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# University of Connecticut

Purchasing Department

June 2002

## University Policy on Signing Agreements

From time to time, the Purchasing Department receives requisitions that have various types of agreements attached to them, i.e. maintenance, services, software licenses, lease or rental agreements. When these agreements have been signed by someone in the originating departments, it can present a problem, since signing such agreements obligates the University, often with clauses that are contrary to the law for public institutions. Clauses concerning indemnification and court jurisdiction are particularly egregious examples of conditions which may not be waived by the University.

State statute and University policy restrict authorization to sign such agreements to only those with delegated authority. This authority is delegated to the University President from the legislature through the board of trustees. The authority flows down from the President to the Vice Chancellor of Business and Administration, and, ultimately rests with the

Director of Procurement and Logistical Services, or his or her designee. This is important, as the Director of Procurement and Logistical Services has the experience and training to properly interpret the terms and conditions contained in these documents. When necessary, the Attorney General's office is consulted to determine whether certain contract terms are appropriate and enforceable.

When a vendor requests that you sign an agreement, it should be sent to the Purchasing Department for review. You can rely on us to ensure that you are acquiring the goods and services needed, while acting in your department's best interests.

If you have any questions concerning written agreements, contact Associate Director of Purchasing William Hill, at (860) 486-0991 or e-mail: [William.Hill@uconn.edu](mailto:William.Hill@uconn.edu)

*William Hill*

## E-Quotes Available Online from Dell

Dell has responded to the University's need for a faster, more reliable method of obtaining quotes for the standard Husky PC. The Dell Premier site, unveiled last month, allows users to configure and price the standard Husky PC, with approved peripherals, and print their e-quote. Each quote has a unique number and is saved in Dell's system for thirty days. If you need to change any aspect of your configuration, you can modify your quote, but it will be saved with a new quote number.

For a complete, step-by-step explanation of the process, visit the Husky PC site at: <http://huskypc.uconn.edu/standard.html>

If you have questions, contact Lisa Mikolinski at 860-486-1379 or e-mail [lisa.mikolinski@uconn.edu](mailto:lisa.mikolinski@uconn.edu)

Remember, you will need to save the e-quote to have a quote number assigned. An order cannot be placed with Dell without a quote number. Send the e-quote with your requisition to Purchasing. Using some of the electronic tools developed for us by Dell, we will

also be able to retrieve your quote online if it was created within the last thirty days from the University's Premier site. Once a purchase order has been created and the order transmitted to Dell, your order's status can be checked by accessing the site below and following the directions:

[http://wwwapp.us.dell.com/us/en/dellcare/s egtopic\\_ccare\\_nav\\_002\\_ccare.asp](http://wwwapp.us.dell.com/us/en/dellcare/s egtopic_ccare_nav_002_ccare.asp)

We are working with Dell and UITS to find additional ways to streamline the procurement process for computers and will provide updates as new efficiencies are implemented.

### New Dell Sales Reps

Dell's new inside sales rep is Tanya Simmons, Tanya can be reached by phone at (800) 274-7799 Extension 44877, by fax at (800) 365-5329 or e-mail [Tanya\\_Simmons@Dell.com](mailto:Tanya_Simmons@Dell.com).

The new on-site rep is Linda Boucher. Linda can be reached by phone at (781) 235-7051 by fax at (781) 235-8012 or e-mail [linda\\_boucher@Dell.com](mailto:linda_boucher@Dell.com)

*Penny Guerin*

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## University Loan Agreement Now Available Online

Did you ever wonder what to do when you want to evaluate equipment or devices before the University buys them? Many vendors are willing to lend equipment for a period of time to demonstrate their products' capability to meet your requirements. Although vendors may often ask you to sign their loan agreement, the correct procedure is to use the University's Equipment Loan Agreement. This agreement, designed to protect the University's interests, is available from the Purchasing Department's Web site:

<http://www.purchasing.uconn.edu/forms/forms.htm>.

To arrange for this form to be issued directly to the vendor, contact Melanie Savino at (860) 486-2616 or e-mail [Melanie.Savino@uconn.edu](mailto:Melanie.Savino@uconn.edu).

*William Hill*

## news & notes . . .

### Color Tabs Available at Document Production Center

The Document Production Center now offers color tabs, ordered one through five. Precolated tabs can be ordered as follows: red, blue, green, yellow and gray. Call the Document Production Center at 486-2022 to get instructions for setting up your original to add tabs.

### Binding Options Offered for Documents

Binding documents can be done with more than staples. Other choices available from the Document Production Center for binding include comb, wire, tape and perfect binding. We can also drill holes anywhere in your documents and put them in a binder. Call the Document Production Center at 486-2022 for more information.

### Looking for Transparencies?

The Document Production Center can create transparencies from your originals. Reproduction in black costs \$.50 each, or, make your presentation pop out with color transparencies for only \$.78 each.

### Are You Getting the Best Postage Rate?

Plan ahead! Bring your database to the Inserting & Addressing Service. We will process your mail quickly and efficiently and our prices are competitive with those of off-campus vendors. The postal permits are held by our unit, so you need not be concerned about postal regulations. Call the Inserting & Addressing Department at 486-4218 for more information.

*Lori Nye*

## University Contract Updates

### New Electronic Furniture Catalog Online

A new offering from bkm Total Office, available now with just a few clicks on the computer, will assist requisitioners selecting Steelcase contract office furniture and seating. The new electronic furniture catalog takes the place of bulky three-ring binders of ordering instructions and brochures originally developed in 1996.

The new electronic catalog guides you through the ordering process and allows you to view selected contract products and the most popular fabrics and paint finishes. Manufacturer's list and UConn contract prices are available for budgetary purposes. The site also offers direct contact with bkm furniture consultants who will answer your questions via e-mail.

To view the catalog, visit the Purchasing Department Web site at <http://www.purchasing.uconn.edu> and select *Related Sites*, where the link to bkm's catalog can be found. Self-register at your convenience, and contact the bkm furniture HELP DESK at [furniturehelpdesk@bkm.com](mailto:furniturehelpdesk@bkm.com) with any questions or suggestions.

*Kathy Joy*

### Rate Charts to be Sent with Blanket Orders for Express Shipping

All departments using Federal Express, UPS and Airborne will be receiving rate charts for the three vendors with their new fiscal year blanket purchase orders. Please remember you may use any of the three vendors. Departments are encouraged to choose the vendor who is offering the best price for the service you require. It is possible to have three blanket purchase orders, one with each vendor, in order to realize the best savings.

If your department uses the University Purchasing Card for express mail services and would like to receive the contract rate charts, please call Kristin Allen at 486-4995 or Cheryl Hebblewaite at 486-0970 to request a copy.

For specific questions regarding services, the current representatives are:

**Airborne:** Ray Gosselin  
e-mail [Raymond.Gosselin@airborne.com](mailto:Raymond.Gosselin@airborne.com)

**UPS:** Dawn Doane  
e-mail [Hfd2qd@ups.com](mailto:Hfd2qd@ups.com)

**Federal Express:** Laura Felgate  
e-mail [lcfelgate@fedex.com](mailto:lcfelgate@fedex.com)

*Suzanne McDonald*

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Editing, layout and design: Penny Guerin

# Office Products & Copier Show



2002

*The Annual Office Products Show hosted by the Purchasing Department and Boise Cascade Office Products was held on April 9, 2002 in the Central Stores warehouse. For the first time the office products show was combined with the digital copier show.*



*We have received positive feedback from University personnel and exhibitors regarding the combination of shows. Thank you to the over 150 attendees for making this show a success and congratulations to the 24 lucky attendees who won door prizes.*

*Karen White*

## Photocopier Maintenance Reminder

If you are not renewing the maintenance agreement on a photocopier or if you are canceling the maintenance agreement prior to the end date of the purchase order, please notify the Purchasing Department by memo or e-mail. The Purchasing Department will send a formal cancellation letter to the vendor. If vendors are not notified in writing, they may continue to call for copy counts and automatically send supplies.

Please notify the Purchasing Department of a change in your photocopier maintenance, if any of the following applies:

- ★ Relocation of department
- ★ Transferring photocopier to another department
- ★ Trade in on a new photocopier
- ★ Sending a photocopier to surplus
- ★ Maintenance no longer required

Contact Karen White at 486-2623 or e-mail at [Karen.White@uconn.edu](mailto:Karen.White@uconn.edu) or Kristin Allen at 486-4995 or e-mail [Kristin.Allen@uconn.edu](mailto:Kristin.Allen@uconn.edu)

*Karen White*

**The Husky Buyer is also online at  
[www.purchasing.uconn.edu](http://www.purchasing.uconn.edu)**

# News from Central Stores . . .

## Internet Ordering Tips

To ensure the successful placement of an internet order with Central Stores, please follow these tips:

**Keep going...** Do not stop in the middle of entering your order to work on something else. When you return to your order, you may lose whatever information you started entering because the system "times out" when left in limbo.

**Pickup Orders...** In the notes section, state the date and time that you wish to pick up your order. You need to place your order at least two hours before coming to the warehouse to pick it up. If you want Central Stores to call you when the order is ready, state this in the notes section. Bring a copy of your order with you.

**Ship To / Lookup Button...** Do not attempt to type in your ship to code. You

need to click on the Lookup Button. The system will then pop up a list of building locations. Find your building (in alphabetical order), and then click on the "Ship To" code in the far left column. The system will then insert your ship to code for you.

**Search by Item Description...** Click on the "Item Description" radio button to locate an item by typing in a descriptive word. Always enter the singular form of the word, e.g., "cartridge," not "cartridges."

**Release Order Twice...** Make sure you release your order twice as prompted by the system. At the second to last screen in the ordering process, click on the "Release This Order" button. But you are not done yet; at the last screen, click on the "Release Order Now" button. If you do not release your order the second

and final time, Central Stores will never receive your order.

**Check Order Inquiry...** As a safeguard, after completely releasing your order (twice), click on the "Order Inquiry" button. A listing of your department's orders will pop up. The order that you just placed should be the first order that appears on the list. If you do not see your order listed, then there was a processing problem and Central Stores does not have your order.

**Print Your Order...** It's a good idea to print your order for your records and for easy reference should you need to call Central Stores to check on order status. To print your order, click on the "Order Inquiry" button. Click on your order number. Your order pops up and you may print it at this point.

*Annemarie Ryan*

## Request Forms Available Online

You may request many of the services you need from Central Stores online. Go to our homepage, <http://www.stores.uconn.edu/>, and then access the following request forms:

**Departmental Moves:** Click on "Departmental Moves." (<http://www.stores.uconn.edu/deptmove.html>)

**Pickup Request** Click on "Shipping & Receiving;" Then click on Pickup Request. (<http://www.stores.uconn.edu/pureq.html>)

**Shredding** Click on "Additional Services;" Then click on Shredding Request Form. (<http://www.stores.uconn.edu/shredreq.html>)

**Table & Chair Rental** Click on "Additional Services;" Then click on Tables and Chairs Request Form. (<http://www.stores.uconn.edu/tbchrq.html>)

**Poster Board Delivery** Click on "Additional Services;" Then click on Poster Board Delivery Form. (<http://www.stores.uconn.edu/poster.html>)

**Truck Rental** Click on "Additional Services;" Then click on Truck Rental Request Form. (<http://www.stores.uconn.edu/truck.html>)

**Free Shipping Supplies** Click on "Shipping & Receiving;" Then click on Free Shipping Supplies Request. (<http://www.stores.uconn.edu/sample.html>)

**Catalog Request** Click on "Products/How to Order (Catalog);" Then click on Request for Hard Copy Catalog. (<http://www.stores.uconn.edu/catreq.html>)

**Stock New Item Request** Click on "Products/How to Order (Catalog);" Then click on Request to Stock New Item. (<http://www.stores.uconn.edu/stockre1.html>)

**Complaint of Stock Item** Click on "Products/How to Order (Catalog);" Then click on Complaint of Stock Item. (<http://www.stores.uconn.edu/stockcom.html>)

*Annemarie Ryan*

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