



The BuyLine

November / December 2011
Volume 3, Issue 4

Training Dates

Procard:

Monday-11/14/11@ 1:30-3:30
Career Services Conference Rm.
419 Goodell Building.

Friday-12/2/11 @ 10:00-12:00
Procurement Conference Room
407 Goodell Building.

Monday-12/19/11@ 10:00-12:00
Career Services Conference Rm.
419 Goodell Building.

eProcurement:

Tuesday-11/29/11@ 9:00-4:00
Room 115—Whitmore Building.

Thursday-12/15/11@ 9:00-4:00
Room 115-Whitmore Building.

To register for any of the training sessions listed above, please contact Leasa Roberts via Phone: 545-0363 or Email:

lroberts@admin.umass.edu

Procard Reallocation:

Training is arranged on request. Contact Holly Lankowski –Email lankowski@admin.umass.edu or Phone: 545-1748.

NEW CAMPUS CONTRACT

RFP# CA12-RC-4271

Foam Hand Soap and Dispensers

Over the past several months representatives from Procurement, Environmental Health & Safety, the Physical Plant Division, Residential Life, Auxiliary Services and Health Services have met to set standards for hand soap and dispensers for all buildings on campus. Previously each area has purchased different products for the different areas which resulted in higher costs due to many small orders from multiple vendors. Hand soap dispensers come in two basic types, replacement cartridge dispensers and closed system, pour fill dispensers. Both types of dispensers work on the same basic principle. Either the dispenser (for pour fill dispenser) or the replacement cartridge (for the replacement cartridge dispenser), have a pump that includes two chambers. One pumps the soap liquid and one pumps air. Both are forced through a nozzle and the result is foam. A decision was made early on to standardize on foam hand soap since it is much more cost effective than liquid.

All areas except Physical Plant locations have standardized on the cartridge refill system manufactured by DEB. Over the next several months dispensers will be replaced with the new standard dispensers which because of the combined volume are being offered free of charge with installation charges being covered by the manufacturer. The dispensers are lockable and cartridges will not dispense soap when removed from the dispenser. This was a key deciding factor for areas like Residential Life where damage occasionally occurs and spill cleanups can be time consuming. Most of the soap is Green Seal Certified and will be purchased through Eastern Bag and Paper Co., a Woman Owned Business.

Areas serviced by the Physical Plant will continue to use their closed system, pour fill dispensers with the Inopak brand of soap. Administrative and academic areas do not typically see as much damage and because the soap is bought in gallon containers, it is slightly less expensive. Once again, because of the volume, the dispensers are offered at no charge and most of the soap is Green Seal Certified. Physical Plant will purchase the Inopak product from Kellco Products of Springfield.

Inside this Issue:

Your Citibank Procard	2
Procard Application Revised & Updated	2
MCPPO Certification Achieved	2
Surplus Equipment for Internal Transfer ONLY	3
Notes from the Office of the Inspector General	3
Staff Member Retires	4
Ask Procurement	4

Your Citibank Procard

Phew, we did it! We are now fully transitioned to Citibank with all replacement Procard delivered and all cards through JPMC closed. Your patience through this process is much appreciated. Some of you hold a Procard for purchasing as well as serve as the responsible person for your department's Travel Card. An easy way to tell one from the other – The logo on the Procard is **BLACK** and the Department Travel Card is **MAROON**.



In order to reduce risk to campus budgets, any Procard that remains unused for 12 or more months will be closed. You will be notified in advance if this pertains to you.

Need to log into Citibank online but forgot your User Name or Password? No need to worry, simply email Holly Lankowski at lankowski@admin.umass.edu with your name and last four digits of your card and she can re-set your password.

Last of all, many of our cardholders who use the browser "Firefox" have had issues linking to the Citi site. Using "Internet Explorer" has remedied the issue. Remember to log in and download your statement each month following the email alert.

Procard Application Revised and Updated

The Procard Application/Change Form has been revised and updated to reflect changes in our process. Since we moved to Citibank, we are no longer requiring sensitive data such as last four digits of Social Security Numbers. The top section of the form should be completed and signed by the prospective cardholder with the remaining areas completed and signed by the Account Administrator or PI (Principle Investigator) for the budget the expenses will be attached to.



The revised form can be found on the Procard Forms page at <http://www.umass.edu/procurement/Procard/Forms.htm>. Please keep in mind that simple changes to limits or ST (budget) can be done via email by the Account Administrator. Please start using this new form immediately.

MCPPO Certification Achieved by Lynn Omasta!

Congratulations to Lynn Omasta, Contract/Purchasing Manager in the Facilities Planning Division at UMass Amherst who has been designated as a Massachusetts Certified Public Purchasing Official. (MCPPO). This announcement was recently made by the Office of the Inspector General Gregory W. Sullivan in Boston. Lynn has successfully completed all three sessions and passed the rigorous tests that were given.

Congratulations, Lynn!

*Be a yardstick
of quality.*

*Some people
aren't used to an
environment
where excellence
is expected.*

*~ Steve Jobs
1955—2011*



Surplus Equipment for Internal Transfer Only

A policy has been established that will allow surplus equipment to be transferred to other campus departments at established market values or sold to outside entities using a public bid process. Funds from the transfer or sale of surplus equipment will be allocated back to the department budget that sold the equipment. The Procurement Department will coordinate the sale of all surplus equipment.

Currently Listed under Surplus Equipment for Internal Transfer Only:

Kardex—Lektriever—Series 2000—Automated Filing System

This is an automated filing system that can triple filing by eliminating the need to walk, bend, lift or stretch. Rows of shelving are mounted on movable carriers which rotate Ferris-wheel style on electronic command, delivering needed materials, media and/or product to the operator's fingertips. This uses vertical airspace to pack maximum storage into minimal floor space. This equipment does function properly. Condition: Good.

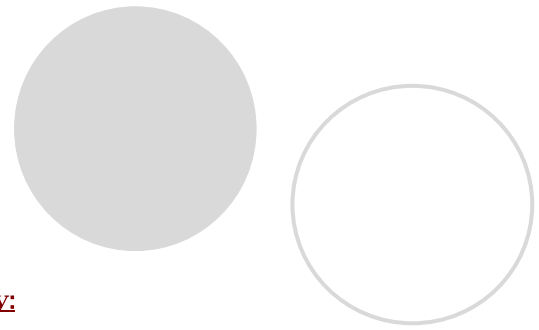


For more information on this item along with the Surplus Equipment Procedure go to the Procurement Department web page at: www.umass.edu/procurement under Sale and Disposal of Surplus Equipment.

Notes from the Office of the Inspector General ...

Operational Services Division offers "One-Stop Link" to Debarment Lists

Public agencies and municipalities may obtain information on federal and state debarred vendors through the Operational Services Division's Comm-PASS website. Commonwealth Executive Branch Departments are required to check the debarred vendor lists before awarding or renewing a contract to ensure that they are not awarding a contract to a debarred vendor. Other public jurisdictions also may be required to or may want to check the debarred vendor lists before awarding or renewing contracts. You may access the list of websites that contain debarment information by going to: <http://www.comm-pass.com> and clicking on the "Vendor Debarment" link under "Other Search Tools" on the left side of the page at the bottom. The websites include: (1) the Federal Government's Excluded Parties List System, (2) the Division of Capital Asset Management Debarred Contractor's List, (3) Businesses Issued Stop Work Orders by the Department of Industrial Accidents; (4) the Office of the Attorney General Debarment List, and (5) Contractors Suspended or Debarred by MassDOT.

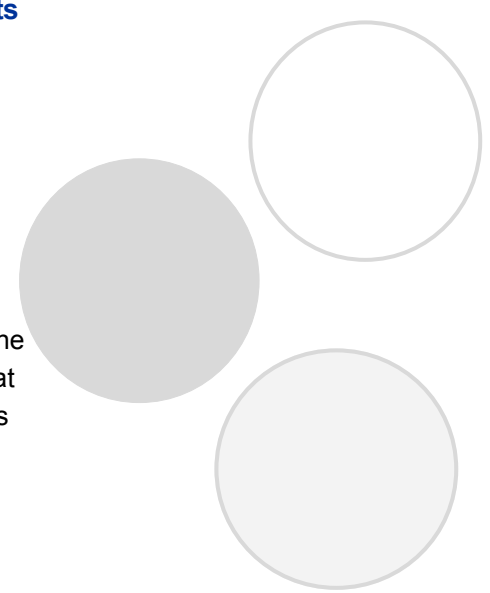


Take a Guess???

If you lined up all envelopes we mail in the course of the year, end to end, how long would this line stretch?



Answer is on page 4



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Congratulations on your retirement, Cindy!

A long time University and Mail Services employee, Cindy McCluskey has retired. The Mail Services Department gathered together in October for a party to wish Cindy well and celebrate the times that they have shared. Cindy joined the University in October 1989 in Auxiliary Services and transferred to Mail Services in 1993 where she was promoted to supervisor in 1996.



Cindy plans to travel and spend time in Tennessee with her grandchildren.

Best wishes on your retirement, Cindy!

We're on the web - <http://www.umass.edu/procurement/>

Answer -

If you lined up all envelopes we mail in the course of the year, end to end, the line would stretch over

386 miles!

386 Miles

is the
Distance

From
Amherst
MA

To
Buffalo
New York!



"Sorry about the odor. I have all my passwords tattooed between my toes."

Ask Procurement,

I have a quote for a purchase that I want to make. I put the requisition into PeopleSoft. How do I know if I should send the quote to Procurement?

Procurement has a document called: [Processing Requirements for Purchases](#) on the web-site that breaks down, in an easy to use chart, what documentation is needed for each requisition type and whether or not you need to send it to Procurement. Sending unnecessary paperwork to Procurement can slow the approval of your requisition and make more work for staff who have to process the extra paperwork. By checking this document first, you can save time and paper along with getting your requisition through the system much more efficiently.

To access the Procurement Web-Site simply go to: www.umass.edu/procurement

If you have something that you would like to "Ask Procurement" simply send your question to: procurement@admin.umass.edu. We will make every attempt to answer your questions in future publications of The BuyLine.

Have a Happy and Healthy New Year!