

Tips

THE UNIVERSITY OF ARIZONA[®] PROCUREMENT AND CONTRACTING SERVICES

CONTRACTING / PRINTING & GRAPHIC SERVICES / PURCHASING / RECEIVING
SMALL BUSINESS SUPPLIER DIVERSITY / STORES / SURPLUS PROPERTY

SEPTEMBER/OCTOBER 2004 VOLUME 199

Letter From The Director

Dear Colleague,

Well, it's time to welcome our new students and welcome back our returning students. I really enjoy the Wildcat Welcome activities each year. It is so exciting to see the students return, excited for another year of the college experience. Participating in the back-to-school activities always gives me a boost of energy from just being around such incredible young men and women and also in renewing my understanding of the importance of what we do here.



Though in Procurement and Contracting Services we have little direct interaction in our students' educations, we certainly understand the importance of providing quality support to academics so the educational process can move forward. Involvement in Wildcat Welcome provides a shot of adrenalin for those of us in support roles to renew our enthusiasm and energy for assisting with the fulfillment of the University mission.

I look forward optimistically to another academic year. We in PACS will continue to work hard to earn and maintain your trust. We will make our share of mistakes but those mistakes will be made in trying to improve the services

we are charged with providing. We certainly understand our role and earnestly strive to do "Whatever It Takes" to say 'yes' to your requests and find ways to better serve your needs.

Good luck to all of us as we welcome our students back and look forward to another incredible year at the University of Arizona.

Please feel free to contact me if I can be of assistance. You may reach me via email at macks@u.arizona.edu or by phone at 621-3062.

Sincerely,

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

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

Inside:
Vehicle Purchasing
Spotlight on Small Businesses

Help Us Help You!

The Contracting Office requires a three (3) to four (4) week turnaround time to process your contracts. Exceptions are made when there is potential loss of dollars or increase in liability. Should your contract needs fall under one of these categories please indicate the exception for your request to rush the enclosed contract. And as always, make certain you follow the directions below in order to help us help you in as expeditious manner as possible:

- 1) Send only original contracts – faxed or copied signatures are not originals;
- 2) Make sure Terms & Conditions are included, either on the back of the document or as an attachment; contact Vendor if Terms & Conditions are missing;
- 3) If contract references an Exhibit, Attachment or Addendum, please include;
- 4) If the contract requires the other party to provide an insurance certificate, check that certificates are attached; current, in amounts that match contract amounts; additional insured language is included; if not, contact Vendor to receive required insurances; Any reduced limits or waivers need to have prior written approval of Risk Management (621-3391).
- 5) **READ** the contract to ascertain the following:
 - (a) All blanks are filled in correctly;
 - (b) Freight charges are reflected correctly;
 - (c) Dollar amounts match;
 - (d) Taxes are included or not;
 - (e) Payment Terms are acceptable;
 - (f) Equipment installation terms are accurate;
 - (g) Pick up and return of equipment is acceptable;
 - (h) Warranty is acceptable;
 - (i) Maintenance is included/needed;
 - (j) Term of the Agreement is correct;
 - (k) Any renewal options are included;
 - (l) Is automatic renewal desired;
- 6) If payment for a contract is to be made by Purchase Order, contracts need to be forwarded to Purchasing as an attachment to the dPR.

If you have any questions regarding this information, please contact Ernette Leslie @ 626-3919 or Irma Alvarado-Sipp @ 621-0779.

Purchase of new and used vehicles

New Vehicles

Pursuant to the Energy Policy Act of 1992 (10 CFR Part 4900), and Arizona Revised Statutes 41-803, Section (G) (5), state government fleets have been mandated to purchase Alternative Fuel Vehicles (AFV's) at an increasing percentage of their annual light duty vehicle acquisitions (less than 8500 GVW). The University has come under fire recently for not meeting these regulations and therefore must obtain approval from the Arizona Department of Administration (ADOA) prior to the purchase of any light duty vehicles. Vehicles that are exempt include 4x4's and law enforcement vehicles.

To purchase a new vehicle without the bidding process: The Purchasing Department has a list of vehicles available under the Arizona Department of Administration State Contract. There is a separate section for AFV's under this contract. If your Department requires a light duty vehicle, approval must be obtained by the ADOA prior to purchase. Once approval is obtained, and for all exempted vehicles, send an email to Purchasing listing the desired vehicle and any specifications you require. We will then request a quote from the Vendor off of the State Contract and forward any response to you for inclusion in a dPR. New vehicles usually take 8-12 weeks for delivery. To purchase a vehicle that is not on the State Contract: The AFV rules apply, and Purchasing will do a standard request for bid for the desired vehicle. Keep in mind excessive upgrades (i.e., leather seats, DVD players, 32 speaker stereo systems, mini bars, etc.) will need to be justified prior to obtaining quotes.

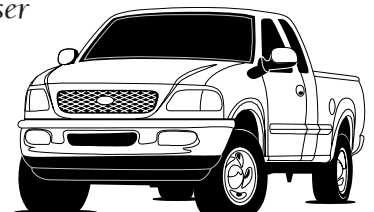
Used Vehicles

Purchasing is committed to providing this service to you but recognizes the unique nature of buying a used vehicle and offers this alternate method. If the estimated cost of a used vehicle is under \$35,000, departments may visit car dealers and obtain written quotes on vehicles that meet their needs. Purchasing of used vehicles over \$35,000, consistent with ABOR policy, requires a sealed bid process through Procurement and Contracting Services. Contact should be made in advance with the appropriate buyer. Prior to dealer visits, establish specifications such as acceptable age of vehicle, ac-

ceptable mileage, and minimum specifications. Quotes are to be obtained only on vehicles that meet these predetermined specifications. Price discussions or negotiations are not to be shared with dealers. Inform the dealers that the University does not pay for title transfer fees; This transaction will be handled by the University since State License Plates will be obtained for the vehicle. Keep the vehicle model year range within three (3) years of each other and the options similar. The bids do not have to be on the same make of vehicle. They can be a mix, but within the same category or classification, i.e., ½ ton Pickup Truck Chevrolet, Ford, and Dodge. **To help in locating a vehicle that will meet the specifications: The web site www.traderonline.com is available.** You may also want to review current average values of the type of vehicle you are evaluating to insure that the quotes received are reasonable. Two sources for this are: www.kbb.com (Kelley Blue Book) and www.edmunds.com (Edmunds.com). Submit a requisition to Purchasing along with the three (3) quotes and we will issue a purchase order. If the lowest priced vehicle is not selected, a memo must accompany the quotes stating why it should not be purchased. Keep in mind, if the vehicle is under 8500 GVW, such as a sedan or ½ ton pickup, it will have to be approved for alternative fuel or converted to dedicated or bi-fuel. The purchased vehicle is to be delivered or taken to the U of A Garage for State license plates, University numbering and markings. Purchasing will perform the written bid process if the department so desires. Furnish us with the same specifications as listed above.

Prior to the issuance of a Purchase Order, departments will be required to complete a Fleet Data Report. This one-page document will designate a contact person for the Garage/Motor Pool to contact when completing the Annual Fleet Date Report required by the ADOA.

For further information or clarification, please contact Ted Nasser at 621-5449 or enasser@u.arizona.edu or Mark Fastje at 621-5447 or mfastje@u.arizona.edu





Name: Little Print Shop
Address: 5405 S. Camino De La Tierra
 Tucson, AZ 85746
Phone: (520) 982-3511
Fax: (520) 883-0900
Email: losparra@earthlink.net
Business: Promotional Products, Silkscreen
 Design; Business, Events, Sports
Contact: Jose and Renee Parra

“No job’s too big for the Little Print Shop” is the motto of Jose and Renee Parra, owners of the Little Print Shop. This home-based business is already knee-deep with orders and expects to gain even more as the holidays approach.

“Our overhead is low because we are a home-based business and yet we can still offer high-quality products and top-notch customer service for a lower cost than most other shops,” Jose says.

The Little Print Shop is also connected to other major companies so they offer all types of promotional products and services such as T-Shirts, embroidery, sports apparel, promotional items, mugs, key chains, pens, signs/banners, corporate gifts, and golf balls and tees.

“We can print anything on anything, even on golf balls which is very difficult to do,” Jose says, adding that the company’s turnaround time on an order can be anywhere from three to ten days on most orders. In addition to handling large orders, the Little Print Shop will also handle the smaller orders such as 20 or less and still offer a very competitive price.

The business also specializes in assisting non-profits such as schools, churches and other businesses with fundraising projects through the use of promotional materials.

Jose and Renee are looking forward to serving University of Arizona departmental needs and ask that you call them at 982-3511 for more information or quotes.

Name: Amigo Meeting Solutions, Inc.
Address: 8161 E. Bellevue St.
 Tucson, AZ 85715
Phone: (520) 885-1515
Email: Theresa@amigomtg.com
Business: Events and Meeting Planning
Contact: Theresa Garza, CMP

Amigo Meeting Solutions, Inc. provides qualified conference industry professionals to seamlessly collaborate in the planning, managing and on-site operation of conferences, special events and meetings. Amigo Meeting Solutions’ extensive destination knowledge, industry contacts, and continuing education through courses offered by Meeting Professionals International, the Professional Convention Management Association, and the Alliance for Meeting Management Consultants will typically save a conference budget thousands of dollars.

Amigo Meeting Solutions provides the following services to assist with any event:

- *Budgeting
- *Entertainment
- *Contract Negotiations
- *On-Site Conference Staff
- *Guest Programs
- *VIP Services
- *Marketing
- *Public Relations
- *Site Selection & Site Inspections
- *Speaker Selection & Coordination
- *Food & Beverage Planning
- *Brochure/Program Design & Printing
- *On-Line Registration Services
- *Audio Visual Arrangements
- *Exhibitor Management
- *Contingency Planning

Amigo Meeting Solutions was recently praised by The Ombudsperson Committee of President’s Likin’s office for their extraordinary services that saved the office thousands of dollars.

Boasting more than 15 years of experience in the convention business; working with small groups of VIP’s to groups of more than 3,000; working as a sales manager for the Hong Kong and Chicago Convention Bureaus; and as a resort sales manager, Theresa decided to answer the entrepreneurial call and founded Amigo Meeting Solutions in 1997.

She has assisted scores of clients in successfully completing their events since the company’s founding. One of those clients, The Railway Industrial Clearance Association, bestowed its annual “Presidents Award” to Amigo Meeting Solutions in 2003 for outstanding efforts and contributions to the organization.

Theresa received this prestigious award even though she is not a member of the Railway Association nor involved in the shipping industry. Officials said the Railway conference improved every year for five years in a row and attendance increased by 40 per cent as a result of Amigo Meeting Solutions’ guidance.

If you need assistance with conferences, special events or meeting planning, please call Theresa Garza at 885-1515. You may also call Ernie Webster, Small Business Supplier Diversity Program Manager in Procurement & Contracting Services at 621-2888 to find out more about Amigo Meeting Solutions or other small businesses for departmental needs.

Procurement and Contracting Services Staff Directory 2004-2005

PURCHASING AND CONTRACTING
<http://w3.arizona.edu/~purch/pshome.html>
University Services Annex, Building 300A
Tucson, Arizona 85721

NAME	TITLE	PHONE	FAX	E-MAIL
Stephen Mack, C.P.M.	Director	621-5827	621-5179	macks@u.arizona.edu
<i>Lynn Geyer</i>	<i>Admin. Associate to Director</i>	<i>621-3062</i>	<i>621-5179</i>	<i>lgeyer@u.arizona.edu</i>
Kirk Ketcham	Associate Director	621-9513	621-6478	ketcham@u.arizona.edu
Cyndy Caccavale	Assistant Director	621-3857	621-9847	caccavac@u.arizona.edu

BUSINESS OFFICE

Ruben Perez	Business Manager, Sr.	621-3400	626-5428	rdp@u.arizona.edu
<i>Marisa Valdez</i>	<i>Administrative Associate</i>	<i>626-2354</i>	<i>626-5428</i>	<i>valdez@u.arizona.edu</i>

SYSTEM OPERATIONS

OLR/dPR ATTACHMENTS "ONLY" FAX No.: 626-8008

FRS-OLR/dPR HELPLINE: 626-4000

ARIZONA BUYWAYS E-COMMERCE HELPLINE: 626-8979

Lucy Soriano	Supervisor/Ops. Coordinator	621-7631	621-5179	soriano@u.arizona.edu
Laura Pacuilla	Office Specialist/front desk	621-1747	621-5179	llp@u.arizona.edu
Gail Hanson	Office Automation Specialist Sr.	621-5701	621-5179	ghanson@u.arizona.edu
Jodie North	Office Specialist	626-4829	621-5179	jodie@email.arizona.edu
Ivan Borbon	Student Employee	621-1748	621-5179	iborbon@email.arizona.edu

SUPPLIER DIVERSITY PROGRAM

Ernie Webster	Supplier Diversity Manager	621-2888	621-9847	ewebster@u.arizona.edu
Diane Newman	UA Mall Events Coordinator	626-2630	621-2545	dnewman@u.arizona.edu

INFORMATION TECHNOLOGY

Dan Henkel	Spt. Sys. Anlyst. Sr/Team Ldr	626-3483	626-5428	henkeld@u.arizona.edu
Thomas Starling	Ofc. Automation Specialist Sr.	621-9515	621-6478	starling@u.arizona.edu

CONTRACTING

Irma Alvarado-Sipp	Contracts Adm./Team Leader	621-0779	621-9847	alvaradi@u.arizona.edu
<i>Ernette Leslie</i>	<i>Administrative Associate</i>	<i>626-3919</i>	<i>621-9847</i>	<i>ecleslie@u.arizona.edu</i>

BUYING TEAM 1 / CONTRACT PURCHASING

Gary Sapp	Manager of Purchasing	621-1721	626-0042	gsapp@u.arizona.edu
Ted Nasser, C.P.M.	Buyer Sr./Coordinator	621-5449	621-5179	enasser@u.arizona.edu
Mark Fastje, C.P.M.	Buyer Sr.	621-5447	626-3697	mfastje@arizona.edu
Tom Fiebiger, C.P.M.	Buyer Sr.	621-5933	621-6602	fiebiger@u.arizona.edu
Sue Lockwood	Buyer Sr.	626-5603	621-5179	slock@arizona.edu
Rob McMullen, C.P.M.	Buyer Sr.	621-3067	621-5179	rmcmulle@u.arizona.edu

BUYING TEAM 2 / E-PURCHASING**ARIZONA BUYWAYS E-COMMERCE HELP-LINE: 626-8979**

Patty Taylor	E-Purchasing Manager	621-3870	621-5179	ptaylor@u.arizona.edu
<i>Neil Schooling</i>	<i>E-Purchasing Project Manager</i>	<i>621-7315</i>	<i>621-1245</i>	<i>jnschool@u.arizona.edu</i>
Jeff Wilson	Program Coordinator/Team Leader	621-3097	621-5179	<i>jrwilson@u.arizona.edu</i>
K. Lynn Hosack	Accounting Assistant/Front Desk	621-7305	621-1245	klhosack@u.arizona.edu
Doreen Dobzewitz	Accounting Assistant Sr.	621-3873	621-1245	dobzewitz@email.arizona.edu
Samuel Hager	Accounting Assistant Sr.	621-5932	621-1245	shager@email.arizona.edu
Zoila Vasquez	Accounting Assistant Sr.	621-3925	621-1245	vasquezz@email.arizona.edu
Chris Blakley	E-Purchasing Administrator	621-7306	621-1245	blakleyc@u.arizona.edu
Lucy Duvall	E-Purchasing Coordinator	626-8816	621-1245	lduvall@u.arizona.edu
Dawn Butz	Buyer	626-6712	621-5179	ddbutz@u.arizona.edu
Denise Puella	Buyer	621-3871	621-6957	denisep@u.arizona.edu
Lila Parga	Buyer Associate	626-3538	626-2179	lparga@u.arizona.edu
Gloria Zimmerschied	Buyer Associate	626-7926	626-2179	gloriaz@email.arizona.edu

PURCHASING CARD PROGRAM

Misty McCormick	Purchasing Card Administrator	621-3288	621-1245	sandberm@u.arizona.edu
Dureen Berg	Purchasing Card Coordinator	621-3099	621-1245	dberg@email.arizona.edu

WAREHOUSE OPERATIONS
21st Street & Warren, Bldg 458, PO Box 210458

Kirk Ketcham	Assoc. Director Warehouse Operations/PPSS	621-9513	621-6478	ketcham@email.arizona.edu
Laurie Rodriguez	Warehouse Manager	621-3438	798-0719	laurier@u.arizona.edu
Herman Lopez	Program Coordinator	626-3564	621-3533	hglopez@u.arizona.edu

STORES PRODUCTION

Stewart Smith	Materials Supply Storekeeper	621-7975	621-3533	sjsmith@email.arizona.edu
Steven Ravicchio	Materials Supply Storekeeper	621-7975	621-3439	ravicchs@email.arizona.edu
Bill Lemaux	Materials Supply Storekeeper	621-7975	621-3533	lemaux@u.arizona.edu
Cliff Tarlton	Materials Handler Lead	621-7975	621-3533	ctarlton@u.arizona.edu
Tony Hartman	Materials Handler	621-7975	621-3533	
Donald Phifer	Custodian	621-7975	621-3533	

MARKETING

John Bentley, C.P.M.	Marketing Specialist Associate	626-7439	621-3439	bentleyj@u.arizona.edu
Todd Knoop	Marketing Specialist Associate	626-7439	621-3439	knoop@email.arizona.edu

CENTRAL RECEIVING/AHSC RECEIVING & DELIVERY

Fred Martinez	Materials Handler Supervisor	621-3890	621-3196	fredm@u.arizona.edu
Paul Tippet	Materials Handler Lead	621-3877	621-3196	ptippet@email.arizona.edu
Richard Torres	Materials Handler	621-3877	621-3196	rmtorres@u.arizona.edu
Dan Chandler	Materials Handler	621-3877	621-3196	chandler@u.arizona.edu
David Cadena	Office Specialist	621-3877	621-3196	dcadena@u.arizona.edu

AHSC RECEIVING

Mike Hawley	Materials Handler Lead	626-4051	626-8459	mhawley@u.arizona.edu
Oscar Canez	Materials Handler	626-4051	626-8459	opc@u.arizona.edu

DELIVERY

Johnny Rodriguez	Materials Handler Lead	621-3877	621-3196	Jsr2@u.arizona.edu
Tom Cota	Materials Handler	621-3877	621-3196	tcota@u.arizona.edu
Thomas Diday	Materials Handler	621-3877	621-3196	tdiday@u.arizona.edu
James Lucas	Materials Handler	621-3877	621-3196	jdlucas@u.arizona.edu
John Pernell	Materials Handler	621-3877	621-3196	jpernell@u.arizona.edu

SURPLUS PROPERTY

Oscar Jaramillo	Material Handling Supervisor Sr.	621-1754	798-0719	jaramilo@u.arizona.edu
Dan Garcia	Materials Handler Supervisor	621-1754	798-0719	
Cecilia Ortega	Administrative Assistant	621-1754	798-0719	cbortega@u.arizona.edu
Donald Barton	Materials Handler	621-1754	798-0719	
Reuben Beltran	Equipment Operator	621-1754	798-0719	
Shalleen Garcia	Office Specialist	621-1754	798-0719	shalleen@email.arizona.edu

PRINTING & GRAPHIC SERVICES
West Stadium Rm. 102, PO Box 210058

CUSTOMER SERVICE

Pat Machado	Administrative Assistant/Team Leader	621-9526	621-6478	almazanm@u.arizona.edu
Pat Salinas	Office Specialist/front desk	621-2571	621-6478	salinasp@u.arizona.edu
Karen Campasano	Office Specialist, Sr.	621-9514	621-6478	ksc1@email.arizona.edu
Paul Lee	Office Specialist Sr.	621-6516	621-6478	

MAILROOM

Georgeanne Tesi	Postal Services Supervisor	621-9522	621-6478	gtesi@u.arizona.edu
Steven Myers	Printing & Reproduction Svc. Spec.	621-9522	621-6478	smyers@u.arizona.edu
Lourdes Ogden	Printing & Reproduction Svc. Clerk	621-9522	621-6478	
Olga Espinoza	Printing & Equipment Operator, Sr.	621-9522	621-6478	
p				

PRINTING SERVICES

Howie Zaslavsky	Printing & Repro. Svc. Supervisor	621-9520	621-6478	hjz@u.arizona.edu
Fay Colmenero	Printing & Reproduction Svc. Spec.	621-8603	621-6478	
Al Contreras, Sr	Printing & Reproduction Svc. Spec.	621-8603	621-6478	afcontre@email.arizona.edu
Bertha Morales	Printing Equipment Operator, Sr.	621-8603	621-6478	
Jim Pothour	Printing Equipment Operator, Sr.	621-8603	621-6478	
Edward Chadwick	Printing Equipment Operator	621-8603	621-6478	

GRAPHICS

Heather Sim	Graphic Designer	621-3858	621-6478	hrsim@u.arizona.edu
Todd Barlow	Graphic Designer	621-9518	621-6478	barlowt@u.arizona.edu

Stores Blanket Vendors

Additions: September / October 2004

Vendor Name	Vendor Address	Phone #	PO #	Commodity
Ace Hardware	1215 W. St. Mary's	792-4338	958203	Hardware and paint
Ariz Fabrication Inc.	3700 E. 38 th St.	623-2899	958197	Material handling equipment, casters and wheels
Ariz Warehouse Equipment	1634 S. Research Loop #140	886-8863	958201	Material handling equipment: Storage shelving, racking, lockers, steel cabinets, dock equipment, ladders
Dana Kepner Co.	1185 W. Glenn St.	624-7180	958198	Pipe and valves
Dyna-Brite Lighting	2665 N. Flowing Wells	882-4404	958199	Light bulbs, light fixtures, ballasts
Home Depot	All locations – <i>UA employees must go to Pro Desk first to use blanket PO</i>	877-1204	958196	Building materials, hardware, paint, electrical supplies, industrial equipment
MTI Solutions	Mesa	800-680-4684	958202	Computer hardware, software, networking equipment, accessories
Tahl, Inc.	4151 E. Tennessee St.	747-4444	958200	Manufacturing of machined parts

Changes: September / October 2004

Vendor Name	Change made to Vendor
Budget Rent-A-Car	No longer a Stores vendor
Cactus Hardware	New address: 1899 W. Grant Rd. Tucson AZ 85745
Demott Business Systems	Merged with Electronic City (PO #955437)
Sun States Wire Products	Name changed to: Accu Tech
United Horticulture	Name changed to: Verdicon
Video Workshop	New address: 1202 N. Venice Tucson AZ 85712

PACS Reference Guide

	Telephone	Fax
Purchasing Office	621-1747	621-5179
Contracting Office	626-3919	621-9847
Stores Accounting Customer Service	621-7305	621-1245
Purchasing Card Program	621-3288	621-1245
Supplier Diversity Program	621-2888	621-9847
Arizona Buyways E-Commerce Helpline	626-8979	-
FRS dPR/OLR Helpline	626-4000	-
<hr/>		
dPR Attachments - "Only" Fax No.	-	626-8008
<hr/>		
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 Problems:
<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

How to Access Tips Newsletter

Tips can now be accessed online at the following website:
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 gtes@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 your old address as it now appears on the mailing label and provide her with your new address. Georgeanne's mailing address is:

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



THE UNIVERSITY OF
ARIZONA®
PROCUREMENT AND
CONTRACTING SERVICES

Procurement and Contracting Services
University Services Annex
Building #300A
220 W. Sixth Street
PO Box 210300
Tucson AZ 85721-0300