Message From our Director

**Venture Way Move:** Our move from the main campus to 100 Venture Way is complete and we are settled in to our new offices. We are located in suite 334 at 100 Venture Way in Hadley on the 3rd floor. Sharing the 3rd floor with us is the Accounts Payable Department. They occupy suite 319.

We have been asked how to send mail from the campus to Venture Way by several departments so it is worth repeating here. Address your mail to Procurement, or Accounts Payable, mark it 100 Venture Way, Hadley and put it in with your other campus mail. Charlie Apicella’s staff in Mail Services will make sure it gets to us at Venture Way. The same process will get our mail coming from Venture Way to the Campus so you shouldn’t notice any difference in delivery.

When you are in the area please stop by and see our new offices. The Controller’s Office and OGCA have fully relocated to the 2nd floor of our building so address your mail to those offices the same as described above.

**Public Records Law Changes**

Effective January 1, 2017 the Massachusetts Public Records Law will have some significant changes to it. The changes to the law will require the University to track all requests centrally and respond to them within 10 calendar days. When anyone receives a written request for documents under the Massachusetts Public Records Law please forward them immediately to recordsadmin@umass.edu. If you get a verbal request give them the recordsadmin@umass.edu link and have them submit their request thru that link. There will be an on-line form at the link that anyone requesting information can fill out. All requests received will be responded to promptly by the appropriate person at the University. By having this central link the University will be better able to promptly respond to a request.

**New BuyWays Vendor**

Beckman Coulter has been added to BuyWays with a limited offering and is available for use by all departments. Please process all orders for this vendor thru BuyWays and discontinue any purchases thru the Procard.

**Toner Scams**

It seems like it goes in cycles but especially around the holidays we get calls from departments stating that they got a call from a “University approved” vendor selling product at a great price. A vendor called Internal Business Systems out of Florida is a vendor that has been calling departments trying to sell copier toner and supplies at “prices too good to be true” and guess what…they are! They will send remanufactured product at a very high cost hoping that the department won’t notice or will be too embarrassed to admit they made a mistake. If that happens DON’T pay the invoice…contact Procurement and we will assist you in getting it returned. If you pay it and then call us we won’t be able to help because the vendor will ignore any request to refund the money once they have it. Remember that when you need to order supplies and equipment they need to go thru the BuyWays eProcurement System. When you use BuyWays the chances of being scammed are pretty much eliminated.
The Best Ever

THE BEST EVER……The annual UMACC Raffle topped last year’s sales….We made a little over $1600. Money was given to Not Bread Alone for a commercial blender and the rest will be split between Not Bread Alone and The Fisher House.

Many, many, thanks to: Distribution Services for transporting the racks of prizes, Mail Services for selling tickets and displaying prizes, Print Services for the final display of prizes, selling tickets and distributing prizes to the winners. Bulk Mail did the assembly of baskets, collected most of the prizes, and sold tickets. During the sale of tickets people in other departments expressed interest in donating to the 2017 Raffle. Prizes, baskets and suggestion are welcome during the year just contact Bulk Mail at 5-3158.

Cindy Kicza, Bulk Mail

Director’s Note: Thanks to Cindy for donating her time throughout the year to purchase and organize many of the items that go into the gift baskets. Her hard work makes this raffle a truly special event!

Reminder: Contract Renewals against Request for Bids

This is a reminder that as we go into 2017 there are many Request for Bids (RFB’s) that will have contract renewals. Some of the original RFB’s contain a CFS and Certificate(s) of Insurance. When we do contract renewals against a RFB, UMass Legal Counsel has asked that we not begin a new CFS for the contract renewal. Instead, we are to do an Amendment to the original CFS and include the signed contract renewal letter and updated Certificate of Insurance documents with the Amendment. If you have any questions, feel free to contact the Procurement Department.

Campus Utility Usage

Annually, about 105 million KWH is generated at the Central Heating Plant, or 72% of total campus electricity consumption. Another 35 million KWH (24% of consumption) comes from the electric substation located at Tillson Farm Road, which was completed in December 2015. Last, 6 million KWH (4% of consumption) comes from about 50 utility accounts located throughout the campus. EverSource is the electric utility.

Annual natural gas use for the Central Heating Plant is 1.6 million MMBTU’s (one million British Thermal Units), almost 98% of campus demand. Another 2% is served by 40 small utility accounts. Berkshire Gas is the natural gas utility. Due to limits on the availability of natural gas from the utility, UMass installed a Liquefied Natural Gas facility, which feeds into the CHP. The facility operates from November to April and delivers an estimated 225,000 MMBTU of gas each year.

ULSD serves as a tertiary fuel for the CHP on days in which pipeline gas and LNG are not sufficient to serve the thermal demand. A tank farm located behind the CHP allows for the storage of 460,000 gallons of fuel oil on-site.

Contract for Services—Amendment Instructions

There is now a page of instructions on the Procurement website for the Contract For Services Amendment form. The Amendment form is used whenever a change is required to an already executed contract for services. Changes might include the addition of funds, extending an end date or changing the scope of services. The instruction page will guide you through the process, and if you need more assistance, please feel free to call Procurement for guidance.
**Campus Heating and Electricity Sources**

The UMass Central Heating Plant (CHP) was completed in 2008 and replaced a coal fired heating plant dating back to 1918. The CHP consists of a 10MW Solar combustion turbine which operates on natural gas and ULSD, a heat recovery steam generator which operates on natural gas and exhaust from the combustion turbine, a 2 MW Steam turbine, a 4 MW steam turbine, and 3 package boilers which operate on natural gas and ULSD.

The total electrical generating capability of the CHP is 16.5 MW, which is close to the campus' current peak of 27 MW. On most days, 10-12 MW of power are produced with an increase closer to capacity in the winter months when there is more demand for steam. Winter time peak steam requirements for the campus currently is 330,000 PPH (pounds per Hour), which can almost be met with the HRSG and two packaged boilers in service. The third packaged boiler is used in hot standby to ensure N+1 continuity of steam supply should one of the other units be forced out of service. The building has an additional bay that allows for the future installation of another packaged boiler or co-gen turbine when that becomes necessary.

Steam from the CHP is distributed to the campus via seven independent networks representing 27 miles of pipes. Of the 27 miles of lines, 30,000 feet of lines have been installed since 2000, and only 6,000 feet of lines installed before 1960 remain in the system. Condensate returns from the campus steam networks and is collected in a tank served by a four-pump manifold and returned via a 6” line to the CHP facility where it is recycled and reused. In another example of water conservation, UMA has installed a makeup treatment plant to recycle effluent from the nearby Amherst municipal wastewater treatment plant. The CHP uses about 200,000 gallons per day of recycled water for boiler and cooling tower use, conserving potable water supplies and reducing the cost of makeup.

The campus imports electricity via a substation at Tillson Farm taking transmission voltage prior to the campus distribution. UMass imports roughly 40,000 MWH per year. The campus recently installed 4.9 MW DC of solar PV behind the primary meter. The system is made up of 8 separate systems. (3 parking canopy, 5 rooftop).

The Campus has a very dedicated team of professionals that work very hard to insure the Campus has the Utilities we need to serve the students pursuing their education here at Amherst.