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University of Connecticut

Purchasing Department

April 2003

Fisher Scientific Awarded Contract for Lab Supplies, Equipment and Chemicals

Fisher Scientific has been selected as the primary vendor for the new Laboratory Supplies contract (#UC-03-908997-4), a five-year agreement which will become fully effective May 1, 2003. Fisher has a long-standing relationship with the University of Connecticut and over the last several years has developed a true partnership with the University community. We are looking forward to continuing this partnership and expanding the scope of services and support.

In addition to the current services provided by sales representative Matt Larson, there are some new and exciting initiatives being introduced. Expansion of the online ordering process is high on the agenda, along with providing more detailed information regarding non-catalog items available through Fisher. The new contract includes a very aggressive price structure that is one of the best in the country. Also included is an exclusive REVCO (freezer) contract that provides excellent discounts as well as extended warranties.

Fisher is putting together an informational package outlining all the details of the contract. It is anticipated that this will be ready for distribution to departments by mid-May. Fisher will also be hosting a reception to kick off the new contract; date and location will be announced in the near future.

In addition to the continuing efforts of Matt Larson, we will now have a customer service representative (CSR) in the Purchasing Department. This individual will be handling all of the day-to-day ordering, invoicing and returns. The CSR will also have the ability to research products for departments and cross-reference from other suppliers. In accordance with the terms and conditions of the contract, Fisher is the primary source for all laboratory supplies, equipment and chemicals.

We are looking forward to implementing the new initiatives to provide a greater level of support to researchers and student laboratories.

Cathleen G. Paquette

New University Contract for Office Furniture To Become Effective May 1st

The Purchasing Department is in the final stages of awarding a new master contract for office furniture, to become effective May 1, 2003. The awardees, new furniture lines, discount pricing and added benefits will be introduced to the University in detail by several means later this spring.

An evaluation committee comprised of academic and administrative colleagues from throughout the University system worked together for several months to evaluate the proposed products and services. Capabilities and personnel were reviewed, oral presentations given and site examinations of the finalists conducted. The committee's challenge was to expand the number of furniture lines offered under contract, maintain standardiza-

tion, offer levels of quality and product price within a line, improve upon service levels, as well as obtain the most competitive pricing. To accomplish this, it was determined that a multiple award would be in the best interest of the University.

In addition to the steel systems furniture, steel case goods, seating and ergonomic products previously available on contract, new features will include wood furniture, lounge furniture, architectural products (moveable walls, access flooring, etc.), rental programs and more.

We look forward to marketing this new program, introducing our new partners, and most important, hearing from you, our customers.

Kathy Joy

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Who Has Purchasing Authority in the Public Sector?

The University of Connecticut is a public institution, and as such, is subject to statutory and regulatory guidance. The delegation of purchasing authority is as follows:

Delegation of Purchasing Authority

The Connecticut Legislature delegated the authority to purchase to the President of the University, who delegated the authority to the:

Vice Chancellor for Business and Administration, who exercises delegated authority through:

- Director of Procurement & Logistical Services
- Associate Director of Purchasing & Stores

Limited Delegation

Within the UConn Purchasing Department, purchasing authority is assigned on a limited basis:

- Procurement Managers - up to \$50,000.
- Purchasing Agents - up to \$2,000.
- Others - up to \$1,000.

Why are all others only \$1000?

Almost any piece of equipment with an acquisition cost of \$1000 or more is considered capital equipment that must be tracked as a University asset, which involves additional accounting and inventory control. So ONLY the Purchasing Department is allowed to make acquisitions above the \$1,000 threshold.

William Hill

Procard Reminders for Employees Retiring or Leaving the University

Are you a Procard cardholder, record manager, or secondary user and have decided to retire, leave the University or move to another department? Before you make that move call Nancy Patrylak or Cathy Radkovich in Purchasing to cancel your card. Please keep in mind that if the cardholder is leaving, the secondary users can no longer use that card; they will have to apply for a new card. If your record manager is leaving, you MUST let us know who will be the replacement. A new record manager form has to be filled out, and the designated person must have training and access to FRS.

Boise Cascade Office Products is the contract vendor for all office supplies. Ordering online is easy and quick with your ProCard. If you don't already have this capability or need a refresher on the process, please contact Maryanne Brennan, Boise's customer service representative at 486-2607, to register for training. Everyone is reminded that Boise Cascade should be your first contact for any and all office supply needs.

The only food items that can be purchased using the Procard are for student related activities and must be take-out or grocery store items. All such purchases must note the student related activity on the Purchasing Card Log.

With the large number of retirements on campus, this is just a reminder that the Procard CANNOT be used for gifts, flowers or donations for retiring employees.

Nancy Patrylak

University Contract Updates

Change in Hours for On-site Dell Technician

Beginning May 1, 2003, Dell Technician Jason Deary's hours in the Purchasing Department will change to 8:30 a.m. - 12:00 noon. Jason can be reached via e-mail at Jason_Deary@Dell.com or for configuration questions, trouble-shooting and related technical questions, call the Help Desk at 486-4357 and specify that the question/issue be directed to Jason Deary. By calling the Help Desk, these issues can usually be addressed in less than 24 hours.

Penny Guerin

Keeping Track of Copiers by Serial Number

When you purchase or lease a new copier, please contact Karen White via e-mail at Karen.White@uconn.edu or Ellie Ouellette at Eleanor.Ouellette@uconn.edu with the serial number. The serial number is available on the packing slip. If you cannot locate the serial number, the sales representative for the company from which you acquired the copier will be able to assist you in locating the number. It is necessary for the Purchasing Department to have the correct serial number to allow us to track the location of copiers, ensure there is maintenance and resolve invoice discrepancies. If you have any questions regarding the procurement of copiers or maintenance on copiers, please contact Karen or Ellie.

Karen White

Boise Cascade Awarded Office Supply Contract

Boise Cascade Office Products again bested a field of some of the most well known names in the office supplies industry to become the University's contract vendor. Effective this past July, Boise began its second term as the sole supplier of office products to the University.

The contract has new features, such as:

- ✓ A new streamlined catalog with a deeper discount of 53% off list price.
- ✓ Better fill rates, which should result in fewer back orders.
- ✓ A new and improved packing slip format.
- ✓ Fewer cartons as a result of a system enhancement at Boise's distribution centers.
- ✓ Online ordering via the internet now available without a University purchasing card.

If you would like more information about the online ordering program, or if you are ready to register for one of the thirty-minute training sessions, contact Boise representative MaryAnne Brennan at 486-2607.

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

news & notes

Cheryl Hebblewaite Retiring

It is with very mixed feelings that we announce the retirement of one of our most cherished team members. Cheryl Hebblewaite has elected to take an early retirement, effective June 1st.

Hired in 1984, Cheryl has worked exclusively in the Purchasing Department, made numerous friends throughout the campus community and earned the respect of colleagues and vendors alike. Cheryl began her career at the University more than 19 years ago as a University Helper, but through hard work and a passion for excellent customer service, was promoted to the position of Purchasing Assistant.

Cheryl lives with her husband Russell in Mansfield and has two daughters, Tracy and Karen, and three grandchildren, Christopher, Erica and Noah. Cheryl says she is looking forward to enjoying the summer off, spending more time with her family relaxing by their pool and camping and traveling in their new RV.

Although she will be greatly missed, we wish Cheryl a happy and healthy retirement. Join us as we bid farewell to Cheryl at an Open House on Thursday, May 29 from 2:00 - 4:00 p.m., Room 200, Purchasing Department, 3 North Hillside Road.



Kathy Joy

Technology 2003 to be Showcased

On Tuesday, April 22, 2003 the Purchasing Department will be sponsoring a Technology Expo from 10:00 a.m. – 2:00 p.m. at the Central Stores Warehouse, 3 North Hillside Road, Storrs. University faculty and staff will have an opportunity to view the latest technology in audio/visual and computer related equipment and software.

Five of the University contract vendors for audio/visual equipment and supplies, along with the University of Connecticut Media Center will be available to answer any questions you may have regarding updating equipment or adding new technology to your office or classroom. The state contract vendor for photographic equipment, Perfecta Camera, will have a booth with the latest in digital photography.

Please see the pull-out ad in this newsletter for a complete list of vendors expected to participate. Refreshments and lunch will be available and door prizes will be given away.

Penny Guerin and Karen White

Specifying FOB Codes to Minimize Risk During Shipment

FOB terms can be confusing, but in simple terms, they define who is going to pay freight on shipped goods and the point at which title to the goods is transferred.

FOB Destination is the most commonly used mode. It means the seller is the owner of the goods in transit and will be responsible for any loss or damage up to the time of delivery. These are the delivery terms preferred by the University, because title and risk of loss does not pass until the goods have been delivered.

FOB Origin means the buyer is responsible for the freight and any damaged goods from the time the goods leave the seller.

FOB Destination, Freight Allowed indicates that the seller is responsible for paying the freight. Keep in mind the freight is figured into the cost of the goods.

FOB Destination, Prepay & Add means the seller pays the freight charges and then charges the buyer for the shipping.

FOB Origin, Prepay & Add means the seller pays the freight and charges the buyer for the shipping. The buyer is the owner of the goods in transit.

FOB Origin, Freight Allowed is used when the seller pays the freight but the buyer is the owner the goods in transit. In both of these last two situations, any claim for loss or damage becomes the responsibility of the buyer, as title to the goods has passed from seller when goods were loaded to the carrier.

Suzanne McDonald

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

Renewal Notices

As is customary, the Purchasing Department will distribute purchase order renewal notices beginning in April. 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, follow carefully the instructions provided and return the renewals promptly to the designated buying team. Note any changes, provide appropriate documentation, as well as an authorized signature and the renewal should be processed expeditiously. Please pay special attention to the Deliver To area, making any necessary changes. 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, 2003.

When deciding whether 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 860-486-2622, or e-mail at Nancy.Patrylak@uconn.edu or Cathy Radkovitch at 860-486-5924, or e-mail at Cathy.Radkovitch@uconn.edu.

DELIVER CODES

If you want to make permanent changes to your deliver code or set up a new code, please send an e-mail to Nancy.Patrylak@uconn.edu, stating your deliver code number and the changes you want to make.

Nancy Patrylak

Annual Product Shows Score Hits

The Annual Office Products Show on Tuesday, March 25, 2003 saw 26 vendors showcase the latest technology in digital copying and introduce new products for the office. Approximately 30 people were the lucky recipients of door prizes. Sharon Giovenale of Pharmacy was the grand door prize winner of a "Weekend Getaway" in Old Saybrook, Connecticut.

Karen White

The 4th 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 15, 2003. Once again, the show was a big success, with over 50 manufacturers demonstrating new products and more than 200 University personnel attending.

Steve Grange

Thanks to everyone involved in making these shows so successful!

News from Central Stores . . .

New Central Stores Catalogs Coming Soon

The Central Stores 2003 Catalog will be available soon. A message will be posted on the Central Stores home page to notify end-users:

<http://www.stores.uconn.edu/>. Then simply complete the online form, Catalog (Hard Copy), to request a copy.

Central Stores provides the University of Connecticut at Storrs and off-campus locations with over 6,000 frequently demanded maintenance, office, and laboratory supplies. The Central Stores 2003 catalog will list 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.

Please note that new items are added throughout the year. To check on all products available to date and for current pricing, please consult our Online Catalog. Simply go to the Central Stores Web site and click on the second link, Online Catalog. If you need help finding the product that you need, call us at 486-3626. We'll be glad to help you successfully complete your search.

Annemarie Ryan

Public Surplus Store: Read All About It!

Want to find out what Central Stores Manager Wayne Landry and Bob Kaufman, CEO of Bob's Discount Furniture have in common? Check out a recent article that was published in the Advance, "Surplus Store Sales A Creative Approach to 'Unwanted' Goods." The text of the article appears below. To view this article online with photographs included, please visit <http://www.advance.uconn.edu/02112510.htm>

Annemarie Ryan