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University of Connecticut

Procurement and Logistical Services

Fall 2009

Pre-qualifying print vendors improves quality and service to the University

In December 1997 the Purchasing Department completed its first review of applications from printing vendors who were seeking to prequalify for bidding purposes. The process was undertaken to establish procedures for procuring printing services for identified publications. Since the initial review, the process has been reopened several times. Applications are reviewed by a committee whose representation includes departments with histories of high volume print use.

Vendors apply for approval in up to four categories, depending upon their capabilities. The categories are differentiated by degree of complexity and sophisticated production of printed materials. The evaluation criteria include an analysis of the vendors' equipment and services, printed samples and performance history. The list of successful applicants will be listed on our

website www.purchasing.uconn.edu under Contracts. Using a prequalified vendor does not waive the policies and procedures in place for procuring goods. All print jobs over \$10,000 need to be competitively bid within the appropriate category, as well as print jobs over \$3,000 using federal funds.



The initiative, designed to improve service to the University, has operated successfully since its inception. For more information please email Karen White at karen.white@uconn.edu.

Karen White

Staples policies for brand transitions and dated goods

You may have noticed some changes on EWay indicating that the transition from the merging of Corporate Express and Staples is well on its way. You may already have received Staples Brand items or a name brand item when ordering a Corporate Express Brand item. This will continue until our inventory of Corporate Express Brand items is depleted. If a Staples or name brand item is sent it will always meet or exceed that quality of the item being replaced.



The 2010 catalog arrives in December and it will contain Staples Brand and name brand items, but no Corporate Express Brand items. It will also carry the Staples Advantage logo only.

As part of the integration to Staples, Corporate Express Brands calendars, planners and organizers are no longer available. These include Corporate Express Brand (CEB), Signature (CEG) and EXP products.

To make this transition easy for you, there is a chart inside the 2010 dated goods flyer (available from Eway as item # CEIUSDG2010) that includes recommended 2010 brand name products with comparable layouts and sizes to replace the discontinued Corporate Express Brands calendars and planners. You will also find this chart on the Eway web site. In addition to the chart, Eway will recommend comparable name brand items if a Corporate Express Brand item number is entered.

As always, please feel free to contact your onsite Customer Service representative, MaryAnne Brennan at 486-0424 or maryanne.brennan@staples.com if you have any questions or concerns.

MaryAnne Brennan

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NOTICE: Current signature authorizations for departments expire September 30, 2009 and must be renewed. Visit <http://purchasing.uconn.edu/ata/ata.html> for more information.

University Contract Updates

New University Contract for Media Services

The Purchasing Department has established a new University of Connecticut and Health Center contract for media services. This contract has been awarded to five vendors: Cashman + Katz, Go media, Makiaris Media, mason, inc. and Mediassociates. These vendors are all experienced and qualified to assist the University in developing strategic media placement campaigns, leverage buying power with media outlets, and purchase media space in a variety of mediums such as print, radio, TV and the Web. The contract award is posted on the Purchasing Department website at: <http://www.purchasing.uconn.edu/contracts/contracts.php>. Please contact Kristin Allen at 486-0970 or kristin.allen@uconn.edu with any questions.

Kristin Allen

Moving Services for Faculty and Staff; Contract UC-09-KJ103108

A new contract for moving services for UConn faculty and staff went into effect July 1, 2009. We have retained two of the previous firms, Nationwide Moving and Storage, which is affiliated with North American Van Lines and WB Meyer, which is affiliated with United Van Lines. Two new firms have been added: Siracusa Moving and Storage, a 35 year-old firm located in New Britain,

affiliated with Allied van Lines, and Graebel Van Lines, a national carrier in its own right.

All of the moving firms have national coverage and can provide a wide range of services including vehicle transportation, packing, storage and the ability to track your belongings during the move.

Be sure to send the quote from the selected moving company along with a completed move form to Team 2 when you process your requisition for moving services. A properly completed and signed move form is required before any purchase order for moving services can be initiated. You can access the move form at:

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

A list of all the moving firms with their contact information can be found at: http://www.purchasing.uconn.edu/staff/contracts/moving_services.pdf

If you have any questions concerning the contracted vendors or the moving process please call Lou Priest at 486-4960.

Enterprise Car Rental Contract

The on-campus availability of Enterprise rental vehicles is off to a good start with only a few small bumps in the road. One of the issues that came to light recently was vehicles being released to

staff without a valid University purchase order in place. Please remember: in order to rent any vehicle from Enterprise, you must have a valid purchase order number. The Enterprise staff have been instructed NOT to release any vehicle for rental unless they have a valid purchase order number.

The Purchasing Department has “rush” and “emergency” procedures to assist your department with unexpected needs and remember, ProCards cannot be utilized for the rental of any vehicles; all vehicle rentals must be done using a purchase order.

If you have any questions concerning renting vehicles from our on-campus Enterprise office, please call Lou Priest at 486-4960 or you can contact the Enterprise office and speak to Sandy Mosley at 487-9801.

Lou Priest Jr.

HuskyPC Money Saving Tip

Reusing your current flat panel monitor can be advantageous when trying to save money on computer purchases for your department. You can save approximately \$200.00 per system by configuring the computer with “No Monitor”. This not only saves money, but also supports green habits, by sending less e-Waste to recyclers and landfills.

Brett Paulson

Stocking up for a new school year? Don't forget flu supplies

This year stocking up for a new school year will also mean stocking up on flu season supplies. Common sense measures include getting plenty of sleep, using sanitary measures when sneezing, staying home when sick, keeping your hands away from your face, and washing well and often with soap and water. When soap and water aren't available, students and staff may feel the need for hand sanitizers.

Central Stores is making every attempt to have dispensers, stands, refills and individual containers of hand sanitizers in stock if the H1N1 flu should strike our cam-



pus. You can search our online catalog for related items by putting sanitiz (no e) in the ‘description contains’ field. A number of the items are new and therefore not in the printed catalog. We have also added a small number of surgical masks. The stock number is 94989298, and they will be issued by the pack of 50.

Please give us a call at 486-3627 if you have questions regarding any of these items. The latest UConn H1N1 flu information is posted on the Student Health Services website at http://www.shs.uconn.edu/swine_flu.html

*Stay well!
Janice Nash*

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Who has signing authority?

University contracts may be signed only by those who have been delegated authority by the Board of Trustees. The Board's contract signing authority document is currently published on the Office of the Attorney General's website.

Vendors must provide signing authority documentation with all contracts to verify that the individual signing the contract has the authority to do so. The signing authority must bear an original signature by an officer of the corporation and must state the name of the person authorized to sign the contract and their title within the corporation. The corporate officer must also certify that the signatory's authority was in effect at the time the contract was signed and the signature on the contract must be exactly as the name is stated in the signing authority documentation. The date of the resolution wherein the signatory was given signing authori-

ty by the corporation may precede the date of the execution of the contract, but the date that the corporate officer certifies that the resolution is still in full force and effect cannot precede the date the contract is signed. A selection of signing authority documents for individuals and every type of business entity is available on the Purchasing Department website at <http://www.purchasing.uconn.edu/corpres/corpres.html>.

Leslie Langworthy

Welcome back Mike Franklin

Purchasing is pleased to welcome back Mike Franklin as the Purchasing Agent for computers, computer peripherals (including printers) and related commodity items. Requisitions for these goods and services can be directed to Mike on Team 5. Mike can be reached at 486-4970 or email michael.franklin_jr@uconn.edu.

News from Inserting and Addressing

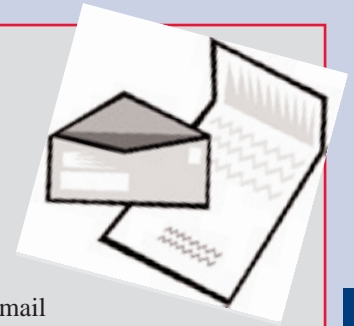
The U.S. Postal Service has finalized a rule, effective September 8 2009, which will change the way that you design your booklet mail pieces that are letter sized. In order to get the least expensive postage rates, which are automated and machinable rates, you have to follow these guidelines.

A booklet as defined by the U.S. Postal Service are "sheets that are fastened with at least two staples in the manufacturing fold (saddle stitched), perfect bound, pressed-glued, or joined together by another binding method that produces an end where pages are attached together are considered booklets". Booklets must be uniformly thick.

The Guidelines for Machinable and Automation Booklets are as follows:

1. Maximum height is 6 inches, minimum height is 3.5 inches
2. Maximum length is 10.5 inches, minimum length is 5 inches
3. The maximum thickness is 0.25 inches, minimum thickness is 0.009 inches (thickness is measured at the spine of the mail piece)
4. The maximum booklet weight is 3 ounces; any booklet over 3 ounces must be placed in an envelope and may not exceed 3.3 ounces. The postal service recommends decreasing the length of the booklet to 9 inches to improve machinability.
5. Paper weight for booklets should be 40-pound minimum basis weight for folded booklet designs and 60 -70 pound minimum weight for pieces longer than 9 inches. Booklet covers must be made with a minimum paper weight of 60 pounds. The postal service recommends using paper that's 10 pounds heavier than the minimum to increase processing performance on their machines, and 70 pound paper for booklets that approach maximum booklet dimensions.
6. The spine of the booklet must be on the bottom edge of the booklet or on the leading edge of the booklet (on the right of the mail piece) if the booklet is oblong. Booklets with the spine on the trailing edge (the left hand side) are not machinable.
7. Booklets are now required to have three wafer seals to hold the piece closed. The lead edge of the mail piece should have two tabs, with one no more than one inch down from

the top of the mail piece and one no more than one inch up from the bottom of the mail piece. The third tab needs to go on the back edge of the mail piece, no more than one inch down from the top of the mail piece. The wafer seals can be made be plastic, vinyl, translucent paper (minimum paper weight of 40 pounds), opaque paper, or cellophane tape. The wafer seals cannot be perforated. Booklets that do not comply with these new standards will not be eligible for machinable or automated postage rates. Non-machinable booklets will be assessed a surcharge for first class mail, or pay non-machinable prices for standard mail.



New prices in effect at Inserting and Addressing

The Inserting and Addressing department has instituted price changes for the upcoming academic year. Listed below are the new prices that have taken effect.

- ☞ Addressing 500 pieces or less: \$50.00
 - ☞ Addressing 501-1000 pieces: \$75.00
 - ☞ Addressing 1001-1500 pieces: \$100.00
 - ☞ Addressing 1501-2000 pieces: \$125.00
- These are flat rate prices and include machine set up fees and list processing and have been lowered from \$185.00.
- ☞ Addressing 2001-20000 pieces lowered to \$0.05 each from \$0.055
 - ☞ Addressing 20001 and more pieces lowered to \$0.045 from \$0.055
 - ☞ Inserter set-up fee lowered to \$25.00
 - ☞ List download and conversion fee lowered to \$40.00

Postal rules are changing constantly and the staff at Inserting and Addressing are willing and able to help you with any questions you have in the design of your mail piece. Please contact us at 486-4218 or you can email us at insertingandaddressing@uconn.edu

Daniel R. Warren
Inserting and Addressing

News from Central Stores

Central Stores kindly reminds you:

Shipping Charges

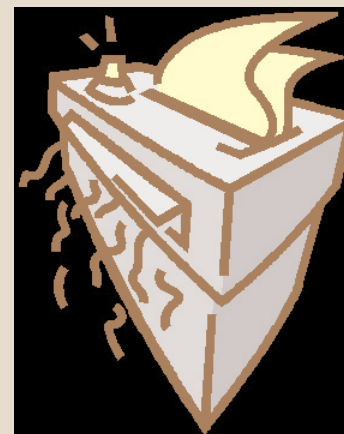
Sometimes departments borrow Central Stores' shipping account numbers for Federal Express and UPS. If this happens in your department, please complete a hard copy transfer voucher and include your department's current FRS number and other necessary departmental information. Fax the transfer voucher or mail it to Central Stores as soon as possible: 486-3061 / Unit 6114. Be sure to keep a copy of the transfer voucher for your department's records. After Central Stores receives the transfer voucher, we will charge your department the shipment fee plus our normal \$2.00 processing fee. To review our shipping services and guidelines, please visit <http://www.stores.uconn.edu/shipping.html>.

Shredding Service

Please remember that the Central Stores Shredding Service is for CONFIDENTIAL University documents only. (This service is NOT for recycling documents that are not confidential; for those services contact Facilities Recycling at 486-4575.) Before submitting a shredding request to Central Stores, permission to destroy state records must be granted. The UConn Records Management Program has complete information about

this process: <http://doddcenter.uconn.edu/rm/index.htm>.

Confidential documents to be shredded by Central Stores must be boxed, sealed and labeled with your department name, phone and contact person. Please note that our shredder can only shred paper. Any other material will damage the machine. Therefore metal parts, such as paper clips, should be removed and documents should not be in binders or part of a wirebound notebook. To request a pickup of confidential documents for shredding, complete and submit the Central Stores Shredding Service Request Form found at <http://www.stores.uconn.edu/forms/form-shredding.html>.



Kathie Hood

Central Stores website showcases additions and improvements

Central Stores has completed the conversion of our website to the University template design. Along the way, we created some new web pages and made several improvements detailed below.

Order Guides / Tips

To ensure a successful Central Stores ordering experience, you'll find instructions and other helpful information at Order Guides / Tips, <http://www.stores.uconn.edu/orderguides.html>:

- ✓ Online Ordering Key Tips
Tips for successful Central Stores online ordering.
- ✓ Online Ordering Guide
Detailed instructions for using our online ordering system.
- ✓ Online Catalog Search Tips
Tips for searching our inventory online.
- ✓ Online Order Status Info
Guide to terms used when accessing the order inquiry feature.
- ✓ Packing List Sample
Sample packing list highlighting useful information. All Central Stores product orders include packing lists (invoices).
- ✓ Frequently Ordered Items
A list that quickly summarizes the products Central Stores has available. Central Stores provides the University with nearly 9,000 items.

Delivery to Non-Storrs Locations

Are you located outside of Storrs? This page is for you! View the complete Non-Storrs delivery schedule at <http://www.stores.uconn.edu/delivery.html>. Central Stores delivers twice a month to all regional campuses and cooperative extension centers.

Catalog Options

Central Stores regularly adds new products based on customer demand. Products are detailed in three different versions of our catalog, <http://www.stores.uconn.edu/catalog.html>:

- ✓ Online Catalog
Check Central Stores products available to date. This version is the most up to date, including pricing.
- ✓ PDF Catalog
View the latest printed copy of the Central Stores Products Catalog in PDF format.
- ✓ Catalog Request Form
Request the latest printed copy of the Central Stores Products Catalog.

Online Forms Revamped

All our online forms have been revamped. We strived to make them uniform, clear, and clutter-free. We hope you find them easier than ever to use.

As always, if you need any assistance finding information on the Central Stores website, give us a call at 486-3626. We'll be glad to help.

Annemarie Ryan