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University of Connecticut

Procurement and Logistical Services

Winter 2009

## Special Cost Savings Issue



Did you know one of the simplest and easiest ways to save money for your department is to buy from contract vendors? It's true! In many cases you could be saving your department anywhere from 10 to 50 per-

cent off the standard retail price. The Purchasing Department has established con-

tracts for a wide range of items used on all campuses.

The University is also able to use many contracts that have been established by our peer institutions in Connecticut, as well as many state and federal contracts. If you're looking to buy an item and you want to get the best price, be sure to contact the buyer for that commodity. A full listing of buyers and their assigned commodities, as well as many University-wide contracts, is available at [www.purchasing.uconn.edu](http://www.purchasing.uconn.edu).

*Brett Paulson*

### Savings tips for office supply purchases

When you think of office supplies, you might think "small potatoes" as far as saving money goes. After all, you can purchase a felt tip pen for \$.06 – yes, six cents! Or a dozen ball point pens for about a half dollar. But how much do pens and folders and sticky-notes really cost? The answer is: more than you might think! Processing, packaging and delivery are all hidden costs. Even with such low prices, there are ways to further reduce the costs of running your office.

Do you order via Eway.com, our web site for online ordering? It's the fastest, least expensive way to go. The prices are the same as when you use an order form, but there are fewer hidden costs because your order doesn't have to go through multiple layers of processing before it's entered. You can sit down and enter your items in a few minutes and if you place the order before 5:00 p.m., all in stock items will be at your office the next business day – thanks to efficient delivery work by Corporate Express and Central Stores

working in tandem.

Another way to reduce costs is to use the "contract shopping list" of core items. This list is available for viewing and selection right next to the shopping cart on the site. The hundred or so items on the list are the preselected best buys for items that are most frequently ordered.

When an item you need isn't shown on the core list there might be a Corporate Express brand that will work as well or better than a name-brand. You won't be paying the costs for large scale national advertising campaigns. Try comparing prices of several brands before selecting one; those dimes and quarters add up over time.

One last consideration is to consolidate your orders whenever possible and send fewer, larger orders. This cuts down on time and energy compared to sending several small orders. Not only will you spend less time sending the orders and unpacking them when they arrive, but there will be less packaging material needed, fewer cartons and bags, and lower fuel costs to deliver them.

Buying from the contracted vendor, Corporate Express brings you the best combination of price and service available.

*MaryAnne Brennan*



## University Contract Updates

### Copier Update

The University has used the state contract for the procurement of copiers since its inception in 2004. The vendors on contract are A & A Office Systems and IKON Office Solutions. Although IKON Office Solutions has been purchased by Ricoh Corporation, they will continue to service all Canon and Ricoh copiers under contract unless the copier becomes obsolete and parts cannot be found. They are also able to provide new Canon equipment until their inventory is depleted. In addition, the reconditioned Canon copiers will remain on the contract.

A new link, COPIERS, has been added to the Purchasing website ([www.purchasing.uconn.edu](http://www.purchasing.uconn.edu).) The link directs you to a guide listing manufacturers available, contract options, the contact information for each vendor and the Purchasing Department.

If you have any questions regarding the status of your equipment, please feel free to contact the appropriate sales rep-

resentative or Joyce Meehan at 486-1054 or Karen White at 486-2623.

*Karen White*

### Tips for Budgeting for PCs

One of the most common requests I get is from departments looking for a desktop computer costing more than \$1000. Typically this request is because the department wants to use capital funds to purchase the computer. I'm always willing to help with a quote - especially if that is the only kind of money a department has to make the purchase. However, now that the budgeting season is almost upon us, I'd like to take a moment to offer some tips for departments looking to include new PCs in their budget requests for next year.

- ❖ The cost of a standard Dell HuskyPC desktop ranges from \$650 for a light-duty system (capable of most web browsing tasks, Word, Excel, etc.), to \$995 for a power-user system (capable of easily handling 99% of tasks here on campus with power to spare). Keep this in mind when deciding where computers get budgeted.

- ❖ Models and pricing can change frequently. When a change occurs, we tend to get better technology and performance for a lower price. Check models and pricing frequently on <http://huskypc.uconn.edu>.
- ❖ Always get a new quote right before you submit your order to Purchasing. As stated above, prices are always coming down. I've re-created quotes that were two months old and have found significant savings.
- ❖ Buy on contract. Do this for everything you purchase, but especially for computers. The University has contracts with Dell and Apple that offer significant savings.
- ❖ Seek help. If you have questions about configuring and buying a computer, feel free to contact Purchasing or UITs for assistance. You can contact the HuskyPC program by emailing [huskypc@uconn.edu](mailto:huskypc@uconn.edu), or via the HuskyPC website at <http://huskypc.uconn.edu>.

*Brett Paulson*

## Postings from Mail Services . . . .

If you are not already familiar with our website, I encourage you to visit. In particular, timely news topics or tips will be found on the homepage. Displayed there, for example, was our recent Holiday schedule, the November Passport Day event, as well as notice of the last date for residence hall mail delivery.

Please visit us at <http://web.uconn.edu/mailservices/>

The December 2008 session of FAIT was presented as vendor exhibits. Available for attendees were information materials, a variety of sample postage transaction reports, active website access for rate shopping, links to USPS, UPS, FED EX, as well as our own UCONN Mail Services website. This change from the typical power point presentation-style, seemed to afford a more personal means

of interacting with you, our customers, and placing faces with names – always a pleasant outcome. As the presenter, I would welcome feedback on what format you as an attendee, prefer, so I can best convey our service for the next session of FAIT. Email your comments to me at [nancy.popeleski-smith@uconn.edu](mailto:nancy.popeleski-smith@uconn.edu).

Effective January 18, 2009 the USPS Package Services rates changed, an approximate 5.2% increase for Priority and Express, both domestic and international. Access [www.usps.com/prices](http://www.usps.com/prices) for a complete set of rates. If you wish to rate shop among other carriers, a site provided to me by my USPS Account Representative is: [shipgooder.com](http://shipgooder.com) Keep in mind that rate changes for the remaining classes of mail will be implemented sometime in May 2009. USPS is expect-

ed to announce the date at the Postal Regulatory Commission (PRC) meeting in February.

I would be remiss if I did not speak to the economic climate from the standpoint of our operation. As you can imagine, we are not immune from requests to evaluate every penny required to allow us to provide you the service you have enjoyed and become accustomed to. Our day-to-day goal is to serve you with timely delivery/collection, accuracy, efficiency, same-day posting of your outgoing mail, and to provide this consistently if not invisibly.

*Happy New Year!*  
*Nancy Popeleski-Smith, Director*  
*University Mail Services*



## bkm offers Husky savings suggestions

One thing is certain as we move into the New Year: we all are going to have to work a little differently. bkm Total Office, your campus facilities partner, is dedicated to working with UConn to meet the needs of your workplace and learning environments, while

bringing value and cost savings. Here are some suggestions for you to consider when looking for furniture, audio-visual, or floor covering cost savings:

- 1. Reupholster.** bkm's Recovery Zone upholstery division can make that old chair look new again. Some new fabric can work wonders for a chair, a tack board and your budget.
- 2. Remanufactured/Recycled.** bkm's ERI (Environmentally Responsible Interiors) division takes used Steelcase 9000 panels and desks and re-paints and re-fabrics. We can renew your existing workstations or metal office furniture or we can provide recycled products,
- 3. Value-engineer.** Mixing existing product with value-oriented new products such as those from Turnstone and OFS First Office can bring great savings while delivering a fresh new look.

**4. Visit our warehouse showroom.** bkm has a 23,000 square foot warehouse in East Hartford. We have gently-used products, as well as new products, at greatly reduced prices. Check it out!

**5. Re-think.** Wood is good, but laminate is less expensive for desks and tables.

**6. Bundle.** Using more products and services from a single source may qualify for deeper discounts for the project; furniture, floor covering, labor, and audio-visual are good examples. Using a single manufacturer to provide

more of the products as opposed to using multiple providers will also save time and labor costs.

**7. Call.** Your UConn bkm team is available to help you determine the alternatives and options available. Your team: Abbie Prevost (860) 338-3678, Elaine Stone (860) 338-3706 and Lynn Kucharski (860) 331-9273.

If you have any other questions you can always contact our

help desk hot line (860) 291-5666 or email furniture-helpdesk@bkm.com. Your furniture website can be accessed by going to <https://shop.bkm.com/uconn> for additional ideas. Thank you for your continued business!

*Abbie Prevost, bkm*



### Solidus + Kimball + National Office Partners = A winning solution for office spaces

It's on everybody's mind these days: saving money. Your campus contract furniture dealer Solidus offers cost-effective office space solutions to meet your needs and fit your budget.

One solution, Traxx by Kimball Office, eliminates the need for expensive wall blocking and support panels. Its unique horizontal rail system is mounted to your walls, even fitting around architectural obstacles and allowing for "off-modular" installation — perfect for some of the unusual office locations across the UConn campuses.

Solidus provides other cost-saving solutions for your office furniture needs as well. In addition to Kimball Office products, we also offer National Office Furniture — an affordable product line with an array of stylish, effective options with many of the same features and functions as Kimball furniture.

Linda Bianchi and the Solidus team are here to help you create an efficient office environment that fits your budget. With our design support we can begin planning your next layout with a variety of affordable and eco-friendly furnishings, supporting your efforts for a sustainable campus.

You can reach Linda at (860) 838-3880 or [lbianchi@gosolidus.com](mailto:lbianchi@gosolidus.com).

*Linda Bianchi, Solidus*



### Office Products Show to be held March 31

The annual office products show, co-hosted by the Purchasing Department and our exclusive office supply provider, Corporate Express, a Staples Company will be held on Tuesday, March 31, 2009 from 10:00 a.m. to 2:00 p.m. in the Central Stores building at 3 North Hillside Road.

Corporate Express has invited manufacturers' representatives from some of the largest names in the office supply industry to attend with information, samples and demonstrations of their newest products.

The show will also highlight our contract partners for office furniture bkm Total Office and Solidus. A&A Office Systems, Inc. and IKON Office Solutions, Inc. will provide copier demonstrations.

Join us early for a light breakfast or at noon for the luncheon.

*Kathy Joy*

# News from Central Stores . . . .

## Looking for cost savings? Purchase from Central Stores!

Central Stores provides all University locations with nearly 9,000 frequently demanded office, maintenance, and laboratory supplies. University purchasing policy requires procurement of these items from Central Stores, when available.

Central Stores' most important mission is to provide supplies to the University as economically as possible. How do we do this? By purchasing warehouse inventory and special order items from University and State contract vendors who offer volume discounts and excellent pricing.

While it may be possible on any given day to find individual items cheaper through another source, please remember the BIG picture. It is better for all of us at the University to take advantage of

the volume discounts and excellent pricing available through Central Stores. Because many of the contracts rely on volume, ordering from other sources results in less volume available to ensure the best pricing on future contracts.

Some of the many items you can purchase from Central Stores:

### Laboratory Supplies

Beakers, bottles, brushes, clamps, filters, flasks, syringes, pipets, slides, vials, petri dishes, test tubes, tubing.

### Safety Supplies

First aid kits, ear plugs, safety glasses, gloves, respirators, dust masks, lab coats, coveralls.



### Office Supplies

Paper—copy paper, colored paper, second page letterhead;  
Cartridges—for printers, fax machines, and copiers;  
Envelopes—business reply, plain, window, interdepartmental;  
Forms—co-op order forms, surplus (ACT-39) forms, answer sheets (“bubble” sheets);

UConn folders;

Timecards—student, professional, classified;

Bulletin boards and Marker boards;  
Campus Maps.

### Maintenance Supplies

Building materials, electrical supplies, hardware, HVAC and refrigeration, janitorial supplies, lighting, paint supplies, tools.

*Annemarie Ryan*

## More cost savings: Check out UConn surplus!

In these tough economic times, it is more important than ever to obtain cost savings for your department wherever possible, right? Right! To that aim, we encourage you to check out the University Surplus Program administered by Central Stores. The University Surplus Program is a great way to reap savings for your department—you may obtain furnishings and other supplies at no cost! Surplus includes computers, equipment, furniture, and many other supplies that your department may need.

### Surplus Showrooms

You are welcome to visit our two Surplus Showrooms to tag surplus items for your department. The Surplus Warehouse Building at the Depot Campus is open Tuesday and Thursday, 1:00 p.m. to 3:00 p.m. The Old Warehouse at 181 Auditorium Road is open Monday and Wednesday, 1:00 p.m. to 3:00 p.m. Surplus may be picked up or Central Stores will deliver by appointment to your department.

### Public Surplus Store

After items are offered at the Surplus Showrooms for 30 days, surplus items not selected for transfer to another department may be sold at the Public Surplus Store. The Public Surplus Store is open one day a month to the general public,

all University Staff, and students. Items available at the Public Surplus Store change on a monthly basis. All sales are cash only.

## The BIG Picture—Cost Savings Realized

Here's the BIG picture. By taking advantage of the Surplus Program, you are helping to create cost savings for the University and for the State of Connecticut. The transfer of surplus to departments saves the University and the State money in two ways: (1) Not buying new equipment/furniture/other supplies; and (2) Not paying to get rid of old equipment/furniture/other supplies (which is also good for the environment). In addition, the proceeds that are generated by the public sale of surplus are used to fund the surplus operation—including the cost of sending scrap computers and electronics to a certified recycler where usable parts are removed and unusable parts are recycled.

For more information about the University Surplus Program, please visit the Central Stores website at [www.stores.uconn.edu](http://www.stores.uconn.edu).



*Annemarie Ryan*

## Federal Express ground shipping now available!

Central Stores now offers Federal Express (FEDEX) Ground service. Along with FEDEX Express, UPS Express and Ground, and DHL International, Central Stores has most of your shipping needs covered!

For an efficient shipping experience with Central Stores, please follow the below procedures:

- Provide a fully completed BO-20 (transfer voucher) with all shipments.
- If using your own shipping account number, also provide completed shipping documents.
- Be sure to provide the recipient's complete address, including the correct zip code. Always provide street addresses; no P.O. boxes, please!
- Provide the recipient's phone number, if at all possible. This is especially important for international shipments.
- When shipping hazardous materials, provide the MSDS sheets and commercial invoices, completed and signed.

Following these procedures will help ensure the on time scheduled arrival of your shipped packages. For more information about shipping, visit our website [www.stores.uconn.edu](http://www.stores.uconn.edu) or contact Dock Supervisor Steve Marrotte at 486-6297 or email [steven.marrotte@uconn.edu](mailto:steven.marrotte@uconn.edu).

*Steve Marrotte*

## New Catalogs Are Here!

The Central Stores 2009 Catalog is now available! A few hundred have already gone out; if you need one, please visit our website and complete the online form, "Catalog (Hard Copy),"

[www.stores.uconn.edu/forms/catreq.htm](http://www.stores.uconn.edu/forms/catreq.htm)

Central Stores provides the University of Connecticut at Storrs and off-campus locations with nearly 9,000 frequently used office, maintenance, and laboratory supplies. (Prices in the catalog are subject to change without notice.)

New items are added throughout the year. To check on all products available to date, visit our website and click on the link "Catalog." This online catalog shows current pricing for items currently in stock. Pricing on stock items may change when new stock is brought in. Special Order items show the pricing as of the last purchase date. Pricing may be valid, but could be out of date if the last purchase was a while ago. For current pricing on a Special Order item, please call Janice Nash at 486-3627.

### Catalog Tip: Check Out the Index

Need help finding an item in the Central Stores 2009 Catalog? Please be sure to check out the Index, the blue pages at the end of the catalog. You will find nearly every Central Stores item indexed, giving you the page number where your item is listed.

Still can't find what you're looking for? Give us a call at 486-3626. We'll be glad to help you find what you need.

*Annemarie Ryan*



If we all pitch in, we can help eliminate waste and cut spending.



Reduce - Reuse - Recycle

## Public Surplus Store Dates for 2009

The Public Surplus Store, located at 6 Ahern Lane, Depot Campus is open on the following dates, 10:00 a.m. – 3:00 p.m.:

Friday, February 13, 2009

Friday, March 13, 2009

Friday, April 10, 2009

Friday, May 8, 2009

Friday, June 12, 2009

Friday, July 10, 2009

Friday, August 14, 2009

Friday, September 11, 2009

Friday, October 9, 2009

Friday, November 13, 2009

Friday, December 11, 2009

A Saturday vehicle auction will replace one of the above dates. Check the Central Stores website or subscribe to Announce-L for the Vehicle Auction announcement.

The Public Surplus Store is open one day a month to the general public, all University staff, and students. Items available at the Public Surplus Store change on a monthly basis. All sales are cash only. For more information about the Public Surplus Store, visit the Central Stores website, [www.stores.uconn.edu](http://www.stores.uconn.edu)

*Annemarie Ryan*

## Renewals and Agreements

Purchase order renewals will be mailed to departments in the next few weeks. When reviewing your renewal requests, please pay special attention to those associated with agreements. If an agreement is to be extended or amended, the amendment must be executed prior to the expiration of the current agreement.

In order to ensure adequate time for review and approval, the renewal request should be returned to Purchasing a minimum of 90 - 120 days before the current agreement expires. Approval and execution by the campus Office of the Attorney General is required for any agreement whose value is more than \$3,000. Agreements with a value of more than \$100,000 must be approved and executed in Hartford.

When an agreement or amendment is executed by a vendor, all mandatory affidavits and certifications must also be completed. Additional information can be found at [www.purchasing.uconn.edu/forms/forms.htm](http://www.purchasing.uconn.edu/forms/forms.htm) or by contacting the buyer responsible for the commodity.

*Penny Guerin*