



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.

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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.

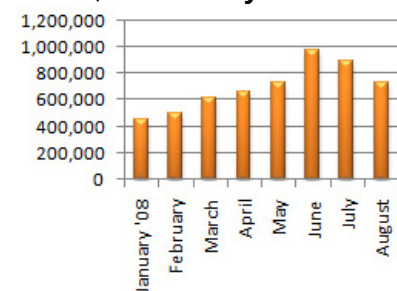
Vendor Fair is Coming!

All faculty and staff are invited to join us on Tuesday, October 28, 2008 between 10:00 AM and 2:00 PM in Dillon Gym for the annual Purchasing Vendor Fair. This year's theme is "Going Green" and vendors have been encouraged to exhibit their eco-friendly products. We invite you to see the many products and services offered by our contract vendors. There will be over 100 product and service displays and exhibits. As in prior years, there will also be sections highlighting "small businesses" as well as "environmentally-friendly" products and services. Refreshments include food samples, hot dogs and more. We will also be accepting canned food donations for the local charities. Mark your calendar for this special event.

MarketPlace Ramps Up

In August, the [Princeton MarketPlace](#) surpassed \$7 million in total 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.

2008 \$ Volume by Month:



The Marketplace continues to grow in use and functionality. You can now place specially quoted Dell orders right through the Dell link. Previously, these type orders required special handling. In the coming months, the ability to split orders between multiple project grants will be added. These are examples of how Purchasing is working to address your ordering needs

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

New Contracting Site

Princeton University's [Contracting Website](#) was recently launched. The site was created by the Office of the General Counsel in consultation with the Purchasing Department. The website provides information about the contracting process at the University and resources to assist employees in negotiating and formalizing written contracts.

Whenever the University takes on an obligation to another party, a written agreement is the best way to prevent misunderstandings and problems. The provisions of the agreement may physically be contained in a variety of formats. Examples include preprinted contract forms (with or without modification), terms and conditions, purchase orders, letters containing the terms of an agreement, leases, and waivers. Whatever the format, the agreement should comply with University contracting requirements in order to protect the University's interests and ensure that the University does not assume inappropriate risks (like agreeing to pay another party in full regardless of performance). For certain transactions, the University has its own standard contracts, which provide the University with the greatest protection.

Visit the Contracting website to learn about University contracting requirements and where to obtain help with contracts for particular types of transactions. The website also contains many practical resources, including standard contracts and checklists, which can aid employees in creating contracts that comply with University requirements. Contracting website training sessions will be available this fall

Terms and Conditions

Individual purchase transactions in excess of \$25,000 require special attention. Since these transactions are of a high dollar value and importance, Purchasing works with vendors to obtain acceptance of Princeton University's standard purchasing terms and conditions in advance of the issuance of a purchase order. In most cases, obtaining vendor acceptance after the vendor received the order often results in significant delays. However, vendors are generally more apt to respond in a timely fashion if they know the order will be held until they respond.

Reusable Boxes a Hit

Earlier this summer, Purchasing provided OfficeMax with reusable delivery boxes in an effort to reduce the amount of cardboard and packaging material used by Princeton. To date, the reusable box program has been very successful and the campus community has supported the initiative.

On average, over 16,000 cardboard boxes are delivered on campus each year. The re-use of one delivery box saves the equivalent of 18 trees or 48 lbs. of landfill waste over a five-year period.¹ 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.

¹ *Technology Container Corp. Environmental Survey.*

Vendor Contracts

The Purchasing Department manages a portfolio of over 400 contracts that provide fixed pricing and discounts that result in significant cost savings in both dollars and process efficiencies for the University. We are pleased to report an estimated contract cost savings of \$3,048,317 over last year's prices as a result of our efforts renegotiating 300 of the 454 vendor contracts. This is a projected annualized amount based on FY 2008 expenditures. The complete list of all the current vendor contracts appears on our web site for your reference and is updated monthly.


New Contracts

- AB&P Mechanical
(Boiler Repairs)
- Binocular Design *(Graphic Design)*
- Bruce Campbell *(Graphic Design)*
- CODE New York
(Graphic Design)
- Life Fitness *(Fitness Equipment & Repair Service)*
- Marissa L. Promotions
(Promotional Items)
- Medstaff *(Radiology Tech.)*
- The Red Onion *(Food Delivery)*
- Richard T. Byrnes *(Sawstop Saws)*
- Staffing Now *(Temp Staffing)*
- Watchung *(Bottled Water)*

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

Upcoming Events

- Princeton University's Annual Vendor Fair, *October 28, 2008*

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