



Purchasing Sense

Princeton University's Purchasing E-Newsletter



2004 & 2005 NPI Award

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.

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NPI Excellence Award

The Purchasing Department was awarded the 2005 Achievement of Excellence in Procurement Award. Princeton has achieved this award for two 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, professionalism, productivity, e-procurement, and leadership in the procurement function.

Vendor Fair is Coming!

All faculty and staff are invited to join us on Tuesday, November 1, 2005 between 10:00 AM and 2:00 PM in Dillon Gym for the annual Vendor Fair. Come and see the many products and services offered by our contract vendors. There will be over 100 product displays and exhibits. As in prior years, there will also be sections highlighting "small businesses" as well as "environmentally-friendly" products and services. Mobile Shred will have one of their trucks located outside Dillon to provide free document destruction throughout the day. Mobile Shred is "AAA Certified" by the National Association for Information Destruction and will shred documents and provide you with a certificate of destruction.

Works Upgrade

The Works Payment Manager system will be upgraded to version 3.0 to provide an improved user interface and enhanced navigation and reporting tools. Beginning at 6:00 pm Friday, October 28th until 9:00 am Sunday, October 30th, the application will be unavailable for cardholders to reconcile transactions. Cardholders will still be able to use their cards as normal to make purchases using the funds that are available on their cards during this maintenance period.

All cardholders must attend one of the upcoming one-hour training sessions that will be conducted in the Frist Campus Center:

- Wednesday, October 12th: 11:00 AM & 1:00 PM – Frist Multipurpose Room A
- Thursday, October 13th: 11:00 AM & 1:00 PM – Frist Multipurpose Room C
- Monday, October 17th: 11:00 AM & 1:00 PM – Frist Multipurpose Room C

These interactive training sessions will provide a forum to orient cardholders and transaction approvers with the new version 3.0 navigation interface, train users on the proper transaction reconciliation and approval process, and address any specific questions that may arise.

“How to Buy” Training

Many expenditures are required for the University to fulfill its educational/research mission. The Purchasing Department has the responsibility for obligating the University and for making the final determination of the source of supply and bidding/price negotiations, consistent with University policy, state and federal acquisition regulations, and sound purchasing practices.

A comprehensive “*How to Buy*” training session is available for your department. The “*How to Buy*” session is aimed at educating the departments on the best buying practices and review of the procurement process. Purchasing can come to you or you can come to us, interested departments may contact the Purchasing Department to schedule a training session.

Disadvantaged Business Vendor Fair

The Purchasing Department helped coordinate the New Jersey Higher Education Purchasing Association’s Disadvantaged Business Development Vendor Fair that was held on August 17, 2005 at Rutgers University. The focus of this fair was to provide small, disadvantaged businesses with the opportunity to network with representatives from NJHEPA member institutions to learn how to do business with participating organizations. Purchasing is working on an application that will provide campus departments with direct, online access to many small, disadvantaged businesses who have participated in one of the Small Business Mentoring Workshops that Purchasing has sponsored.

New Contracts

- Atlantic Communications (*Cabling Service*)
- Burlington Electrical Testing (*Certification Testing*)
- Eastern Organic (*Topsoil*)
- Form Top Laminators (*Counter Top Laminating*)
- Hill Rom (*Hospital Bed Maintenance*)
- Laundry Laundry (*Student Laundry Service*)
- Links of London (*Retirement Gifts*)
- Network Cabling (*Cabling Service*)
- NJ Pass Ride (*Airport Shuttle*)
- Pennsylvania Globe (*Lantern Posts*)
- Symbol Mattress (*Dorm Mattresses*)
- Whalen’s Moving (*Moving Service*)

Name Changes

- Amersham is now GE Healthcare
- AMI Leasing is now Penske
- Baldwin & Associates is now SourceOne Healthcare
- IBM PSG Direct is now Lenovo
- Messer/MG is now GTS, Inc.
- Palmer Inn is now Clarion Hotel

Purchasing Tip: Adequate Lead Time

To ensure University purchases are made in accordance with Federal, State and University policy, 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. 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!

Prevailing Wage Act

Departments should be aware that in some cases project grants may be financed from the New Jersey Educational Facilities Authority, such that the provisions of the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56-25 apply. The Prevailing Wage Act requires contractors to pay a prevailing wage level for workers in order to safeguard their efficiency and general well being and to protect them as well as their employers from the effects of serious and unfair competition. Seller shall be solely responsible for compliance with the New Jersey Prevailing Wage Act, as set forth in paragraph 18 of the Princeton University General Terms and Conditions, which may be obtained from the following website:

<http://web.princeton.edu/sites/TreasurersOffice/Purchasing/howtodobusiness.html>. For more information: <http://www.state.nj.us/labor/lss/prevwage.html>

Ordering Envelopes

All #10 Goldenrod envelopes should now be ordered directly from the Office of Printing and Mailing. Contact Marion Carty at 8-5338 for more information.

Upcoming Events

- Works Credit Card System Training, *October 12, 13 & 17, 2005*
- ShoeMobile, *October 21, 2005*
- Princeton University’s Annual Vendor Fair, *November 1, 2005*

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