



Purchasing Sense

Princeton University's Purchasing E-Newsletter



2004-2008 NPI Awards

Welcome

The Purchasing Department presents this e-newsletter to the Princeton University community with the goal of providing timely and effective information to assist you with your procurement needs. We welcome any comments or suggestions for future articles.

Contacts

Don Weston, *CBM, Director*, 8-3407

Brian Rounsavill, *CPM, APP*,
Associate Director, 8-3402

Mark Aanonsen, *Senior Purchasing Agent*, 8-3418

Lisa Leisinger, *Senior Purchasing Agent*, 8-1920

Keith Sipple, *Buyer & Manager of Mail Services*, 8-4007

Tracy Lomurno, *Buyer*, 8-5887

Nancy Matthews, *Buyer*, 8-5886

Joe Lane, *Admin. Support*, 8-6847

Sam Formica, *Capital*, 8-3413

Daron Groce, *Surplus*, 8-2347

Korrin Lyszczak, *Contracts Support Specialist*, 8-2495

John Mollica, *PeopleSoft*, 8- 8223

Jen Colgan, *OfficeMax*, 8-3400

Rebecca Garner, *Arbee Rep.*,
(908) 851-5159

Purchasing Department

Office of the Treasurer
Princeton University
2 New South, P.O. Box 33
Princeton, NJ 08544-0033 USA
Phone: (609) 258-6369
Fax: (609) 258-1169
Email: purchase@princeton.edu
Web: www.princeton.edu/purchasing

New Bid Threshold

Effective July 1, 2008, the threshold for which the University requires three bids or Sole/Single Source Justification has been raised from \$2,500 to \$5,000. This increase recognizes the important role that over 425 contracts negotiated by Purchasing play in facilitating the purchasing process and protecting the University's interests. It also corresponds to the capital equipment threshold, while also reducing the number of transactions that must comply with the bid requirements so ordering departments and Purchasing can focus their resources on larger transactions. The updated [Minimum Bid Policy](#) and the revised [Vendor Justification Form](#) are available online. Please note that the revised bid policy places greater emphasis on identifying the reasons a supplier has been identified as a [Sole/Single Source](#). This enhanced capability is intended to provide departments with additional discretion to identify preferred suppliers for the type of transaction that historically may not have been considered subject to the bid policy and to facilitate the implementation of the [Transaction Authority Policy](#), which also took effect on July 1, 2008. The Purchasing Department will continue to monitor transactions less than \$5,000, and if requested by departments, will assist with bidding or sourcing those transactions below the \$5,000 minimum bid threshold.

Reusable Boxes

To further Princeton's sustainability efforts, Purchasing provided OfficeMax with reusable boxes in an effort to reduce the amount of cardboard and packaging material used by Princeton. On average, over 16,000 cardboard boxes are delivered each year. The re-use of a single reusable delivery box will save the equivalent of 18 trees or 48 lbs. of landfill waste over a five-year period.¹ The available statistics indicate that this program could save the equivalent of one large forest or eliminate the creation of a landfill. The program is simple but we need your help. The reusable boxes will be emptied upon delivery or left as usual if no one is present to receive the order. It is important that the re-useable boxes are returned to OfficeMax for continued use. All reusable boxes are clearly marked "Return to OfficeMax" and should be folded flat and kept for pick-up by the OfficeMax delivery person upon the next delivery to your location. In addition to utilizing the reusable delivery boxes, Purchasing also recommends consolidating your office supply orders to reduce the total number of deliveries that are made on campus, and thereby further reducing the University's carbon footprint.

¹ Technology Container Corp. Environmental Survey.

New Catering Policy

Due to the inherent risks associated with the preparation and/or service of food on-site, a new [Catering Policy](#) has been developed. Events that are catered on campus must comply with specific standards, which are more stringent than those applied to simple food deliveries, and are of concern/interest when external vendors are involved. To ensure that these requirements are met, the Purchasing Department has negotiated contracts with the vendors who, during the past eighteen months, have been the most frequently used catering vendors on campus. The caterers under contract can be viewed on the [Purchasing website](#).

Beware of Scams

Several staff members have received calls from Corporate Business Solutions (always a generic name) asking for the serial numbers of their HP Laser Printers. Beware that if they get the serial numbers, they will send you unapproved purchases of laser printer supplies, which you are then billed for, along with any shipping costs. Please beware that this is a scam. These vendors try to bind you to purchase their products by having a telemarketer contact individuals in the departments and encouraging them to order and/or approve orders or shipments based on the misrepresentation that they are a "University-approved" vendor. Do not authorize any shipment, or provide your departmental credit card number, to a purported vendor/caller soliciting business over the phone. All orders should be properly transacted via a Purchasing contract vendor and confirmed in writing. For more information on this subject, please refer to the [Purchasing website](#).

NPI Excellence Award

The Purchasing Department was awarded the 2008 Achievement of Excellence in Procurement Award. Princeton has achieved this award for five consecutive years. The Award recognizes organizational excellence in procurement and is achieved by those organizations that demonstrate excellence in procurement by obtaining a high score on a rating of standardized criteria. The program is designed to measure innovation, productivity, professionalism, e-procurement, and leadership in the procurement function.

Purchasing Tip: Adequate Lead Time

To ensure University purchases are made in compliance with Federal, State and University policies, adequate lead time is essential. Generally, Purchasing will approve and dispatch orders within three business days. However, the larger the order, the more lead-time will be required for approval. For example, bid specifications must be developed and vendors must be given adequate time to respond to the RFPs. RFPs must then be analyzed and an official award made. Plan ahead and do not fall prey to the pressure of end-of-quarter/end of year sales tactics and/or special promotions!

Sustainability Forum

On September 17, from 3:00 PM to 8:00 PM, members of the Purchasing Department will be participating in the University's Sustainability Forum at the Frist Campus Center. This event will give members of the campus and the greater community an opportunity to learn more about Princeton's Sustainability Plan.


New Contracts

- After Hours Pool Service (*Pool & Fountain Service*)
- Atelier (*Offsite Storage for Art*)
- Chambers Walk Cafe (*Catering*)
- Cheeburger Cheeburger (*Food/Catering*)
- Crozier Fine Arts (*Offsite Storage for Art*)
- Deer Park (*Bottled Water*)
- Desert Moon (*Food Delivery*)
- Dunbar Armour (*Armored Car Services*)
- Exer Tech (*Fitness Equipment Repair*)
- Heat Transfer Tech (*Coils*)
- Icetek (*Energy Consulting*)
- Jersey Carts (*Golf Cart Rental*)
- Longo (*Pumps*)
- Party Rental (*Linen Rentals*)
- Quality Communication (*Motorola Equip & Supplies*)
- Sav-A-Tree (*Tree Services*)
- Shafts & Sleeves (*Pumps*)
- Staffing Now (*Temp Staffing*)
- The Red Onion (*Food Delivery*)
- Varsity Athletic Apparel (*Varsity Athletic Sweaters*)

For a complete listing of all active term contracts, please visit the [Purchasing website](#).

Upcoming Events

- ShoeMobile, Aug. 12-14, 2008
- ShoeMobile, Sept. 9-11, 2008
- Sustainability Forum, Sept. 17, 2008
- Princeton University's Annual Vendor Fair, October 28, 2008

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