



# Purcha\$ing \$en\$e

Princeton University's Purchasing E-Newsletter

## Welcome

The Purchasing Department is pleased to present this newly formatted e-newsletter to the Princeton University community. Our goal is to provide timely and effective information to assist you with your procurement needs.

## Contacts

<http://web.princeton.edu/sites/purchasing/whos.htm>

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## Purchasing Department

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## Topics Solicited

We welcome any comments or suggestions for future articles or enhancements. Please forward your ideas to the *Purcha\$ing \$en\$e* Editor, Brian Rounsavill. We look forward to hearing from you!

## What Purchasing Does

The Purchasing Department is responsible for obtaining all of the goods and services that are necessary for the students, faculty and staff in the most cost effective and efficient manner possible. Throughout this process we ensure compliance with state and federal acquisition regulations and we achieve our goals by encouraging open competition among vendors through fair negotiations, competitive bidding and contract buying. In essence, we continuously strive to seek innovative and effective processes that facilitate the strategic procurement process.

## Advisory Group

The Purchasing Department is forming a Purchasing Advisory Group, which will meet periodically to discuss procurement-related issues. If you or someone from your department is interested in participating, please contact us.

## Recent Initiatives

The following initiatives were accomplished recently, many with the help of departments:

- Raised the minimum bid and capital equipment limit to \$2,500.
- Passed Federal ONR Audit of Government-Owned Equipment.
- Completed a comprehensive University-wide Capital Equipment Inventory Project.
- The PDI2 Initiative resulted in over 1,000 units being donated to charities via the Surplus Program.
- The 2001 Vendor Fair had 65 vendors and over 350 attendees.
- New Furniture Program was established with the Facilities Planning Department for ordering Steelcase furniture through Arbees.
- The POEM Cleanroom was consolidated and all of the items have been uploaded into PeopleSoft for ease of ordering.

## Vendor Contracts

The Purchasing Department manages a portfolio of over 350 vendor contracts that provide discounts on a wide range of products and services that result in significant cost savings in both dollars and process efficiencies for the University. The complete list of all the current vendor contracts appears on our web site for your reference and is updated monthly:

<http://web.princeton.edu/sites/purchas/pscontractlisting/index.htm>

## Contract Benefits

The Purchasing Department has been aggressively negotiating vendor contracts and updating the item master items in PeopleSoft. Over the eight-month period May-December 2001, we have established 247 new and/or renegotiated contracts. Applying the cost benefits gained from these contracts against last year's volume of activity for the same materials/ services, it is clear that departments that use these contracts can achieve significant total annual savings. We are continuing with the contract development initiative and expect to add an additional 100 vendor contracts in the coming months.

## How We Can Help You

Our overall objective is to establish the most efficient methods for doing business between departments and vendors. Together, we can achieve this in the following manner:

1. If you are aware of existing vendor contracts or pricing agreements that are not in the PeopleSoft system, we would appreciate receiving copies so we can integrate them into the system and develop a custom catalog.
2. If you have a list of frequently purchased items, we can also establish contracts that secure the lowest possible pricing and create a custom catalog in PeopleSoft.
3. Contact us if you would like to schedule a meeting to discuss the creation of a custom catalog or schedule a PeopleSoft item master search/ordering training session.

## Why Buy It?

Why buy something when you can get it for free? If you are a department in need of furniture or equipment and do not have the resources to buy new, the Surplus Program can help. The Surplus Warehouse is open every Wednesday from 10:30 AM to 2:30 PM at 755 Alexander Road. Contact Sam Formica for info.

## Capital Confirmation

Recently, lists of all capital equipment were distributed to each department for verification. Each January, we will distribute complete lists of departmental capital assets for verification. University policy requires annual confirmation of all assets, with the further expectation that Treasurer's Office staff will conduct on-site physical inventories on a projected three-year cycle. Contact Carmella Crusier for info.

## Safety Recall Notice

Longwell Electronics is recalling AC power cords shipped with certain inkjet printers manufactured by Hewlett-Packard. The recall is isolated to Longwell "LS-7C" gray two prong power cords. For more info, contact: [Hewlett Packard](#).

## New Contracts

The following new vendor contracts were established within the last two months:

- American Gasket Co. (*O-Rings*)

- Aremco Prods. (*Wax Crystal Bond*)
- BetaStar Corp. (*Animal Facility*)
- Cerac, Inc. (*Zinc Arsenide*)
- Clariant Corp. (*Chemicals*)
- CM Furnaces (*Evaporation Baskets*)
- Cyantek Corp. (*Chrome Etch*)
- Del Chevrolet (*Astro Cargo Vans*)
- Deweyl Tool Co. (*Wedge Bonder*)
- Emulsitone (*Chemicals*)
- E-Safety World (*Apparel*)
- Gel-Pak, LLC (*Gel X5*)
- Heavenly Ham (*Box Lunches*)
- Hesco Electrical (*Tystar Fuses*)
- Hubbard Hall Inc. (*Probitimide*)
- Inficon (*Sensor Crystal*)
- Karl Suss (*Lamps*)
- Kinko's, Inc. (*Printing/Binding*)
- Kulicke and Soffa (*Saw Parts*)
- Mass Vacuum (*Vacuum Supplies*)
- Morrell Inst. (*Microscope Bulbs*)
- Morris Maple (*Custom Paint*)
- Nanofilm (*Chrome Plates*)
- National Scientific (*Ampules*)
- Nor-Cal Products (*Hardware*)
- Old World Pizza (*Specialty Pizza*)
- Pharma Science (*Calcium Gluconate*)
- R & R Wireless (*Cell Phones*)
- R.D. Mathis (*Tungsten Rod*)
- Supreme Comp Recycle (*Comp Recy*)
- Techni Tool (*Lab Supplies*)
- United Vacuum (*Fomblin Fluid*)
- Varian Vacuum (*Vacuum Supplies*)
- WasteQuip (*Dumpsters*)
- Weldon Material (*Asphalt*)
- Western Pest Services (*Extermination*)

## Upcoming Events

- ShoeMobile, April 30, 2002
- Information Session, May 2002
- ShoeMobile, October 15, 2002
- Vendor Fair, October 30, 2002

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