cost savings fueled the explosion of this type of product offering at the close of the decade. Buying a single multi-functional device reduces equipment cost and requires only a single maintenance agreement, saving administrative costs, as well as cost to maintain the equipment.

The multi-functional platform of the new millennium combines all the benefits from its digital copier predecessors with application software providing a host of document management capabilities. Multi-functional platforms residing on an organization's network will capture and distribute images to a multitude of destinations. Once an image is captured, the user has the option to push the image to an e-mail recipient/group, fax recipient/group, shared network drive, storage area network or another multi-functional platform. This technology enhances an organization's performance by providing critical and time sensitive information to a host of destinations immediately.

The proliferation of multi-function devices throughout an organization will require rigid security. Multiple security levels, from front end access through the print cycle will exist in future platforms. For example, any authorized user will be able to send a confidential file to any platform and release the password protected print while in their presence.

With security enabled platforms, users will have the ability to access connected devices globally. An authorized user from any location will have the ability to print or store files on any device through the World Wide Web access. Secondly, prior to file submission the user will be able to determine if the selected device is prepared to receive a document, i.e.: Is the device turned on? Free of paper jams? Items such as job queue status and paper supply status of the selected device will be reported in real time, making the event seamless to each user.

Over the past year approximately 60% of the copiers purchased at the University of Connecticut were digital. Analog copiers are being phased out of most manufacturers' product lines. To help prepare end users for this transition; and to allow departments to experience first hand the advancements made in copier technology, the Purchasing Department is sponsoring a Digital Copier Show. This show will be held on Tuesday, April 9, 2002 from 10:00 a.m. to 2:00 p.m. in conjunction with the Annual Office Product Show at the Central Stores Warehouse, 3 North Hillside Road. Sales representatives from several manufacturers will be on hand to provide information on the latest technology in digital copiers and answer your questions. Whether you are upgrading your current equipment or are interested in what the multi-functional devices can provide your department, it would be beneficial to attend this digital copier show.

Bill Jones, Ikon Office Solutions and Karen White

University Contract Updates

New Vendor Provides Uniform Rental and Cleaning Services

Unifirst is now providing the Uniform Rental and Cleaning Service Program for the University. It has been a smooth transition and we look forward to building a good relationship with our new vendor. The initial term of the contract is from October 1, 2001 to September 30, 2002. If you have any questions about their service, contact me via e-mail: Suzanne.McDonald@uconn.edu.

Suzanne McDonald

New Contract for Clean Air Devices

A new University contract, Clean Air Device Services, has been established with B & V Testing, Inc. Contract #UC-02-894564-4 will cover repair services, testing and certification of hoods, biological safety cabinets, laminar flow benches and isolators. The Department of Environmental Health and Safety has been working to create this contract as an integral part of its initiative to institute and maintain continuity of services throughout the University's diverse scientific community.

Individual departmental purchase orders will be required for services. Copies of the contract may be obtained by contacting Cathleen Paquette at 486-2620 or Ellie Ouellette at 486-0955.

Cathleen Paquette

Furniture Help Desk

A reminder: for real time help with your *bkm Total Office* questions, call or e-mail dedicated sales associates who will guide you through the process, answer product or order status questions and put you in touch with the right people. No question is too big or too small . . . ask away: furniturehelpdesk@bkm.com or (860) 291-5666.

Kathy Joy

Husky Buyer is the newsletter of the University of Connecticut Purchasing Department and is published periodically throughout the year.

Editing, layout and design: Penny Guerin

Financing Options Available When Leasing Equipment

Do you need a new piece of equipment, but are concerned that the cost exceeds your department's budget? Have you thought of leasing, but feel that interest rates are so high that you must put off your purchase until you can afford to buy the equipment? Wait no more . . .

The University of Connecticut currently has a Master Lease Agreement with GE Capital Public Finance, Inc. that offers low interest rates throughout the life of your loan with a \$1 buyout option at the end of your lease/purchase. You do not have to return or trade-in the equipment. Your department will own it when your loan has been satisfied.

The Master Lease Agreement allows for financing of lease/purchases in excess of \$5,000 for a period of 24 to 60 months with payments being made quarterly or annually, depending on your needs. While the interest rate is designated by U.S. Treasuries and varies on a weekly basis, once the rate has been set it is locked in for the life of the loan.

Financing equipment through the Master Loan Agreement allows for pre-approved terms and conditions, a more expedient process, and interest rates that are considerably lower than those offered by many manufacturers. For additional information, contact Melanie Savino at 486-2616.

Melanie Savino



The Purchasing Department hosted the Connecticut Colleges Purchasing Group quarterly meeting in January. The purchasing consortium has a membership of over 30 Connecticut public and private schools and colleges. Shown left to right, are Tony Fappiano, Southern Connecticut State University; Director of Procurement and Logistical Services Sharon Alexander, UConn; and Dennis Gacioch, University of Hartford.

Renewal Notices

The Purchasing Department will distribute purchase order annual renewal notices beginning in March. These notices are blue copies of current year purchase orders that are specifically targeted for renewal. Examples of purchase orders in this category are blanket orders, standing orders, maintenance contracts, leases, software licenses and rentals.

When the renewal notices are received, carefully follow the instructions provided and return them promptly to the designated buying team. By noting any changes, providing appropriate documentation as well as an authorized signature, the renewals will be processed expeditiously. Returning the completed renewal in a timely manner will enable Purchasing to have the new fiscal year purchase orders available for immediate use July 1, 2002.

When deciding whether or not to renew a purchase order, keep in mind the option of using the Purchasing Card for the next fiscal year. If you do not have a Purchasing Card, this might be a good time to consider applying for one. For more

information on how to obtain a Purchasing Card, contact either Nancy Patrylak at 486-2622, or e-mail at Nancy.Patrylak@uconn.edu or Cathy Radkovitch at 486-5924, or e-mail at Cathy.Radkovitch@uconn.edu.

Purchasing Card Users: Reallocation Reminder

One of the responsibilities of each Purchasing Card Record Manager is the monthly reallocation of Purchasing Card transactions. As stated in the User Manual and training sessions, all transactions for a current month must be reallocated in FRS no later than the 15th of the following month. Please review screen 0R2 in FRS for accuracy and make any corrections before closing your batch. If you need assistance with this process, please contact either Nancy Patrylak at 486-2622, e-mail at Nancy.Patrylak@uconn.edu or Cathy Radkovitch at 486-5924, e-mail at Cathy.Radkovitch@uconn.edu.

Nancy Patrylak

***The Husky Buyer is also online at
www.purchasing.uconn.edu***

University Mail Services Announces Change in Operating Hours

The staff at University Mail Services (UMS) wishes the University community a happy New Year and looks forward to serving your mailing needs.

Early in September it was announced that UMS would extend its hours to 5:00 p.m. on a trial basis for the Fall 2001 semester. During this period little or no activity was recorded, so at the end of the semester in December, it was announced that UMS would return to closing at 4:30 p.m. This is now in effect.

As a point of interest, outbound University mail leaves UMS at 3:30 p.m. daily to meet the USPS 4:00 p.m. deposit deadline. If you have mail that must be posted and sent after the 3:30 p.m. truck has left, you may bring your mail to UMS until 4:30 p.m. to obtain postage and then take your mail to the Storrs Post Office, which closes at 5:00 p.m. If you call ahead to let me know that you are coming, I will wait for you past 4:30 p.m.

Did you know?

- We ship and receive only USPS items.
- Personal packages are not handled by UMS.
- All outbound mail MUST include your University (not personal) return address.
- All outbound mail MUST include your FRS account number.
- Domestic and International Business Reply Mail (BRM) supplies are available at Central Stores.
- Domestic BRM supplies MAY NOT be contained in international outbound pieces.
- Before enclosing BRM, your Unit number and FRS must appear on the TOP LEFT of domestic, or on the reverse of international supplies.
- UMS is located in the New Central Warehouse building, behind the Police/Fire Complex – we are no longer on the Depot Campus.
- Postage rates are expected to increase as early as June 30, 2002.

Please contact University Mail Services with concerns and comments regarding mail communication. We are here to serve you.

*Nancy Popeleski-Smith, Director
University Mail Services
nancy.popeleski-smith@uconn.edu*

*Dora Guilbeault, Supervisor I
University Mail Services
dora.guilbeault@uconn.edu*

Status of Dell PC Orders Now Available Online

Dell PC orders can be tracked online by logging on to the following Web site:

http://wwwapp.us.dell.com/us/en/dellcare/segtopic_ccare_nav_002_ccare.asp

- ✓ Go to the Multiple Order Status
- ✓ Check PO Number

In the box provided, enter the letter followed by the six (6) digits of your PO Number. Then add a 2 as the seventh number (example D2191562).

- ✓ Hit Enter Key

You are now on the CHECK STATUS ORDER STATUS screen

- ✓ Double click on the Order Number listed before your Purchase Order Number

Now you are in another CHECK STATUS ORDER STATUS screen, which will give you the following information:

- ✓ Order Date
- ✓ Production Date
- ✓ Ship Date

Double click on the on the lower right hand side green arrow which states VIEW SHIPPING DETAIL. Now you are in the CHECK STATUS SHIPPING STATUS screen, which will give you the following information:

- ✓ In Transit
- ✓ Delivery Issue
- ✓ Delivered
- ✓ Current Status
- ✓ Signed for by
- ✓ Sent by
- ✓ Tracking Number

Once you have entered the Dell Order Status System and bookmarked the location, it's a quick, easy and efficient method to obtain current production and delivery information.

New Dell Sales Representative

Our new Dell Sales Representative is Jeff Cannon. Contact Jeff by voice at (800) 274-7799 ext. 44877 or by fax at (509) 267-6711.

Gary Allen Weller

Returned Goods Procedures Online

Most goods ordered by the University are received in good condition, allowing a seamless receiving and payment process. But occasionally it becomes necessary to return goods to a vendor because of duplicate shipment, damaged or incorrect items. The procedures for proper credit or exchange can be found on the Purchasing Department's Web site: www.purchasing.uconn.edu/usersmanual/sectiontwo/sectiontwo.html

These procedures create the audit trail necessary to determine the status of returned merchandise and provide a mechanism for monitoring vendor and/or carrier performance. When procedures are followed, Purchasing, Central Stores and Accounts Payable assume the responsibility for returns, relieving departments of potential frustration and expense.

Penny Guerin

Purchasing Department Hosts Tech 2001 Show

On October 19, 2001 the Purchasing Department hosted the 2001 Tech Show showcasing the latest in technology for audiovisual equipment and computers.

The expo was held at Central Stores, where additional power sources were installed to provide adequate electricity for the high tech equipment. Vendor presentations on video-conferencing, the latest software available and many other related topics were given throughout the day. Door prizes were awarded to lucky attendees. Thank you to the 150 attendees and the 21 participating vendors, for making the show a great success.

Karen White



Purchasing Department staff (above, l - r) Ellie Ouellette, Karen White and Gary Weller welcome visitors to the Tech Show.

At right, Gateway Representative Don Francolino answers questions for Shelley Maloney of Architectural & Engineering Services.



Ryan Wood and Robert Tremble (above, l - r) from Valley Communications, demonstrate state-of-the-art audiovisual equipment.

Naomi Pompeo-Geremia and Chris Burch from the Co-op discuss membership benefits with interested visitors.



news & notes



Ace Boiler was one of more than 50 vendors who showcased their products at the Third Annual Plumbing and Electrical Products Show in January.

Office Supply Catalogs

The 2002 Boise Cascade catalog is available and can be ordered one of two ways: for requisitioners ordering electronically with a Purchasing Card, the catalog is available online at www.bcop.com, *Shopping List*. Catalogs can also be ordered manually on an office supply requisition form (item no. 999).

If you require a large quantity of catalogs contact the Boise Cascade on-site representative, MaryAnne Brennan, at 486-2607. The catalog has a new format, with improved images and larger print. Your feedback on the new format is welcome. E-mail your comments to Kathy Joy at kathleen.joy@uconn.edu or call 486-4202.

Kathy Joy

Ames No Longer to Accept Blanket Purchase Orders

Ames Department Stores have informed us that they will no longer accept blanket purchase orders. University departments are encouraged to use their Purchasing Cards instead. If you need more information about the Purchasing Card, contact Nancy Patrylak at 486-2622. Please forward a memo to Purchasing and we'll close your blanket purchase order for you.

Suzanne McDonald

Plumbing and Electrical Show Draws Large Crowd

The Third Annual Plumbing and Electrical Products Show, hosted by the Purchasing Department, Central Stores and our current contract vendors, Shetucket Plumbing Company and Connecticut Equipment Supply Company was held on January 9, 2002. For the first time the show was held at the new Central Stores complex, making it convenient for University personnel and exhibitors to attend.

As in previous years, the show was well attended, drawing over 200 University personnel, with more than fifty manufacturers demonstrating new products.

Lunch was provided, fostering an environment that contributed to the exchange of ideas. Thank you to everyone involved in making this a very successful show.

Steve Grange

Scientific Product Show Scheduled for April

The Purchasing Department will be sponsoring a product show featuring scientific equipment and supplies in April. This year the show will be coordinated with two of the University's primary suppliers: Fisher Scientific (Laboratory Equipment & Supplies) and Airgas (Compressed Gases and Related Supplies). Visitors will have the opportunity to obtain information on the wide range of equipment and supplies available as well as services that these companies offer. If there is anything specific that you would like to see presented, you may contact the sales representatives directly or send an e-mail to cathleen.paquette@uconn.edu. Information regarding date, time and location will be available on the Purchasing Web site in the coming weeks.

Cathleen Paquette

Visit the Office Products and Copier Show April 9 in its new location in Central Warehouse!

News from Central Stores . . .

Need Document Storage? Yeah, We've Got That!

Need a place to put those archived files? You know the ones: those files you rarely have to access, but you can't destroy them until some time next year. Central Stores to the rescue! We have space available and document storage is its most common use. Our space is heated, dry and secure. And since you, the customer, keep track of the carton contents, your confidential information is secure.

We are currently able to accommodate only storage of items that can be safely kept on a pallet. A pallet is 40" wide by 48" deep by 48" high. It will hold 30-40 transfer files or copy paper boxes. The boxes are stacked on top of each other and the entire unit is shrink-wrapped.

The cost for using the space is modest and access is available during normal business hours with a minimum 24-hour notice required. The cost is \$7.00 a pallet per month with a min-

imum requirement of 6 months storage, or, \$84.00 a year for the equivalent of three (3) 5-drawer file cabinets. Wouldn't it be great to free up that closet or corner where cartons are now taking up space? And with Central Stores storage, you can feel secure knowing that the documents are on campus and easily accessible if you need them!

For additional information or to reserve space for your department, please call Wayne Landry at 486-3056 or email wayne.landry@uconn.edu. To schedule a pickup, call Phil Martin at 486-6298 or Steve Ducharme at 486-6297. Or you may go to the Central Stores homepage, www.stores.uconn.edu; select Pickup and Delivery, click on Request and complete the Central Stores Pickup Request form.

Wayne Landry

New Catalogs Are Here!

Yes, the long-awaited Central Stores 2002 catalog is now available! To obtain a copy, please go to the Central Stores web site, www.stores.uconn.edu/catreq.html, and complete the online request form, Request for Catalog.

Central Stores provides the University of Connecticut at Storrs and regional campus locations with over 6,000 frequently requested maintenance, office and laboratory supplies. The Central Stores 2002 catalog lists all items stocked by Central Stores at press time. Prices in the catalog reflect costs at press time and are subject to change without notice.

New items are added regularly throughout the year. Customers who order via the Central Stores Internet Ordering System have access to an up-to-the-minute online catalog. To sign up for Central Stores Internet Ordering, please send an e-mail to annemarie.ryan@uconn.edu or call 486-3626.

order items may be subject to vendors' restocking fees and/or freight charges. Also, please understand that Central Stores can not take back printer, fax, or copier cartridges if the strip on the cartridge has already been removed.

Annemarie Ryan

Surplus: Two Locations

Central Stores now has two locations for University surplus. Surplus furniture and equipment from Wilbur Cross and the old School of Business building are located in the Old Warehouse at 181 Auditorium Road. University departments can claim surplus property at the Old Warehouse on Monday and Wednesday from 1:00 p.m. to 3:00 p.m. The Central Stores Surplus Center at the Depot Campus Mail Services Building is open on Tuesday and Thursday from 1:00 p.m. to 3:00 p.m.

The Central Stores Surplus Centers are open only to University departments. The only requirement is the completion of a Form ACT39 that transfers ownership to the new department. Items that are unclaimed eventually end up at the Central Stores Public Surplus Store where they are sold to University students, staff and the general public. The Surplus Store is open one Friday a month.

Returns To Central Stores

If you ordered an item that you need to return to Central Stores, please follow the procedure listed below:

1. Complete a Transfer Voucher (BO-20) for Credit. Please reference the original order number and/or attach a copy of the packing list to the Transfer Voucher for Credit. In addition, please reference the Central Stores item number of the product you are returning, and state the reason for the return.
2. Please attach the Transfer Voucher for Credit to the item being returned. If you need Central Stores to pick up the item, please call 486-6297 or go to www.stores.uconn.edu/pureq.html to submit the online Central Stores Pick-Up Request form.

Please note that a return of a SPECIAL ORDER item is subject to the vendor's terms for that item. As such, returns of special

Does Your Department Need New File Cabinets?

Central Stores has acquired new Steelcase file cabinets from *bkm Total Office* at a substantial savings. We have 12 five-drawer, letter size vertical files, cream color with hanging frames and locks. We also have one matching legal size, five-drawer, vertical file. The cost of the letter size cabinet (Item # 7412.2050) is \$438.15. The cost of the legal size cabinet Item # 7412.2029 is \$471.15. These prices represent a saving of \$100.00 per unit compared to *bkm Total Office's* standard discounted University prices. Cabinets are available on a first-come, first-served basis. Orders can be entered online via Internet Ordering or by completing a transfer voucher.

Wayne Landry

Subcontracting Plans for Federal Grants and Contracts

One of the duties of the University Purchasing Department is to assist the Office of Sponsored Programs in reporting progress in the subcontracting plans required when researchers apply for federal grants or contracts. This plan is formulated at the inception of the grant and stipulates what percentage of the total expenditures anticipated during the life of the grant or contract will be spent with minority and women owned business enterprises. An example of such goals, as extracted from a current EPA grant, is below:

(a) The recipient accepts the applicable FY2001 Minority Business Enterprise (MBE)/Womens' Business Enterprise (WBE) "fair share" goals/objectives negotiated with EPA by the State as the FY 2002 MBE/WBE "fair share" goals/objectives as follows:

	MBE	WBE
Construction	2%	2%
Supplies	1%	3%
Services	3%	4%
Equipment	2%	4%
OR		
Combined Rate:	2%	3%

This means that from the *total dollars allowable* under the grant or contract, the researcher promises to spend the indicated portion with either MBE or WBE businesses in accordance with the individual class or combined rates. To monitor how well the promises are kept, most federal agencies require the

University to make annual, and in some cases, quarterly, reports on the success of attempts to meet these goals.

Even in the days of centralized purchasing, it was often difficult to find certified minority or women owned sources to obtain the goods and services needed while conducting research. When purchasing handled most of the low dollar acquisitions, buyers could direct orders to vendors on lists of disadvantaged businesses developed for such purposes. But today, with decentralized purchasing for small purchases, and the use of procurement cards, it is less likely that personnel responsible for purchasing in the research departments will even think of finding such businesses, let alone place orders with them. Nonetheless, the federal agency that provides the grant or contract money for research is held accountable for attaining the goals and expects the recipient research organizations to assist them. If a university, laboratory or other institution continually reports poor performance in their endeavors, the granting agencies may be increasingly reluctant to offer funds for future efforts.

The Purchasing Department at UConn has resources to help departments attempting to meet these subcontracting goals. Any interested party should contact the purchasing agent assigned to the commodity involved in the purchase or contact Associate Director of Purchasing William Hill at 486-0991 or e-mail William.Hill@uconn.edu.

William Hill