



Letter From The Director

Dear Colleague,

Procurement and Contracting Services is moving headlong into a new cutting-edge process of developing University-wide strategic alliances. We have selected wireless services for our first commodity in this exciting endeavor. The concept of these strategic alliances is that we identify all aspects of the University community where we feel we have something of value to offer a corporation and pooling our collective bargaining power together in approaching these potential allies. In the case of wireless, we have identified opportunities in the following initiatives: faculty and staff, students, affinity, research, and sponsorship. The solicitation process has begun and we are optimistic that we will have a contract in place by the end of the calendar year.

The process we are using for establishing these complex relationships is new and exciting. In phase I we identified those companies that we felt could most adequately compete for this relationship. In phase II these companies will spend time gathering information about our needs and desires and prepare offers as to how they would satisfy those needs. As part of this phase II process, any University stakeholder that desires an opportunity to participate may do so by attending presentations from the finalists and

completing an evaluation form. This feedback will be used in determining which company is selected as our prime contract for wireless services.



The tentative dates for these presentations are October 22-24. Specific information about these presentations will be coming in the next couple of months. I hope you will take the time to attend these presentations and provide us with your feedback on them.

I am excited about this new process and confident that the results will lead to substantial increases in value to you.

I invite you to provide feedback on how we might continue to improve our services. If I can be of assistance in any way, you may reach me via email at macks@u.arizona.edu or phone at 621-5827.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. G. Mack'.

Stephen G. Mack, C.P.M.
Director

**> Inside:
"Team Up For Success"
Supplier Showcase Update**

Tips Of The Month !

OLR (On Line Requisition)

To simplify the Purchasing process, as of July 14, 2003, FRS screen 29H no longer accepts the letter "H" currently used by AHSC Purchasing. Every newly created dPR will require an "R" in the document field. This change will not affect the regular dPR/OLR process or add any additional workload to departments.

If you have any questions or concerns please contact purchasing dPR/OLR Help-line at 626-4000.

Methods of Encumbrance Cancellations

To cancel or disencumber purchasing documents that appear on your account and are no longer valid, please follow these procedures:

If the Purchase Order is a Sub-Contract, Lease, or Long Term PO: A dPR for a Change Order against the Purchase Order must be done to release encumbrance.*

For all Purchase Orders (regardless of the type) that are less than six months old and no invoicing has or will occur: A dPR for a Change Order against the Purchase Order must be done to release encumbrance.*

* If multiple accounts are involved, please specify those you want to disencumber. If the Purchase Order is no longer needed and needs to be closed, please state "PO completed."

For all Purchase Orders that do not fit the criteria of items #1 and #2 above and no activity has taken place for the past six months, Accounts Payable has paid the final invoice(s), and you are certain that no further invoicing will take place: Please make a copy of FRS Screen 20 or 21 on which you identify the document(s) to be removed. Write a short note of explanation documenting that you requested purchasing to disencumber an amount or cancel and close the PO. Print your name, date, and telephone number on the copy, and mail via Campus Mail/U.S. Mail to:

Procurement & Contracting Services
Purchasing Department
University Services Annex (USA), Bldg. 300A, 5th Floor
Tucson, Arizona 85721
Or
Fax: (520) 621-5179

If you have any questions or concerns, please call our FRS OLR/dPR Help-line at 626-4000.

First Annual 2003 "Team Up For Success" Supplier Showcase Update

As most of you know we teamed nearly 100 U of A suppliers with you on April 23rd in the Student Union Memorial Center Grand Ballroom. The event was a great success just as the theme suggested. We would like to thank all of you who attended and for those folks that could not drop by we look forward to seeing you next year! We are already in the planning stages for next April's 2004 "improved" Supplier Showcase.

We are also taking this opportunity to announce the raffle and door prize winners for attendees.

Raffle Prize Winners:

Karen Lutrick, Lunar and Planetary Lab – Kuiper, a computer system from Computer Troubleshooters of Tucson.

"Ike," U of A - South (Sierra Vista), Media Services – a sound system from Troxell Communications.

Door Prize Winners:

Denise Dellinger, Lunar and Planetary Lab – a DVD player.

Bernadette Thomas, Science Administration – a DVD player.

Norma Montano, Student Union Catering and Event Planning – a digital camera.

Yvonne Volpe, TUSD – a digital camera.

All door prizes from U of A Procurement and Contracting Services. Once again, thank you for all your support of the 2003 Supplier Showcase. We look forward to seeing everybody next April!

*Your 2003 Supplier Showcase Committee
at Procurement and Contracting Services*

VWR Contract Extension

The VWR Contract for Scientific Products and Supplies has been extended through June 30, 2004. VWR currently offers the university better overall pricing for these items and should be your first choice for scientific products and supplies, whether ordering on-line or using a dPR.

VWR is currently our preferred vendor for purchases of these items and your continued cooperation in supporting our contract vendors is greatly appreciated.

If you have any questions, please feel free to contact Judy Auwerter at 621-3097 or auwerter@u.arizona.edu. Thank you.

Name: Aegir Systems, Inc.

**Address: 33 N. Stone Ave., #800
Tucson, Arizona 85701**

Phone: (602) 363-3741

**Business: Security Design
and Technology**

**Contact: Sharon Cuevas Hansen
SW Region
Program Manager
Sharon.Hansen@aegir.com**



Aegir has successfully satisfied customers on numerous security design and engineering projects for city, county, and federal government agencies throughout the U.S.

Capabilities include but are not limited to:

- Site surveys and existing facilities inspections
- Operational and system requirements analysis and definition
- Physical and electronic security systems design
- Development and preparation of drawings and specifications
- Site and/or architectural review for physical security considerations
- Preparation of test plans and coordination
- Personnel training on operations, maintenance, and/or procedures
- Security policies and procedures
- Development and preparation of cost and construction schedule estimates
- Support of project, design, and customer reviews

Aegir's staff includes security and facilities engineers, electrical and mechanical engineers, electronic and mechanical technicians, CAD technicians, quality assurance specialists, and security operations specialists. Aegir officials say that "... customer orientation and dedication to cost effective project management insure close customer communication and assurance that projects will be on schedule and within budget ..."

Aegir has been in business more than 20 years and is certified as a Minority and Woman-Owned Business Enterprise. For more information, please call Sharon Cuevas Hansen at 1-602-363-3741; or Ernie Webster, Manager, Small Business Supplier Diversity Program at 621-2888.

Attn: New Postal Regulation Change Effective June 23, 2003

Please call us before you start your mailing project so we can advise you on this new procedure. You can reach Karen Campasano at 621-9514 or Georgeanne Tesi at 621-9522.

Now is the time for Change !

The United States Postal Service now has a new procedure in effect: Mailing Evaluation Readability Lookup Instrument – Merlin.

Merlin scans your mail piece to make sure the name matches the address and the zip code. If any of these are incorrect, it will reject the piece from your mailing. A certain percentage of rejected pieces results in rejection of the entire job. Remember you are getting a discount on your postage because you have made your list more compliant with automation standards. The more the Post Office can use their machinery, instead of a person, the more money you save on your postage!

When you use either the 190 non-profit or 190 pre-sort standard indicia or meter your mail, your mailing list must now be run through the NCOA (National Change of Address) software or you run the risk of having to mail your job First Class.

In what condition is your database? When was the last time you updated your mailing list? Are your mail pieces getting to their destinations in a timely fashion, or at all? The NCOA software will update all the addresses it has on file and reject the ones that are no longer correct. Please plan on providing your database before you even get a quote on printing your piece as it could affect the amount you need to order. Having your database updated will save you money on mailing costs, as you will no longer be sending pieces out that are undeliverable. Running your database through this software can take up to three working days.

We at Printing & Graphic Services will do all we can to make this a smooth and simple transition for all our permit users, but you have to get your database updated using the NCOA software. Please call us before you start your project so we can advise you regarding this new procedure. If you purchase a database for mailing purposes, make sure it is NCOA certified. The USPS recommends you have your database checked every six months.

Request For Bid And Request For Proposal Coded Numbering System

In an effort to keep everyone more informed. Effective July 1, 2003, Purchasing began using a simplified coded numbering system for its RFB and RFP solicitations. They will be coded as follows:

Each solicitation number will consist of a letter and a six-digit number. It will begin with either an "L"(for long term documents over one year) or an "S" (for short term documents one year or less). The first two digits are the Buyer Number (*see chart*), the next two digits are the Fiscal Year (i.e., 02/03 = 03), and the last two digits are in numerical sequence from 01 – 99, which is the Solicitation Number.

Term Letter	Buyer No.	Fiscal Year	Solicitation No.
L	07	03	01
S	11	04	14

Examples:

The first long-term solicitation for Buyer No. 07 in FY 02/03 is L070301.

The fourteenth short-term solicitation for Buyer No. 11 in FY 03/04 is S110414.

Each buyer will keep the solicitation until it is closed/awarded; at which time it would be returned to Purchasing/USA Bldg. for sequential filing.

Buyer Number and Contact Information

Buyer No.	Name	Title	Location	Phone	Fax	E-mail
01	Stephen Mack, C.P.M.	Director	USA Bldg.	621-5827	621-5179	macks@u.arizona.edu
02	Rob McMullen, C.P.M.	Buyer Senior	USA Bldg.	621-3067	621-5179	rmcmulle@u.arizona.edu
03	Dawn Butz	Buyer	AHSC	626-6712	626-8459	dbutz@u.arizona.edu
04	Sue Lockwood	Buyer Senior	AHSC	626-5603	626-8459	slock@arizona.edu
05	Ted Nasser, C.P.M.	Buyer Senior	USA Bldg.	621-5449	621-5179	enasser@u.arizona.edu
06	Tom Fiebiger, C.P.M.	Buyer Senior	McKale Ctr.	621-5933	621-6602	fiebiger@u.arizona.edu
07	Judy Auwerter, C.P.M.	Buyer Senior	USA Bldg.	621-3097	621-5179	auwerter@u.arizona.edu
09	Mark Fastje, C.P.M.	Buyer Senior	P&GS	621-5447	626-3697	mfastje@u.arizona.edu
10	Nora Brown	Buyer Senior	CCIT	621-6730	626-3303	nbrown@email.arizona.edu
11	Karen Kenagy	Buyer Senior	SOML	621-8337	621-1578	kkenagy@as.arizona.edu
12	Cyndy Caccavale	Asst. Director	USA Bldg.	621-3857	621-9847	caccavac@u.arizona.edu

Please retain a copy for your files and future reference.

Better Way To Access Bimonthly Tips Newsletter

Effective with our January-February 2003 issue, *Tips* became accessible online at the following web site:
http://w3.arizona.edu/~pacs/pacs_home.html.

Therefore, if you prefer viewing *Tips* online and no longer wish to receive a paper copy in the mail, please notify Georgeanne Tesi via email at gtesi@u.arizona.edu or fax at 621-6478. She will remove your name from the mailing list. If you do nothing, you will continue to receive your copy in the mail.

To change your address:

Send a memo or email to Georgeanne Tesi indicating the old address as it now appears on the mailing label and your new address. Georgeanne's mailing address is:

Printing & Graphic Services
Attn: Georgeanne Tesi
Room 102, West Stadium

Stores Blanket Vendor

Additions July / August 2003

Vendor Name	Vendor Address	Phone #	PO #	Commodity
Advanced Controls Corp.	626 W. Flores	620-6656	958177	Commercial building system controls, pneumatic and electronic controls and parts
Catalina Fluid Power	7481 N. Jensen Place	797-9474	958182	Pneumatic and hydraulic equipment; actuators, valves, fittings, tubing
Hill International	1641 E. Calle Del Cielo	529-2272	958176	Protective eyewear for safety and sports applications
Hot Metals	Phoenix	866-374-1300	958178	Metal: aluminum, plate, sheet, steel sheet, copper sheet
Milex Auto Service Center	600 N. Stone	884-7758	958180	Auto and light truck repair and service
Southwest Hose	1544A S. Euclid	620-1600	958179	Hoses and hose assemblies
Superco Specialty Products	Scottsdale	800-320-0102	958181	Specialty earth-friendly chemicals and safety supplies

Changes July / August 2003

Vendor Name	Change made to Vendor
Armstrong Graphic Systems	New address: 2106 N. Forbes Blvd., #104
Audio Visual Headquarters	No longer a Stores vendor
Basics	No longer a Stores vendor
Cad Unlimited	No longer a Stores vendor
Exhibit Square	No longer a Stores vendor
FRS Marking Products/Spectra	Name change: Xstamper/FRS/Spectra PO #955877
GCS Service	No longer a Stores vendor
LA Chemical Company	No longer a Stores vendor
Laptops Plus	No longer a Stores vendor
Nelson Keystone	Name change: Enovation Graphic Systems PO #955823
Orange Express	No longer a Stores vendor
Partel Communications	No longer a Stores vendor
Reproductions, Inc.	Vendor will add a \$0.75 gas surcharge to each pick up and delivery invoice
Snap On Tools	No longer a Stores vendor
Southwest Generator Service	No longer a Stores vendor
Tucson Fleet Transmissions	No longer a Stores vendor
Visual Technology	No longer a Stores vendor

PACS Reference Guide

	Telephone	Fax
Campus Purchasing Office	621-1747	621-5179
AHSC Purchasing Office	621-1747	626-8459
Contracting Office	621-3514	621-9847
FRS OLR Help-Line	626-4000	-
Purchasing Card Program	621-3288	621-1245
Supplier Diversity Program	621-2888	621-9847
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dPR Attachments - "Only"	626-8008	-
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Stores (Warehouse) Operations		
Customer Service Line	621-7975	621-3533
AHSC Receiving	626-4051	626-8459
Central Receiving	621-3877	621-3196
Printing & Graphic Services	621-2571	621-6478
Surplus Property	621-1754	798-0719

Web Sites:

PACS Home Page Address:

http://w3.arizona.edu/~pacs/pacs_home.html

Purchasing Policy Manual:

<http://w3.arizona.edu/~pacs/purch/manual/manbeg.html>

Credit Card Programs:

<http://w3.arizona.edu/~pacs/purch/home.html>

Printing & Graphic Services:

<http://w3.arizona.edu/~pacs/printinggraphics/home.html>

Tips Newsletter:

http://w3.arizona.edu/~pacs/pacs_home.html

From the PACS Home Page you can "click" to see the individual home pages of all PACS areas.

Tips Subscriptions

To receive this informative newsletter:

Send a memo or email requesting to be added to the *Tips* mailing list to:

Printing & Graphic Services

Attn: Georgeanne Tesi

Room 102, West Stadium

Send email to: gtesi@u.arizona.edu

To change your address:

Send a memo or email to Georgeanne Tesi indicating the old address as it now appears on the mailing label and your new address.

In the unlikely event that you should wish to cancel your subscription, Georgeanne can do that, too.

★ *Labor Day*

Monday, September 1, 2003