



The BuyLine

July—August 2009

Volume 1, Issue 3

Training Dates

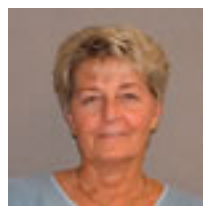
- eProcurement Training on Wednesday—September 16th—contact Joe Pickul at jpickul@admin.umass.edu or 545-2119
- Procard Trainings to be held on Tuesday—September 15th—contact Leasa Roberts at ljroberts@admin.umass.edu or 545-0363
- Procard Reallocation Training is arranged as needed— contact Holly Lankowski at lankowski@admin.umass.edu or 545-1748

Procurement Newsletter named

Thanks to Mary Pelis of the Physics Department our newsletter has a name. The Procurement monthly newsletter will now be known as The BuyLine. As a thank you, Mary will receive a UMass sweatshirt. Thanks to all of you who submitted ideas. We still would like to hear from you. Send along ideas for future issues. We want this to be an interaction vehicle to communicate with the campus. Do you have a story to share? Please let us know. Contact us through our department email address at procurement@admin.umass.edu

Thanks Mary for your contribution!!!

Retirement Announced for Long-time Staff Member



A reception was held on July 15th to honor Gwen Quinlan on her retirement and career of more than 40 years at

UMass – Amherst. As a member of the Procurement Department, Gwen has served the campus community as a buyer for 27 years. During her celebration, she was presented with a University of Massachusetts embossed rocker as a keepsake and reminder of her contributions to this campus.

Her calm, quiet demeanor, willingness to go the extra mile for her

customers, and years of experience will be sorely missed. Gwen will continue to work part time to assist us until her position is permanently filled.



Inside this issue:

Grocery Contract	2
Laundry Services Award	2
Office Supply Savings Tip	3
Procurement—MHEC Training Re-Cap	3
Staff Profile	3
Copier Consolidation Update	4
Chronicle Article	4

Prime Vendor for Grocery Named



Ken Toong—
Director of Dining Services

The University recently awarded a new contract for **Prime Vendor – Grocery Products** on behalf of Auxiliary Services and Dining Services. This multi year contract has been awarded to Performance Food Group - Springfield. Performance operates out of a new state-of-the-art 237,000 sq. ft. distribution facility located 25 miles from campus and will

make multiple weekly deliveries to all dining locations on the Amherst campus.

UMass Dining manages one of the largest and most comprehensive food service programs in the nation serving 14,000 students on meal plans, and 20,000 commuter students, faculty, staff and visitors, seven days a week. For the past seven years, UMass Dining received the Loyal E. Horton Dining Award from the National Association of College and University Food Services (NACUFS) for outstanding menu cycles, presentations, special event planning, and new dining concepts.

UMass is the only school in the nation that ranked consistently in the top three for 2000, 2001 and 2002 and the only public school that ranked in the large school category in 2002.

In 2008, UMass Dining received the coveted Ivy Award from Restaurants and Institutions Magazine, the Best Overall Concept Award from Food Management Magazine and Food Service Director of the Year Award from Foodservice Director Magazine. This new contract should further enhance the UMass Dining program and provide jobs in the Springfield area.

Two recently bid contracts are awarded...see details in this issue.

Laundry Vending Services Awarded



Meredith Schmidt—
Director of the Campus Center / Student Union

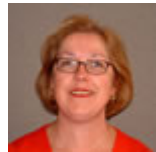
A new contract for **Laundry Vending Services** has been awarded to Automatic Laundry Service of West Newton, Mass.

for a seven year term. The contract was bid on behalf of Student Automatic Services, Auxiliary Services and Housing. This new contract provides all new Coin-Op/UCard supported Laundry Equipment in 95 laundry rooms located in 48 buildings across campus.

The contractor is presently installing the equipment and OIT is upgrading older building wiring to support new IP addressable card readers. The

combination of new equipment and readers will provide greater reliability and allow students to monitor their residence hall laundry facilities via the internet. Automatic Laundry Service will maintain the equipment and revenue will be shared between the contractor and Automatic Student Services. The contract is administered by Meredith Schmidt, Director of the Campus Center / Student Union.

Staff Profile.....who are you going to call...



Holly Lankowski,
Procard Manager

If you have a Procard, as over 2000 of you do, then Holly's name is very familiar to you. She is responsible

for the Procard Program on our Campus. She is a "one person show" handling everything from training new cardholders, answering questions on what can & can't be charged to the Procard to working with the post-audit team to identify inappropriate Procard use.

Holly is constantly looking for suggestions for new and

better ways to utilize the Procard so that your job is made easier and more convenient.

Holly is also the person that keeps the Procurement web site up to date and publishes the monthly Procurement Department newsletter so if you have comments or suggestions on any of these please contact Holly at lankowski@admin.umass.edu

**Amherst Procurement
Department**

407 Goodell Building
140 Hicks Way
Amherst, MA 01003-9334

Phone: 545-0361

Fax: 545-1643

E-mail:

procurement@admin.umass.edu

**We're on the web - [http://
www.umass.edu/procurement/](http://www.umass.edu/procurement/)**

A few words from the Director—John O. Martin



Copier Consolidation Update:



In the Spring I sent information around regarding the Campus initiative to consolidate copier purchases and leases under one major vendor. This initiative will help to achieve the lowest equipment and maintenance costs for multi-function copiers. It will also greatly reduce the thousands of invoices and hundreds of leases that are processed each year from numerous vendors. All orders and invoices will be processed electronically once a new contract is in place.

Since that announcement we have been working with the other 4 UMass Campuses to consolidate our lease and purchase volumes into one Request for Bid (RFB) to further the goal of having one major manufacturer University wide. The RFB has been issued to all vendors and will be opened on August 13th with an implementation date of September.

Once the award has been issued I will send an announcement notification around with the details and plans on how to proceed. There are several departments out there that have been patiently waiting (thank-you!) for new machines to replace old ones that are on their last legs. We'll schedule the replacements according to need so if you can send me an email in the next few weeks I'll prioritize them based on your needs so we're ready to go in September. Just so there's no confusion – if you have a leased copier now, regardless of the brand, you can keep that machine once the new vendor takes over and it will continue to be serviced by the current vendor. We'll start changing machines gradually so no one is left without the equipment that they need.

If you have any questions please email me at jomartin@admin.umass.edu.

Procurement Department is always learning and teaching

On May 27, 2009 the Procurement Department and MHEC conducted their first training session on the usage of the MHEC Web-Site and contracts. This was attended by a maximum capacity class and much information was shared by all of the people that attended. Special thanks to Stacy Wilkar and Joan Miller of MHEC for a really informative and fun training session.

If you are interested in attending the next MHEC Training Session in the Procurement Department please contact Rosemary Hassay, Purchasing Manager at rhassay@admin.umass.edu



We expect to hold our next session in the Fall.

A Penny Saved is a

Did you know that when you buy the "House Brand" of office supplies from WB Mason the cost savings can be significant and even the color you select determines the cost? These savings are typical when comparing Brand Name vs. House Brands.

Here's one example: 3"x3" size of Post It notes:

	3M brand	Universal Brand	House Brand Savings
Canary	\$.60 per pad	\$.22 per pad	\$.38 (73%) per pad
Pastel Colors	\$.94 per pad	\$.35 per pad	\$.59 (63%) per pad
Ultra Colors	\$.94 per pad	n/a	n/a

To help you out with the savings all House Brands are listed 1st on the UMass / WB Mason site. Save time and money by using the house Brands and still get great quality. In many cases the same manufacturer makes both products. Remember the savings add up one post it note at a time!