



Barry Swanson
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Purchasing Newsletter – January 2018

Upcoming Ordering Platform Change From OfficeMax To Office Depot

As many in the University are aware, OfficeMax recently merged with Office Depot to form a single business entity. Since that time, the University has continued to utilize the traditional OfficeMax e-catalog for the academic campus within the SRM system; hospital users utilize a login feature on the OfficeMax website to order supplies with their departmental procurement card.

With Office Depot now being the University's full contractual partner and provider of office supplies, they are modernizing both the e-catalog for the academic campus and the web-based ordering environment utilized by the Hospital.

The new environment offers improved visuals and functionality along with a significant increase in navigation speed. Order tracking information is available along with other additional features. The new platform will continue to offer the University's contractual listing of office supplies with desktop delivery and is intuitive with features similar to any modern ordering environment.

Transition to the new environment is scheduled to occur between January 25 and February 4 dependent on testing progress. SRM users will continue to create Shopping Carts as normal, first completing their cost assignment and delivery address within default settings. Shoppers will select the Office Depot e-catalog from the Add Item menu. Similar to the current OfficeMax e-catalog, locate and place needed items into your Shopping Cart and check out. The additional functionality of the new Office Depot e-catalog is intended make the Shopping experience more productive, faster, and convenient.

Those placing orders from within the Hospital using the current OfficeMax web-based sign-on accounts will be redirected to the new Office Depot sign-in page. Sign-in credentials will remain the same as with the current OfficeMax process. Plans are being made for hospital users to transition to a customized e-catalog later this year similar to that utilized by the academic campus. More information will be available as the time approaches.

Important note for Hospital users using web-based logins: Any current Shopping Lists retained by individuals on the OfficeMax website, showing commonly ordered items, will not transfer to the new Office Depot platform. Users should print or copy that information before the changeover date; individual Shopping Lists will need to be re-created once the new Office Depot platform is available.

Additional information will be made available regarding transition to the Office Depot ordering environment in the coming days along with updated training materials and WebEx learning opportunities.

The Office Depot representative for the University account is Keith Hughes email: Keith.Hughes@officedepot.com, phone: (859) 707-3185.

Organizational Change: University Surplus Property

The University's Office of Surplus Property has transitioned organizationally to within the Purchasing Division. Surplus Property is responsible for receipt, management, re-distribution, sales, and disposal of all items deemed surplus to the University's needs. Surplus Property also assists with managing trade-ins and intra-University transfers of equipment. Contemporary procurement management principles commonly include surplus operations since this is key to the life-cycle management of purchased equipment and goods. Departments frequently pursue Surplus Property as a resource for needed items in lieu of new purchases.

The University Surplus website is available [here](#). The manager is Nathan Maiwald, email: nathan.maiwald@uky.edu.

Survey Available For Ricoh Managed Print Services

Ricoh conducts an annual survey for University departments to assess services provided through the Managed Print Services (MPS) program along with Ricoh's Document Service Centers and Print Supplies offerings. The 2018 survey is available from January 22 through February 2 and can be accessed [here](#). Departments are encouraged to complete the survey at their convenience. Ricoh and Purchasing use the survey data to ensure the program continues to serve departmental needs and identify opportunities for improved efficiencies and cost savings.

Reminder: Vendor Form For University Employee Reimbursements

Please remember to use the [University Vendor Form](#) to register faculty or staff in conjunction with an employee reimbursement. The employee's UK Personnel Number (a.k.a., PERNER) is the identifying data needed for an employee registration; IRS Form W-9 cannot be accepted to register an employee in conjunction with a reimbursement. The Vendor Form has a consolidated design to serve all companies, external individuals, and University employees in need of vendor registration action.

Scott-Gross Cylinder Inventories

Departments that have ongoing consumption of scientific, medical, or welding/maintenance gases through Scott-Gross may consider conducting a regular inventory of cylinders in their possession. In addition to the purchase of gases, cylinders are also charged a monthly rental rate during the time they are in the department's possession until gases are consumed. When new gases are ordered, empty cylinders are removed by Scott-Gross and replaced with full cylinders. With this switch-out process, and the fact that cylinders may remain on a department's premises for months, it is possible that cylinder rental counts may not be correctly updated. This is particularly true for departments that utilize a large volume of gases and/or exchange a number of cylinders on a regular basis.

If an inventory is needed of rental cylinders currently assigned to a specific location, you can place the request directly with [Scott-Gross](#). The Contracting Officer responsible for purchase of gases is Debbie Konichek, email: dkonichek@uky.edu.

VariDesk Contract With CDW-G

Departments occasionally have need to purchase furniture desktops, such as those available from VariDesk, for employees' ergonomic requirements. The Purchasing Division recently awarded a contract to CDW-G for the VariDesk brand of ergonomic desks. The most common products are now available from the CDW-G e-catalog within SRM. CDW-G contract prices for the VariDesk items, in general, are approximately ten percent lower than orders direct from VariDesk.com.

Imprinted Promotional Items And Licensed Suppliers

Many departments frequently purchase imprinted promotional goods for recruitment, event or program promotion, and advertising purposes. Common examples are T-shirts, pens, mugs, pins, hats, etc. These typically have a University logo sometimes paired with departmental program name or logo(s).

In order to protect the University's copyrighted marks, please keep in mind that purchase of any type of promotional items must be made from vendors holding approved licensing agreements. Licensed vendors and related information can be found on the Purchasing [website](#). The requirement for use of licensed vendors extends to any University purchases, regardless of funding source used for the purchase. In addition, the University logo is required for placement on any type of imprinted promotional giveaway items.

If needed for questions, the Contracting Officer responsible for promotional purchases is Becky Purcell, email: rpurcell@uky.edu.

Purchasing Frequently Asked Questions

Question: How are University procurement contracts awarded to suppliers?

Answer: As a state agency, the University is required by law to adhere to formal protocols for establishing supplier contract awards. Kentucky Revised Statutes-Chapter 45A, also known as the [Model Procurement Code](#), is the guiding reference used for all procurement contracting conducted by state agencies, including public universities. In compliance with the Code, the University is required to form, publish, receive, and evaluate formal solicitations such as Invitations for Bids (IFB) or Requests for Proposals (RFP) to establish procurement contracts. Contracts are only awarded to vendor(s) who are adjudged to represent the best value selection dependent on the unique requirements of each solicitation. Depending on the solicitation type, contract awards are determined by the respective Contracting Officer and/or an evaluation committee.

In all matters, contract solicitations, evaluations, and awards are conducted in compliance with the Kentucky Model Procurement Code and vendors must respond to a solicitation in order to be considered. An IFB or RFP may result in one supplier contract comprised of a few pages to many contracts, perhaps hundreds of pages each. The IFB or RFP process is only the beginning of a contract's life. Once awarded, each contract is managed by the respective Contracting Officer for its duration (typically five years, although varying in some cases). This management includes factors such as ongoing purchases, pricing issues, renewals, and contractor performance. Once a contract for ongoing needs comes to its end-of-life, the process is repeated with the issuance of a new solicitation for a replacement contract.

Self-enroll to Receive Purchasing ListServ Notifications:

Follow these instructions to self-enroll to the Purchasing ListServ and receive procurement-related updates and news. Send e-mail to LISTSERV@lsv.uky.edu with the following text in the message body:

subscribe UKPURCHNEWS Yourfirstname Yourlastname

The subject line should be blank as well as the rest of the body of the email. You may unsubscribe in the same manner, by changing "subscribe" to "unsubscribe" and following the remaining directions.