



NU Dollars & Sense

QUARTERLY NEWSLETTER OF PURCHASING RESOURCE SERVICES
NORTHWESTERN UNIVERSITY

Welcome... to the new Purchasing Resource Services newsletter, *NU Dollars & Sense*. This will be a quarterly publication, distributed in mid-August, November, February, and May.

Re-Inventing Purchasing Resource Services

PRS is working on re-defining and adding the right amount of structure to purchasing at Northwestern University in order to properly support the distributed decision making environment. The PRS web site has been updated to reflect these changes. Below are some highlights regarding the new structure; however, we invite you to visit the PRS web site at www.univsvcs.northwestern.edu/Purchasing/ for more detailed information.

PRS Primary Responsibilities

Purchasing Resource Services (PRS), a part of University Services, exists to keep departments and schools informed of purchasing opportunities and to help them make good, best value purchasing decisions. Our primary responsibilities are as follows:

1. Establish Preferred Vendor Contracts and Non-Exclusive Price Agreements.
2. Develop and maintain purchasing templates and forms.
3. Perform competitive solicitations and manage the procurement process on behalf of departments and schools.

Buying at Northwestern

Departments and schools have the following options for purchasing products and/or services:

- Preferred Vendor Contracts

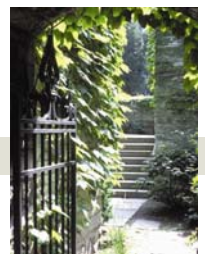
These contracts are for products and services that are utilized by various departments and schools. They are usually established through a **formal competitive bid process** managed by University Services or Purchasing Resource Services. Preferred Vendor Contracts are awarded to vendors who we have determined can deliver the best overall value to the University. Key departments and schools (your peers) are included in the evaluation and selection process. (Please note that bids do not need to be solicited by the department or school if they choose to purchase the product or service needed from an existing Preferred Vendor Contract, regardless of the amount.)

- Non-Exclusive Price Agreements

These agreements are established through an **informal negotiation** between the vendor and PRS because a formal competitive bid process is not warranted (i.e., University usage may be rather low, few departments/schools need the product or service, or the product or service needed is proprietary, unique, or exclusive in nature). The purpose of establishing these agreements is to achieve special discounted pricing and advantageous delivery terms for the departments and schools that need to purchase products and services from these vendors. (Please note that departments and schools are NOT exempt from soliciting competitive bids from at least three vendors if the product or service needed is available through a Non-Exclusive Price Agreement but the cost will be \$25,000 or more.)

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Bid Process

If a department or school does not wish to utilize an existing Preferred Vendor Contract or a Non-Exclusive Pricing Agreement, or if a Contract or Agreement does not exist for the product or service needed, purchasing policy and procedures require that bids MUST be solicited from at least three vendors for purchases that will be \$25,000 or more. (Please note that while bids must be solicited when the purchase will be \$25,000 or more, it is highly recommended that bids be solicited from at least three vendors for all purchases that will be \$5,000 or more.)

Departments and schools have the following options when policy and procedure requires the solicitation of bids:

- Department/school can perform a competitive bid

The following templates have been developed to assist departments and schools with the bid process:

- [Request for Quotation Bid Price Sheet Template](#)
- [PO Terms and Conditions](#)

The [Bid Documentation Form](#) (BD-1) must be completed, submitted, and approved prior to the purchase order being issued. All internal department/school approval paths apply. In addition, purchases that will be \$100,000 or more will also be reviewed by Purchasing Resource Services.

- Department/school can request that Purchasing Resource Services perform a competitive bid on their behalf
- Department/school determines that a "Sole Source" purchase is justified

This process can be used if a single

vendor is uniquely qualified to meet the department/school's procurement objective. The [Sole Source Justification Form](#) (SSJ-1) must be completed, submitted, and approved prior to the purchase order being issued. All internal department/school approval paths apply, as well as POPS. In addition, sole source purchases that will be \$25,000 or more will also be reviewed by Purchasing Resource Services.

Please note that the [Sole Source Justification Form](#) should also be used for the following purchases:

- Order is being placed against an existing Contract or Agreement.
- Order is a re-order based on previous bids or analysis (within one year).

Policy/Procedure Updates

Discontinuation of Current SSJ/Bid Documentation Form.

One big change that you will notice in the discussion above is that there will no longer be a single SSJ/Bid Documentation Form. Going forward, every purchase order of \$25,000 or more will need to be accompanied by either the [Bid Documentation Form](#) (BD-1) or the [Sole Source Justification Form](#) (SSJ-1). Each form has been developed as a downloadable PDF form that can be filled out electronically and printed. Departments and schools are encouraged to begin using the new form immediately; however, POPS will continue to accept the current SSJ/Bid Documentation Form until December 1, 2005. After this date, the current form will no longer be accepted.

Update to Purchase Order.

There are two relatively big changes to the pre-printed portion of the Purchase Order form. First, the Director of Purchasing's signature will now be reflected on all purchase orders. In addition, the Terms and Conditions on the back of the Purchase Order form have been updated. Please review them so you are familiar with the changes.

New Preferred Vendor Contracts

The following Preferred Vendor Contracts have been established by PRS. These contracts were established through a formal competitive bid process. Current providers of these products/services on campus were invited to submit a proposal. The vendor that was awarded the contract was determined to represent the best value to the University. Other departments and schools (your peers) were involved in the final award decision. If your department or school has a need for any of these products/services, please consider utilizing these contracts (as opposed to using the pricing to negotiate with your current provider). Prices are very aggressive based on the high potential volume here at the University.

Drinking Water Service

Contract Number: PRSCONT2005-002

Vendor: Nestlé Water North America - Ice Mountain

Address: 10335 Argonne Woods Drive, Suite 200
Woodridge, IL 60517

Sample Pricing:

\$3.45 per 5 gallon container (with handle), no minimum order or bottle deposit, and only \$2.99 to rent a dispenser!!! Any current customers of Nestlé - Ice Mountain at the University will automatically begin receiving the new pricing as of July 1.

[View the contract information sheet](#) which includes an Order Initiation Form that lists all of the products available on the contract, including all prices.

Vendor Number: V943027237 B

Contact Person: Michele Zeiler
Phone: (630) 271-7335
Fax: (630) 972-0713
E-mail: mzeiler@perriergroup.com

PRS Contract Administrator: Sheila Watkins
1-8125 or s-watkins@northwestern.edu

New Preferred Vendor Contracts (continued)

Document Destruction (Shredding Service)

Contract Number: PRSCONT2005-003

Vendor: Shred It, Inc.

Address: 829 Blackhawk Drive
Westmont, IL 60559

Sample Pricing:

Price per pick-up is as low as \$12 for up to a 96 gallon container, with no minimum if pick-up is scheduled for a day that they will already be on campus!!! Any current customers of Shred It at the University will automatically begin receiving the new pricing effective September 1.

[View the contract information sheet](#) which includes an Order Initiation Form that details all of the products available on the contract, including all prices.

Vendor Number: V363428630 A

Contact Person: John Baer
Phone: (630) 323-1540
Fax: (630) 323-1737
E-mail: jbaer@shreditinc.com

PRS Contract Administrator: John Marshall
1-5321 or jbmarshall@northwestern.edu

Messenger Service

Contract Number: PRSCONT2005-005

Vendor: Arrow Messenger Service

Address: 1322 W. Walton Street
Chicago, IL 60622

Sample Pricing:

Prices are very aggressive based on the large potential volume here at the University. Multiple levels of service are available, based on distance traveled and the time allotted for delivery. For example, Chicago to Evanston pricing is below:

Economy (by 5:00 p.m.): \$14.97
Special (3-4 hour): \$16.80
Emergency (2-3 hour): \$19.59
Solo (1-2 hour): \$38.12

[View the contract information sheet](#) which includes detailed information about the contract and all pricing.

Also, note that this service is an internal program that allows departments to use their CUFS numbers for delivery services. No purchase order is necessary.

Vendor Number: V362810588 A

Contact Person: Tim Herrndobler
Phone: (773) 389-6688
Fax: (773) 489-6920
E-mail: tim@arrowmessenger.com

University Services Program Manager: Jeff Levin
1-5993 or jhlevin@northwestern.edu

PRS Contract Administrator: John Marshall
1-5321 or jbmarshall@northwestern.edu

Toner Cartridges and Maintenance Services

Contract Number: PRSCONT2005-008

Vendor: Genesis Technologies

Address: 6508 Anthony Trail
Northbrook, Illinois 60062

Sample Pricing:

This contract is for laser fax and laser printer toner cartridges, including maintenance, service, and repair. Up to 5% savings over previous pricing. Multiple levels of maintenance services tied to the purchase of toner cartridges are available. Below is sample pricing for an HP 5si utilizing a quality re-manufactured cartridge:

Toner only - (no maintenance included): \$87.00/Cartridge

Silver Program - (includes 2 preventive maintenance cleanings a year): \$101.70/Cartridge *BEST VALUE*

Gold Program - (includes 2 preventive maintenance cleanings per year and all service/repair labor charges): \$113.00/Cartridge

Platinum Program - (includes 2 preventative maintenance cleanings per year and all service/repair parts and labor charges): \$154.00/Cartridge

Savings are substantial for using re-manufactured cartridges; however OEM cartridges are also available for all of the above programs at very aggressive pricing (i.e. \$147.05 for HP 5si, toner only). Any current customers of Genesis at the University will automatically begin receiving the new pricing as of September 1.

The program for fax machines is an incredible value. For example, the pricing for a Brother 2750 is as follows utilizing a quality remanufactured cartridge:

Toner only - \$14.07

Platinum Program - \$20.21

OEM cartridges are also available for the above programs.

[View the contract information sheet](#) which includes detailed information about the contract and all pricing.

Also, note that this service is an internal program that allows departments to use their CUFS numbers for purchasing toner cartridges. No purchase order is necessary.

Vendor Number: V363774714 B

Contact Person: Jolene Bodine
Phone: 847-989-0606 ext. 115, 847-989-3482 (cell)
Fax: 847-498-0766
E-mail: jbodine@gentechol.com

University Services Program Manager: Jeff Levin
1-5993 or jhlevin@northwestern.edu

PRS Contract Administrator: Sheila Watkins
1-8125 or s-watkins@northwestern.edu

New Non-Exclusive Pricing Agreements

The following Non-Exclusive Pricing Agreement has recently been negotiated by Purchasing Resource Services.

Electronic Supplies

Vendor: Newark InOne
Address: 4801 Ravenswood Avenue
 Chicago, IL 60640

Contact Person: John Maloney
Phone: (630) 317-1000
Fax: (630) 424-8048
E-mail: jmaloney@newarkinone.com

Description:

Newark provides a wide range of electrical products including tools, test and measurement equipment, wiring and cable, passive and semiconductor components and other electrical and circuitry parts.

Sample Pricing:

Discounts are up to 15% (compared to the previous agreement where discounts were approximately 8%).

[View the agreement information sheet](#) that details the product categories available and the appropriate discounting structure.

Vendor No: V351167154 A
PRS Contract Administrator: Jim Konrad
 1-8121 or j-konrad@northwestern.edu

Upcoming Contracts and Agreements



Below are some of the other products and services that PRS is working on establishing contracts or agreements for:

Product/Service	Tentative Implementation Date
Coffee Service	October 1, 2005
Chicago Hotels	November 1, 2005
Moving Services (Commercial) for the Chicago campus	November 1, 2005
Office Furniture	January 1, 2006

Info Sessions

Recycling Info Session Summary

On May 18 and 19, Purchasing Resource Services presented its second annual info session about Recycling Opportunities at Northwestern. Julie Cahillane, Manager of Refuse and Recycling for Facilities Management discussed the various recycling programs offered by the University that help to capture recyclable materials which are then collected and transported to recycling facilities by our waste removal contractor. Julie discussed the specific items that are collected, the energy savings realized through recycling of plastic, glass, aluminum, and paper and many of the innovative measures that the University is now taking to become more environment-friendly or green. Please use the following links for more information regarding recycling opportunities here at Northwestern University:

Northwestern University Recycling Program:
www.northwestern.edu/fm/operations/recycling/index.html

Surplus Property Exchange Program:
www.univsvcs.northwestern.edu/Purchasing/surplus.html

Computer and Peripherals Recycling Program:
www.univsvcs.northwestern.edu/computer_pickup/index.htm

Catering Summary

On April 19 and 20, Purchasing Resource Services hosted an Info Session dedicated to Catering. It was handled as a 'Taste of Chicago' type of event and it was a great success. The session was held on both campuses for event planners and others who make catering arrangements. The Chicago campus had sixty-eight attendees and the Evanston campus had ninety-two attendees. Event planners had the chance to interact directly with representatives from several quality caterers, learn about their services, and sample the type of food they offer. Purchasing Resource Services has pre-qualified the caterers who participated in this year's event. Please view all information about the pre-qualified caterers by going to the following web site:

www.univsvcs.northwestern.edu/Purchasing/pdf/catering_vendors.pdf

All you need to do is select a caterer (or two or three if you want to get quotes) and request event specific pricing. All caterers that are listed already have a Certificate of Insurance on file at Risk Management.

Upcoming Info Session Schedule

General Purchasing - Policies, Processes, Procedures, etc.

October 11
 10:00 to 11:30
 Wieboldt Hall Room 727
 Chicago Campus

October 12
 10:00 to 11:30
 University Library Forum Room
 Evanston Campus

Newly Established Preferred Vendor Contracts & Non-Exclusive Pricing Agreements

November 15
 10:00 to 11:30
 Wieboldt Hall Room 727
 Chicago Campus

November 16
 10:00 to 11:30
 University Library Forum Room
 Evanston Campus

Legal and Risk Management Issues

December 13
 10:00 to 11:30
 Wieboldt Hall Room 727
 Chicago Campus

December 14
 10:00 to 11:30
 University Library Forum Room
 Evanston Campus

VWR International - Preferred On-site Vendor for Lab Supplies

VWR International's full-service, fully staffed scientific supply stockrooms on the Evanston and Chicago campuses of Northwestern University are open for business. The recent agreement between Northwestern and VWR International adds a number of new or enhanced services including direct billing to a CUPS account, contaminated garment cleaning, distribution of Office of Research Safety products, and calibration services. The stockrooms inventory many of your lab supply needs including chemicals, plastic ware, glassware, liquid handling, and consumables as well as freezer supply centers for enzymes, reagents, and kits.

The Chicago stockroom is located in the Searle Medical Research Building, 320 E.

Superior Street, in Room B-652 (phone 3-7520). Currently, it is open from 9:00 am - 5:00 pm; however, VWR personnel will poll the Chicago campus soon for feedback on optimal operating hours. In Evanston, the stockroom is located in Room KG-48 in the Technological Institute at 2145 Sheridan Road (phone 1-8620); the hours of operation are 9:00 am - 5:00 pm.

To register for access to direct billing to a CUPS number when you purchase supplies through the stockrooms, please complete the form located at www.univsvcs.northwestern.edu/labsupplies/pdf/stockroom_registration.pdf and take the completed form to the stockroom. To receive the laundry service,

please use the form located at www.univsvcs.northwestern.edu/labsupplies/pdf/laundry_enrollment.pdf. If you have any questions, please contact Ellen Barnes (e-barnes@northwestern.edu; 1-3274).

FYI: VWR now adds a fuel surcharge to orders, which affects all of their customers, including NU. Our contract is FOB Delivered, which means that we do not pay a freight charge on orders. However, the fuel charge reflects approximately 10.3% of what the freight cost would have been if the contract was not FOB Delivered. The fuel surcharge ends up translating to approximately 0.39% of the order value.

Copier Management Program Preferred Vendors Selected in Competitive Bid Process

After reviewing bids from 12 copier suppliers, the decision was made to extend the contracts of three of the current preferred copier vendors, Impact Networking, L.L.C., Lanier Worldwide, Inc. and Regal Business Machines. These vendors have proven that they can provide quality products and service to the University and the pricing for their respective brands of copiers continued to be the best based on the bids received.

During the bid process, a decision was made to reduce the number of preferred vendors from four to three, so Gordon Flesch is no longer a preferred vendor. This decision was based primarily on the number of placements they had and the price competitiveness to the other vendors. Those of you who leased equipment from Gordon Flesch under our just-expired contract will continue to be covered under that contract and will see no change in billing or service.

If you need a copier or your current copier needs replacement, we urge you to contact one or all three of the preferred copier vendors. Their contact information can be found on the [Copier Management web site](#).

Visit the [Surplus Property Pages](#) for a listing of over 10 vehicles, computers, & other great items for sale!

Farewell...

Many of you know and have worked with Randy Henry over the years. He has been a tremendous asset to Purchasing Resource Services for over five years, assisting departments and schools with purchasing related issues. Randy will be leaving PRS on September 1 to work full time on the Financial Management System replacement project. This is a tremendous opportunity for Randy and it is also great to have a representative involved in the project from the purchasing perspective, since several of the modules to be implemented are procurement related. We will miss him. Join us in thanking him for all of his great work in PRS and wishing him good luck in his new position.

Contact Information

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