



Purchasing \$ense

Princeton University's Purchasing E-Newsletter



2004-2007 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

Andrea King, Part-Time Contracts
Support Specialist, 8-0935

John Mollica, PeopleSoft, 8- 8223

Mary Erickson, 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

Satisfaction Survey

To better serve the campus community, a [customer satisfaction survey](#) was distributed in December to measure the effectiveness of the Purchasing Department. Questions centered on the core purchasing functions in an effort to both evaluate current practices and identify strategic purchasing initiatives. Individuals rated us using a scale of 1 (not satisfied / strongly disagree) to 5 (very satisfied / strongly agree).

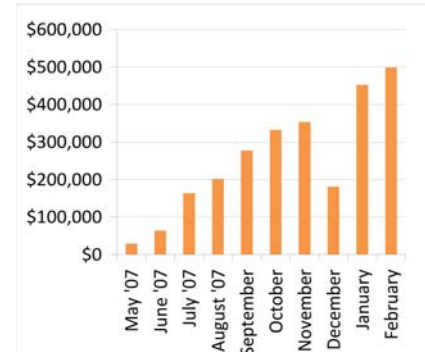
The majority of the respondents expressed strong satisfaction with the services provided by the Purchasing Department, with 86% rating either 4 or 5 overall and 99% rating either 3, 4 or 5 overall. To further simplify and support this rating, respondents were given two choices (choose either favorable or unfavorable) to assess their overall level of satisfaction with the Purchasing Department. **We are extremely pleased to report that 97% of the respondents choose a favorable rating!**

In comparison to the [2004 Purchasing Satisfaction Survey](#), the results generally shifted upward in each category. Overall, as a means to determine whether general process improvements that have been accomplished, the percentage of respondents who rated each factor either a 4 or a 5 has increased from 2004 to 2008.

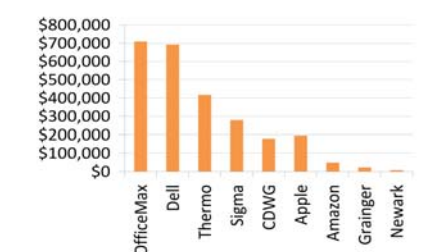
MarketPlace Ramps Up

In March, the [Princeton MarketPlace](#) surpassed \$2.5 million in transactions since its launch in May last year. Currently, there are over 700 campus community members utilizing the MarketPlace on a daily basis for their purchasing needs. The MarketPlace's provides single log-on access to specific contract vendors with whom the campus conducts a high number of small-dollar transactions.

Order Volume by Month:



Order Volume by Vendor:



Campus community members who would like to gain access to the MarketPlace should submit a [Princeton MarketPlace Buyer Application Form](#).

Small Business Mentoring Sessions

On March 24th, Purchasing held the fifth and sixth training sessions in an ongoing series of half-day small, disadvantaged business mentoring sessions.

The following vendors were trained on best practices with regard to doing business with Princeton, as well as submitting on-line purchasing contract bids:

- All Action Architectural Metal & Glass (*Construction / Fabrication Service*)
- B-Com Security (*Security Systems*)
- Capitol City Contracting (*Roofing Contractor*)
- Dinas Environmental Services (*Environmental Site Remediation Services*)
- Diversant, Inc. (*IT Solutions*)
- Holly Nance Property Solutions (*Property Management*)
- Homebase Realty (*Realtor*)
- Noble Strategy (*Construction Management*)
- Superior Chevrolet (*Automobile Dealership*)
- Swanson Brothers Cleaning (*Construction Site Clean-Up Services*)
- The Cayemitte Group (*Insurance & Risk Management Agency*)
- Will and Son Home Improvement (*General Construction Contractor*)

These sessions are a continuation of the outreach efforts aimed at strengthening our ties to local small, disadvantaged businesses in the community.

Science Fair

The Purchasing Department will be coordinating a Science Fair on Wednesday, May 14th to be held from 10:00 AM – 2:00 PM in the Multipurpose Room in the Frist Campus Center. Over 25 science-related product vendors will be represented. All campus users are invited to attend this special scientific lab fair.

Terms and Conditions

For individual non-contract purchase order transactions in excess of \$25,000, Purchasing works with vendors to obtain the acceptance of Princeton University's general purchasing terms and conditions in advance of the issuance of a purchase order. In most cases, obtaining vendor acceptance after the vendor receives the purchase order often results in delays. However, vendors are generally more apt to respond in a timely fashion if they know the order will be held until they respond with signed terms and conditions.

Adequate Lead Time

To ensure University purchases are made in accordance with Federal, State and University policy, sufficient lead time is essential. Generally, Purchasing will approve and dispatch orders within three business days. However, larger orders typically require more lead-time for bidding, documentation and approval. Bid specifications must be developed and vendors must be given adequate time to respond to the RFQs. Do not fall prey to the pressure of end-of-quarter sales tactics and/or special promotions!

Recycled Paper Policy

As a reminder, it is the policy of the University to purchase 100% recycled paper for all general office needs in accordance with the following guidelines:

- All printing, copying and writing grade papers shall be made with 100% recycled materials.
- Electronic mail use is encouraged whenever possible.
- When ordering from OfficeMax, the product to be ordered is Aspen 100 (*Part Number P1054922*).

New Contracts

- Clean Harbors Inc. (*Hazardous Waste Disposal*)
- Contract Flooring System (*Flooring Installation*)
- Dahlia's (*Floral Arrangements*)
- Edgewise Media, Inc. (*Media Supplies & Accessories*)
- Infotrac (*24 hr. Hazardous Communication Center*)
- Just Four Wheels (*12 Passenger Van Rentals*)
- Mstoner (*Web Development*)
- Tyndale (*Fire Resistant Clothing*)

For a complete listing of all active term contracts, please visit the Purchasing website.

Upcoming Events

- Science Fair, *May 14, 2008*
- ShoeMobile, *Aug. 12-14, 2008*
- ShoeMobile, *Sept. 9-11, 2008*
- Princeton University's Annual Vendor Fair, *October 28, 2008*

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