The BuyLine

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Electronic Bids … Helping to Green the Campus

The Procurement Department has finished the process of posting all RFB’s (Request for Bids) on-line. The final steps were to post the Labor & Materials bids, aka “Construction Bids”, on our web page effective July 1, 2012. As you probably know our commodity bids have been on-line for quite a while and have been very successful.

The Labor & Materials bids were delayed because they posed a unique challenge for us. A Labor & Materials bid can consist of 400 pages of technical specifications and another 50-100 pages of diagrams and drawings. In order to get this volume and type of information together so it could be hosted on the Procurement web page it took the cooperation and efforts of staff from Facilities & Campus Planning; Physical Plant and Procurement.

The bids can now be viewed from anywhere you have access to the web. Although still only a few weeks old, the process has received kudos from vendors that no longer have to come to our office to view the specs or drawings.

The process eliminates wasted time and fuel for vendors to come on campus to pick up the bid documents and it is estimated it will also eliminate over 100,000 sheets of paper and $10,000 in related mailing and postage costs. Truly a win/win for all involved.

Thanks to Alex Therkelsen in Procurement for leading the effort!

Inside this Issue:

Important Warning: Beware of Toner Scam Calls

Some staff have reported recent calls from a person who indicates they are a representative of Xerox. This caller advised they are calling about a recent toner order and requested credit card (Procard) information.

Please ignore these calls and tell them all purchases go through the Procurement Department and they must call them. If they persist then just hang up. Remember that toner is included in all our contracts with Xerox. SCAM callers are well versed but when asked too many questions or when a call back number is requested, they usually hang up.

Please do not hesitate to contact the Procurement Department with any additional questions.
Are you using the correct Contract for Services Form?

The University updated the standard Contract for Services—Long Form in May 2010 and the Contract for Services—Short Form in December 2010.

These forms can be accessed by going to the Procurement website: www.umass.edu/procurement. From the home page click on “Forms” then “Procurement”.

The new forms have updated terms & conditions that have been approved by the University legal office. So, it is important that they are the only forms that we use.

The old forms will no longer be accepted after July 1, 2012 and will be returned to the department.

If your department has any old Contract for Services forms printed on hand; please dispose of them.

If you have the old Contract for Services form posted on your desktop; please update your desktop with the new files.

As always, if you have any questions, please call Procurement at 5-0361. One of our staff will be happy to assist you.

Charlie Apicella, Manager of Mail and Distribution Services was invited to speak at the 2012 National Association of College and University Mail Services (NACUMS) Conference which was held in Rochester, New York in July.

The conference content focused on developments within the College and University mailing and shipping industry and included emerging technologies to increase efficiencies and best practices. The program featured industry experts with a wealth of knowledge and was attended by institutions from all over the country.

His presentation was on the “Content Requirements for Nonprofit Standard Mail.” Charlie Apicella, who is certified in many areas of mailing and shipping has been with the University for nine years.
Print Services’ Newest Recruit—Xerox 770

The UMass Amherst Print Services Department is proud to announce that we have recently installed a new Xerox 770 Digital Color Press. Print Services is the first print shop in Western Massachusetts to acquire this state-of-the-art equipment.

The Xerox 770 boasts a number of new capabilities which take full-color digital printing to the next level. One of these exciting features is a built-in spectrophotometer, which is the instrument used to calibrate and verify that colors are being printed accurately. This will allow us to achieve color consistency with little-to-no down time and also eliminates time-consuming color maintenance, which in the past was performed by the machine operator.

Xerox’s new “low melt” toner technology is sure to impress our customers who prefer the smooth finish of full-color offset printing. Additionally, less toner is applied when printing and the use of fuser oil has been eliminated. This drastically reduces the amount of consumables used in production. The results are vivid and eye-catching images and colors.

The 770 Digital Color Press’ advanced bindery functions provide the perfect finishing touch. The Booklet Maker is capable of collating, folding and stapling all in one operation!

Visit Print Services today and one of our knowledgeable, friendly team members will be more than happy to show you the Xerox 770 Digital Color Press in action.

Are you missing a receipt for your Procard records?

Are you missing a receipt for your Procard records? For any W.B. Mason order placed through the web log-in option, you can retrieve a replacement receipt. After logging into the WBM site, select My Account—Order History—then search by order number or date range. This will help to keep your records up to date.

New Travel Card Application Security Measures Implemented

A change has recently been made to the process that is used to apply for an individual travel card from Citi Bank.

You are still required to go to the Procurement Department Web site and print a copy of the individual Corporate Travel Card Application. This form must be completed, approved and sent to the Manager of Business Services in the Procurement Department. If your application has been completed properly and it has been approved by the appropriate person from your department, then you will receive an email invitation to submit an online application through the Citi Bank Web Site.

Submitting your application online through the Citi Bank Web Site is the new step in this process. This step is being taken to protect your confidential information. You will now be the only person that will submit and review your confidential information (ex. Social Security Number, Date of Birth) that is used in this process.

“Our future lies with today’s kids and tomorrow’s space exploration.”

~ Dr. Sally Ride

The first American woman and the youngest person to enter space.

May 26, 1951 — July 23, 2012
We are very happy to announce that Erin Vermette joined the Procurement Department on June 6th. Erin will provide administrative support to the Procurement staff and assist with the Procard and Travel Card Programs. Additionally, she will support requests for public bid documentation, updates to the Procurement & Campus Services web pages and coordination of our many training sessions.

If you need to contact Erin, please call 545-0363.

Welcome Erin!

Pardon Us

“If you find mistakes in this publication, please consider that they are there for a purpose. We try to print something for everyone and some people are always looking for mistakes.”

(quoted from a weekly paper in Clermont, Florida)