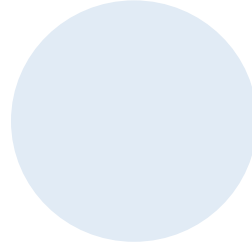




The BuyLine



June 2010



Volume 2, Issue 3

Training Dates

- **eProcurement Training - TBA**—contact Joe Pickul at jpickul@admin.umass.edu or 545-2119
- **Procard Trainings** to be held on **Tuesday—July 20th** and **Wednesday—August 11th** — contact Leasa Roberts at lroberts@admin.umass.edu or 545-0363
- **Procard Reallocation Training** is arranged as needed — contact Holly Lankowski at lankowski@admin.umass.edu or 545-1748

Office 2 Office is now under Procurement



Sam Welson, Bette Norton, Charlie Apicella

Due to a recent administrative reorganization, the Office 2 Office Department, which provides the campus with Print Services, Mail and Distribution Services, and Opscan Services, now reports to John O. Martin, Director of Procurement. This change will better align the provision of these services to the campus.

Print Services is an on-campus print and copy shop managed by Bette Norton and can meet most everyday printing needs to departments including the production of business cards, letterhead, envelopes, brochures, booklets, pamphlets, flyers, small posters, and pretty much any other type of printing that your de-



partment might need. Print Services offers the convenience of being on campus, the pick-up and delivery of jobs to your department as well as direct recharges.

Mail and Distribution Services, managed by Charlie Apicella, not only picks up and drops off your everyday mail and packages, but also provides a full range of mail preparation services. Services include addressing, list cleansing, stuffing, folding, business reply, and most of the services provided by outside mail houses. All of this is done right here on campus and at a very competitive rate. When you use Mail Services to manage your mailings you are assured that your department and the campus will pay the lowest available postage charges. Their staff has been certified for quality assurance by the United States Postal Service, insuring that their bulk mailings are handled professionally and efficiently. Working together, Mail and Print Services produce and mail personalized mail pieces such as postcards, flyers, let-

ters, and data mailers using your lists. If you don't have a list, Charlie can explain what you need to do to set one up. These "variable data" mailings have a professional look and are a very cost effective way to target customers. There are many uses for printing with variable data beyond the basic "mail merge" as many departments that are using variable data have discovered.



Opscan Services reads and compiles tests and surveys that are administered by faculty and other staff using "bubble answer sheets."

In the coming months we will be stepping up our efforts to familiarize the campus community with the services that Office 2 Office provides. Please contact Sam Welson at 545-6486 or welson@admin.umass.edu, or John O. Martin at 545-0361 or jomartin@admin.umass.edu if you have any questions.

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Public Bidding Savings Add Up



Pamela Monn
Assistant Director—Building & Grounds

Pam Monn at the Physical Plant recently went out to Bid for a 2010 Walk-in Van with a trade-in of an older van. The department anticipated spending \$55,000 to make this purchase. All bids are currently posted on-line on the Procurement Website and selected vendors are also contacted as a part of the open bid proc-

ess. The Physical Plant received a bid response from a new vendor to the University with a total cost of only \$38,485!

By posting bids on-line, we are able to develop relationships with vendors that we were not aware of and incur substantial savings at the same time. This bid resulted in a savings of \$16,515, or 30% of the amount that the department anticipated they'd have to spend!



*Commitment to
reduce our
impact on the
environment
supported
through
purchasing
RFBs.*

Campus Staff doing their part for the Environment

Jack Wilson, UMass President, signed the President's Climate Commitment in 2007. See link for more information: <http://www.presidentsclimatecommitment.org/> The University is committed to buying goods and services from manufacturers and suppliers who share our environmental concerns. We encourage our departments to include economical and environmentally friendly products and service options in their bid specifications, which serves to minimize waste, reduce excess packaging, recycle, reduce, reuse, prevent pollution and/or offer resource efficiency. It is the University's goal to maximize environmental responsibility on all UMass Campuses. We ask our suppliers to explain how they can support our initiative to provide sustainable products and services to our end-users by—

- ◆ describing the tools and resources that are available to our campuses.
- ◆ describing what initiatives they have implemented and are working on.
- ◆ advising if green and recycled products are clearly identified on their web ordering system so users can easily recognize them when ordering.

The University recommends that vendors use recycled paper and two-sided copying when they prepare their bid responses.

A person and/or department that should be positively recognized for this work is Rita Campbell of Creative Services. On many of the printing RFB's, Rita is now specifying FSC Certifications.

FSC certification enables consumers to make informed choices when selecting wood and other forest products. The Forest Stewardship Council, a 501c3, is a nonprofit organization and is the global and national leader in the independent certification of forests managed to exemplary standards covering environmental, social and economic issues. FSC promotes responsible forest management by evaluating and accrediting certifiers, by encouraging the development of national and regional forest management standards and by providing public education and information about independent, third-party certification as a tool for ensuring that the world's forests are protected for future generations. There are currently more than 23 million acres of FSC-certified forestland in the U.S. and more than 225 million acres globally. Further information about FSC-US can be found at: <http://www.fscus.org>.



This is just one example of our support of Jack Wilson's commitment and how staff in purchasing positions all over campus are taking action. Send us your ideas and explain to us how your department is meeting this goal.

Janitorial Supplies—Campus Wide Standards Developed

Janitorial Supplies are currently purchased by four major areas on campus, including Physical Plant, Housing and Residence Life, Auxiliary Services and Health Services. Each area purchases its own list of preferred products and deals with multiple vendors to source their requirements. This has led to multiple brands of cleaning supplies being purchased in small quantities to meet departmental needs and is not cost effective.



ment, and Environmental Health and Safety. This group has begun the process of setting campus-wide standards for the various categories of janitorial cleaning products. The committee has broken down cleaning supplies into four categories including General Cleaning Chemicals, Hand Soaps, Plastic Bags & Liners and Paper Products. To date, a bid has been awarded for the Plastic Bag Category and a bid for Paper Products will be issued in the near future. Bids for Cleaning Chemicals and Hand Soaps will follow.

switching supplies may require that some or all of the dispensers be replaced once the contract is awarded. Other considerations include selecting dispensers that can stand up to the hard use of a college campus environment, reducing the number of hazardous chemicals on campus, and purchasing Green Products wherever possible.

Each departmental committee member brings unique institutional and product knowledge to the cooperative process which will ultimately lead to standards that meet the needs of all areas while reducing the number of products purchased and purchase price based on pooled requirements.

Over the past year, a committee has been formed consisting of representatives from the Physical Plant Division, Housing and Residence Life, Auxiliary Services, Health Services, Procure-

Some of the categories include product dispensers, which complicates the standardization process because it may limit the brands of supplies that can be used with those dispensers. In some cases



Committee formed to set standards for janitorial cleaning products...the plastic bag contract has been awarded

Beware of Toner Pirates—Important Warning

Several staff have reported that they have received calls and e-mails recently from vendors that state they are representing Xerox (or other manufacturers depending on whose machine you have). They want to sell you toner and they state they were neglectful in communicating an increase in toner pricing.

These scam artists ask the client to act now and they will be able to provide them with the old less expensive price. They will then fax a document to the client for signature or they will follow-up the following day with a phone call confirming the order.

They are well versed but when asked

too many questions or if they are met with resistance they will typically hang up, sometimes after voicing their discontent with some choice words.



Please ignore these calls and hang up on the vendor. Remember that toner is included in all our contracts with Xerox and Xerox will never contact the customer as it relates to bargain basement prices.

Please do not hesitate to contact the Procurement Office with any additional questions.

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Another Savings Story

Amy Westwood from the Office of Information Technology recently went out to bid for a Contract to provide Micro Semi Mid-Span Power Injectors. The anticipated cost for each power injector was \$1,540. The initial purchase was for 65 units for a total estimated cost of \$100,100. OIT received a bid response from a new vendor to the University with a cost of only \$ 1,169.35 per unit. The initial order for 65 units with Ockers Company, Inc., totaled \$ 76,007.75.

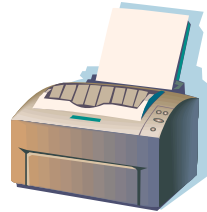
The contract term on this bid is from the date of the award through June 30, 2011 with the option to renew for one additional year with the same terms and conditions. By going out to bid with a contract term, OIT will be able to take advantage of this additional cost savings on all purchase orders placed during this time period!



This again demonstrates that by using the competitive bid process and posting bids online, we are receiving bids from new vendors and incurring substantial savings at the same time. This bid resulted in a savings of \$24,092.25 or 24% from what was anticipated by the department! Good move, Amy.

HP Printers Awarded

Free printers and fax machines were recently awarded to staff across campus through the HP Purchase Edge Program.



machines were delivered. The total list price value of the units delivered is approximately \$9,000.

There was a large response and although we were only able to address the needs of 60% of the requests, a total of 25

Our campus continues to accumulate points and our office will offer another opportunity for free printers in the near future. We are pleased that W. B Mason has offered this program.

FAQ—

- **How can I get a copy of our tax exemption certification?**

The forms that document our exemption status from the Massachusetts State Sales tax can be found on the Procurement web site under the Forms link or at http://www.umass.edu/procurement/Fill-In_Forms/formindex.htm.

- **How do I apply for a Corporate Travel Card?**

Full-time and regular employees are eligible for UMass Corporate Travel Cards. Department authorization is required for temporary employees, graduate students, and post doctorates. An online application is available at the following link—<http://www.umass.edu/travel/indivCard.html> . Once on this page, click on “Apply for an Individual Travel Card,” fill in all applicable fields, review the statement of understanding then click the “Submit” button. Once your card arrives, you will be invited to a Corporate Travel Card orientation where you will receive your card and other program materials.

