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University of Connecticut

Purchasing Department

February 2003

Husky PC Support Available from On-site Dell Technician

As announced earlier this fall in the Husky Buyer, a feature of the new Husky PC contract includes a part-time, Dell technician on-site in the Purchasing Department. Jason Deary has been providing support to the University since November 4. He is available Monday through Friday from 1:00 p.m. – 4:30 p.m. Jason can assist in configuring systems, resolving delivery issues, checking status of orders or returns.

Jason can be contacted in any one of the following ways:

1. E-mail Jason_Deary@Dell.com
2. Call Joyce Meehan at 486-1054 to be included on Jason's daily call-back log. Response time is usually within 24 hours.
3. For configuration questions, troubleshooting 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.

Order status, returns and all other questions must be routed to Jason through his e-mail or the Purchasing Department.

Obtaining E-quotes from UConn's Dell Premier Site

E-quotes for the standard Husky PC, as well as other Dell products, can be obtained by

following the instructions found on UConn's Husky PC Web site: <http://huskypc.uconn.edu/>

Quotes must come from the University of Connecticut's Dell Premier site, *not Dell's Higher Education sites*. Quotes from our site will reflect the contract discounts, and include shipping and desktop delivery. 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.

Quotes for nonstandard Dell configurations for research or special teaching purposes can be obtained by contacting Andy Meyer at Dell by phone at (800) 274-7799 ext. 44877, or via e-mail: Andy_Meyer@Dell.com

Remember, only by purchasing a standard configuration are you guaranteed free on-site technical support through University ITS, tested and verified hardware and a 3-year gold service warranty.

A waiver for nonstandard configurations must be completed and sent to the Purchasing Department. The form can be found online at:

<http://www.purchasing.uconn.edu/staff/images/NonStandardComputer.pdf>

Any questions regarding purchasing a non-standard configuration should be directed to Penny Guerin at 486-2621.

Penny Guerin

Annual Office Products Show to Celebrate Opening Day of Baseball Season

Like the opening day of baseball season, the annual office products show is anxiously awaited by the University community every spring. This is an opportunity to greet friends and colleagues and view new products - with plenty of free samples! This year's show, scheduled for Tuesday, March 25, 2003 from 10:00 a.m. to

2:00 p.m., will be in the Central Stores building at 3 North Hillside Road. Everyone's invited to grab a hotdog, a soda, a bag of freshly popped popcorn and join in the fun. Wear your favorite team's cap to show your spirit and don't forget to sign up for the raffles.

Kathy Joy

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Cost Accounting and Capitalization of Systems Costs Explained

Part of the procurement function of particular interest to University researchers, is the cost accounting and capitalization associated with any procurement. Presently the State of Connecticut considers any piece of equipment, or a system made up of components that has an aggregate cost exceeding \$1,000, to be an asset which must be accounted for and inventoried. The Purchasing Department, as guided by University policies and federal regulations, codes each acquisition to aid in the proper identification and accounting for such assets. The University's inventory and control authorities rely on the proper budgetary coding and sub-coding, required for every purchase made by the University. Researchers should be aware of this process, as distinctive labeling of devices and systems is required and administered by the Accounting Office.

Purchasing will assist the researcher in identifying the proper classification of items being purchased to assure compliance with University and federal requirements. This can be important when researchers are constructing complex technical systems that are acquired from two or more sources, particularly when the purchase from one of the sources does not meet the \$1,000 threshold, yet is planned to be an integral part of a greater and more costly system. Although the federal threshold for capitalizing equipment is presently set at \$5,000, it is strictly applicable only in acquisitions under federal contracts. For federal grants, the Office of Management and Budget circular controlling asset accounting instructs the researcher to adhere to the lesser level that may be mandated by the University and/or state controlling interests.

William Hill

New Contract for Lab Supplies and Equipment to be Awarded

Fisher Scientific is our current primary vendor for laboratory supplies and equipment. The University contract for this commodity will expire on April 30, 2003. If you have blanket orders with Fisher, you will note that the end-date on your Purchase Orders coincides with the contract expiration date.

The Purchasing Department has solicited proposals for a new contract and responses are presently under review by a committee of University staff. It is our goal to have the new contract awarded before the current contract expires. Once the award has been made, the issue of existing blanket orders will be addressed.

Scientific Product Show to be Scheduled

For the past few years the Purchasing Department has sponsored a Scientific Product Show in cooperation with our primary vendor, Fisher Scientific. Last year we also included Airgas, Inc., our prime vendor for compressed and bulk gases. The show provides a forum for the University's scientific community to interact directly with many of the product manufacturers. These dialogs have become a valuable tool to researchers and students.

This year, because the award of a new contract for lab supplies and equipment is pending, a show will be scheduled in late May or June. Notices will be distributed throughout campus when the date and time are finalized.

Cathleen Paquette

news & notes . . .

Annual Office Products and Digital Copier Show Slated for March 25 at Central Stores

The Purchasing Department is sponsoring a digital copier show in conjunction with the annual office product show on Tuesday, March 25, 2003 from 10:00 a.m. to 2:00 p.m. at Central Stores. Sales representatives from several manufacturers will demonstrate equipment and provide information on the latest technology in digital copiers. If you are considering an upgrade of current equipment or are interested in how the multi-functional devices can enhance production in your department, plan to attend this show.

Karen White

Technology Show Set for April

The Purchasing Department will sponsor a Technology Products Show on April 22, 2003 from 10:00 a.m. to 2:00 p.m. at the Central Stores Warehouse. The latest in audiovisual technology, computers, computer printers, software and related equipment and supplies will be showcased. Vendors anticipated to participate are Crimson Tech, HB Communications, LaSalle Music, L. J. Macken, Valley Communications, Dell Computer, UConn Coop, Adobe, Apple Computer and Microsoft. This show is an opportunity for University administrators, faculty and staff to view the latest products and meet the contract vendors and manufacturers' representatives over refreshments.

Penny Guerin and Karen White

University Contract Updates

Video Production Services Contract Awarded

A University contract for video production has been established. The services offered include production of promotional and/or image building videos, television ads and DVDs. The awarded vendors are Moving Pictures Video & Film Inc. and Seven Seas Cinemas. If you would like additional information, please e-mail Karen White at karen.white@uconn.edu or Ellie Ouellette at eleanor.ouellette@uconn.edu.

Karen White

Employment Advertising

The University has a contract with Nationwide Advertising for placing employment advertisements in a number of publications. Using this contract will benefit departments individually and the University as a whole. Please contact Human Resources to place your ads or contact Nationwide directly at 617-723-1875 and ask for Tara Godell.

Suzanne McDonald

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

Willimantic Waste Paper Company Wins Contract for Trash Removal

On December 1, 2002 the University entered into a long-term partnership with Willimantic Waste Paper Company for trash removal and recycling. The solicitation and subsequent contract award was a joint effort for Purchasing, Facilities Management, Residential Life and Dining Services Departments. This contract enables the University to continue with the excellent service it has been receiving since 1998. With Willimantic Waste onboard for another three years, the University is now aligned with an experienced company, located just eight miles from the University, in nearby Willimantic.

As part of this agreement, Willimantic Waste will provide services on a seven days per week basis, as requested, with two trucks being dedicated just for University use. A one-hour response is now guaranteed for any circumstance.

Additional services offered by the vendor include:

On-site Overseer

The contractor has offered to supply the University with a full-time employee to act as a transfer station overseer and to perform other duties as required by the University. Having a

full-time person on-site to act as a liaison will have many other advantages.

Equipment monthly Rentals

The contractor has agreed to waive monthly rental fees for all existing and future equipment requirements. Based on current requirements, minimum savings of \$25,000. per year should be realized.

Vera recycling carts

The contractor has also agreed to supply the University with recycling carts as required, at no cost.

Compactor Equipment

Willimantic Waste has agreed to transfer ownership of all on-site compactors to the University. This also includes any compactor required through the fourth year of the agreement. Units required after the fourth year will remain property of Willimantic Waste, but will continue to be rent-free.

Savings

The new contract will reduce overall cost to the University while increasing services. With a restructuring of the way that the University is charged for contract service, in addition to the above incentives, the University can expect savings of \$200,000. or more per year.

Steve Grange

Central Stores Outlines Surplus Equipment Program

Central Stores is responsible for administering the University's *Surplus Program*. Listed below are details and procedures that must be adhered to when declaring items surplus. This information is also provided on the Central Stores Web site, <http://www.stores.uconn.edu/>. Just click on the link, Surplus Property.

Surplusing Departmental Equipment and Supplies Completion of Form ACT 39

To send your department's equipment or supplies to surplus, you need to first declare the items surplus via a completed FORM ACT 39, Transfer or Retirement of Equipment or Supplies. These forms are available for sale at Central Stores (item #72890033). Send your completed form to Central Stores, Unit 6114. Central Stores will remove your surplus items as soon as possible after the receipt of the completed form.

Please Note: Unauthorized depositing of items at the surplus locations is strictly prohibited.

Computers: Certification of Data Inaccessibility

Before sending your department's computers to surplus, all data, except the operating system, must be removed. In addition to completing the FORM ACT 39, you need to also complete a CERTIFICATION OF DATA INACCESSIBILITY. The completion of the certification form is necessary to comply with confidentiality and copyright laws. This form is available online through the Central Stores home page:

<http://www.stores.uconn.edu/>

Click on the link, *Certification of Data Inaccessibility*.

Removal of Refrigerants or Oils

In order to comply with current state and federal environmental regulations, any item suspected of containing refriger-

ants or oils, and is inoperable, must have the refrigerants or oils removed before Central Stores can take the item away for disposition. A facilities work order must be generated to accomplish this. The work order may be submitted via phone at 486-3114 or online. From the UConn home page, click on *Administrative & Support Services*; then click on the link, *Facilities Administrative Services*. The online work order request is the main link on the page.

Obtaining Surplus Equipment or Supplies

Equipment and supplies declared surplus are available for reassignment to University departments and state agencies for official use. Departments may obtain surplus items through the completion of a FORM ACT 39. Items may be picked up or departments may request delivery by Central Stores. University employees are welcome to visit the two surplus locations during regular business hours to pick out—"tag"—surplus items for their department.

After items are offered as surplus for 30 days, surplus items not selected for transfer to another department may be sold at an auction or at a public sale (see below, *Public Surplus Store*). Items may also be scrapped, either through an existing University recycling program, or by other means. Items designated as scrap may not be given away to any University employee or to any other party.

Showroom Locations and Hours of Operation

The surplus property showroom at the Depot Campus is located in the old Mail Services Building, 6 Ahern Lane. Hours are Tuesdays and Thursdays, 1:00 p.m. to 3:00 p.m. At the main campus, the surplus property showroom is located in the old Warehouse Building, 181 Auditorium Road, behind Student

See Surplus Store on Page 4

News from Central Stores . . .

Search Tips for Using Central Stores' Online Catalog

Central Stores continually adds new items to our product lines, based on the demands of University customers. The online catalog is a convenient way to search our current inventory and to check pricing. No logon identification is required; to access the online catalog, simply go to the Central Stores web site, <http://www.stores.uconn.edu/>, and click on the second link, *Online Catalog*. To ensure a successful search, please follow the tips listed below.

Item #	Starts With	▼	
Description	Contains	▼	
Mfg Nbr	Starts With	▼	
<input type="button" value="Reset"/>		<input type="button" value="Search"/>	

Searching by Item Number

- ✓ Use this field when you know the entire eight-digit Central Stores item number or a portion of the item number. If you know the eight-digit item number, type it in the blank field to the right and then click on the *Search* button.
- ✓ If you know only a portion of the item number, click on the down arrow and

select *Contains*. Type in the partial item number in the blank field to the right and then click on the *Search* button. Your search will yield a list of all products containing the item numbers you indicated. You can then find the item you are looking for.

Searching by Description

- ✓ Use this field when you do not know what the item number is or when you want to look at several items in a product category.
- ✓ The best way to find items this way is to keep the description as short as possible—one word descriptions usually work best. Example: You want to know what kind of envelopes Central Stores has available. Just type *envelope* in the blank field to the right. Your search will yield a list of all envelopes stocked by Central Stores. You can then find the envelopes that you are looking for.
- ✓ Always enter the singular form of the word. The system will usually not locate an item typed as a plural word. Example: You want to know what

forms Central Stores has available. Type *form* in the blank field to the right; do *not* type *forms*.

Searching by Manufacturer Part Number (Mfg Nbr)

- ✓ Use this field when you do not know what the item number is but you do know all or a portion of the manufacturer part number. Click on the down arrow and select *Contains*. Type in the complete or partial manufacturer part number in the blank field to the right and then click on the *Search* button.
- ✓ This is a great way to search for cartridges. Example: You know that the manufacturer part number of the printer cartridge you need is C4092A, but you do not know what the item number is. Make sure that *Contains* is selected and type C4092A in the blank field to the right and then click on the *Search* button.

Still having trouble finding what you need? Give us a call at 486-3626. We'll be happy to help you successfully complete your search.

Annemarie Ryan

Surplus Store Information

Continued from Page 3

Health Services, next to the Chemistry Building. Hours are Mondays and Wednesdays, 1:00 p.m. to 3:00 p.m.

Public Surplus Store

The Public Surplus Store is open one day a month to all University staff, students, and to the general public. It is located at the Depot Campus in the old Mail Services Building, 6 Ahern Lane. All sales are CASH ONLY. Checks and credit

cards are not accepted. All items are sold *As Is*. No guarantee or warranty, expressed or implied, is provided. Items available at the Public Surplus Store change on a monthly basis. The store will be open on Friday, February 14 and Friday, March 14, 10:00 a.m to 3:00 p.m. For more information, including pictures, prices, and all store opening dates for 2003, please visit <http://www.stores.uconn.edu/storsurp.htm>.

Phil Martin and Annemarie Ryan

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

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