

**Procurement Services Announcements**  
**February 2012**

1. Presentation and door prize give away from SHI
2. Reminder – that iPads (and Apple products) are NOT allowed on the PCard. Any other tablet or electronic gadget less than \$500 is allowable. You may review the allowable and non-allowable expenses for Pcards at:  
<http://www.depts.ttu.edu/afism/AFISMformrepository/ProcurementDept/PCard/PCARD%20PROGRAM%20GUIDELINES%20MASTER.pdf>
3. For Apple apps, we are currently working on a better process to buy apps. There is currently an issue since Apple charges taxes when we purchase through the normal channels. Once we have a better solution in place, we will send out a new announcement. We expect a solution within two weeks.
4. Coming Soon
  - a. B&H Photo (estimate – March 2012)
  - b. Santa Cruz Biological (estimate – March 2012)
  - c. Roche as hosted catalog and invoicing (February 28, 2012). Orders transmitted by Cxml.
  - d. Beckman Coulter – invoicing (May 2012)
  - e. GE Healthcare – invoicing (May 2012)
  - f. ATCC – invoicing (May 2012)
  - g. New England Biolabs – invoicing (May 2012)
  - h. Integrated DNA – invoicing (May 2012)
  - i. Chemglass – invoicing (May 2012)
  - j. Agilent Technologies – invoicing (May 2012)
5. Level 2 Punchout functionality – so far just Grainger – with Level 2 functionality, you will be able to search for keywords at the “shop-at-the-top.” With most punchouts, the products are not brought back. Now, with vendors who has Level 2, it will bring this back in your search results. Grainger/Burgoon so far is the first vendor to enable the functionality. When you have a chance, search for “hammer” and you will see that the product is brought back and a link is provided to that page.
6. Dell quote availability – Dell will now have ability to provide all quotes within the punchout site. There will no longer be a need to have quotes on a non-catalog form. This functionality should be in place by March 16<sup>th</sup>.
7. New Senior Purchaser – Gretchen Dubec (email is [Gretchen.glenn@ttu.edu](mailto:Gretchen.glenn@ttu.edu))– Gretchen came to us from the State of Texas – Department of Health and Human Services. We will be reassigning commodities among all of the Purchasers. Once the reassignment is done, we will provide this information to the end-users.

8. New Exclusive Summus Industries/Staples Contract – please see attached announcement. TTUHSC has had an exclusive office supply agreement for several years. UT and Texas A&M also have similar agreements. The exclusive contract is expected to save us an additional 11.6%.
9. TechBuy new release March 26, 2012
  - a. History Tab will be removed (replaced with Document Search)
  - b. We will provide two demonstrations of the new TechBuy functionality – reserved seating only. Email [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu) for a reserved seat. If you cannot attend one of the two demonstrations, then a training guide will be provided.
    - i. Tuesday, March 20, 2012 – 4:00-5:00 p.m.
    - ii. Thursday, March 22, 2012 – 8:15-9:15 a.m.
10. TechBuy vendor fair will be held on Wednesday, April 29, 2012 in the Student Union. The event will take place from 9:00-12:30. We anticipate at least 50 vendors this year. There will be refreshments and door prizes at the event.
11. Upcoming Procurement Projects
  - a. New Direct Pay project (estimate completion in fall of 2012)
  - b. New Total Supplier Manager Module for TechBuy. This module will allow vendors to register for bids, enroll to become a vendor, manage their information all in one portal. Estimated completion July-August 2012.
  - c. New Sourcing Manager Module for TechBuy. This will be a new bid/RFP module that will replace our existing module. This module will be more user-friendly for vendors and will integrate better into the TechBuy system. Estimated completion July-August 2012.
12. Future dates for the Procurement Services Forum are (all in 214 at the Ag Sciences Building at 3 pm):
  - a. Wednesday, March 28, 2012



## **EXCLUSIVE OFFICE SUPPLY CONTRACT**

The Texas Tech University System is entering into an exclusive office supply agreement with Summus Industries/Staples. This contract will be mandatory for Texas Tech, Texas Tech System, Angelo State University, and Texas Tech Health Sciences Center employees. ***This contract will be effective on April 4, 2012 and will apply to both purchase order and PCard transactions.*** The projected savings from this contract are estimated to be at 11.6% from the current contract.

### ***Benefits include:***

- 100% HUB Credit
- Free shipping (in most cases within 24 hours)
- Free returns
- Desktop delivery for TTU and System employees
- Invoicing
- Additional 1% discount on orders greater than \$500
- Additional discounts on the top 500 market basket products
- Easy purchasing in TechBuy through the Staples punchout

### ***The exclusive products that will be mandatory under this contract include:***

Appointment books	Erasers
Binders	Fasteners
Binding systems and supplies	Fax supplies
Boards, bulletin boards	File carts
Calculators and supplies (non-scientific)	Files
Calendars, desk	Floor mats
Calendars, wall	Folders
Card filing and cards	Glues and adhesives (except industrial strength)
Chalk/Crayons	Highlighters
Clips, clamps, and clipboards	Hole punchers
Columnar pads/books	Index cards
Copyholders	Inserts, index tab
Correction fluid/tape/supplies	Label holders
Desk accessories and pads	Labels
Dictation tapes and diskettes	Label makers
Dry-erase boards	Letter openers
Easels and markers	Magnifiers
Envelopes: All purpose, business, inter-department, x-ray, specialty, mailers	Markers
	Notebooks and organizer

Notepads  
Paper: copier, color, card, and cover stock,  
photo, computer, wide format (does not  
include specialized paper that may be  
needed for scientific equipment, etc.)  
Paper punchers and trimmers  
Pencils and sharpeners  
Pens  
Pins, push, and straight  
Planners  
Post-It products  
Report covers  
Ribbons: typewriter, printer  
Rolodexes

Rubber bands  
Rulers  
Scissors  
Sheet protectors  
Shredders  
Stamps/stamp pads/ink  
Staplers, staples, removers  
Storage boxes (not including moving  
boxes)  
Tape and dispensers  
Telephone message pads  
Thumbtacks  
Typewriters

***The following commodities and services will not be not be mandatory but will be optional under the awarded contract:***

Adding machines  
Arts and craft materials  
Bathroom tissue  
Batteries  
Break room supplies (plates, napkins,  
cutlery, etc.)  
Calculators (scientific)  
Cameras  
Cartridges/Toner/Ink  
Coffee/creamers/sugar/tea

Desktop printers/scanners  
Dictionaries and reference books  
Facial tissue  
First aid supplies  
Furniture and interior furnishings  
Janitorial supplies  
Restroom supplies  
Safes: fire resistant and impact  
Safety equipment, supplies and locks  
Shelving  
Surge protectors  
Time clocks, time cards and accessories

***Exception process:***

Employees of Texas Tech University or TTU System may request an exception for valid exceptions such as the need for a specialized product.

Send an e-mail to [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu). Provide a description of the goods/services and the amount to be saved. Provide as much information as possible (i.e. catalog number, brand, or model) and price per unit.

The Purchasing and Contracting department will maintain and utilize this information to lower the overall cost and provide the best value of materials and goods for the entire university through the contract process.

University purchases of office supplies must be made on the exclusive contract for the commodities and services that are mandates by contract.

If a “significant” savings can be achieved (i.e. a savings greater than \$2,000.00 or 20% of the Office Supply Contract price) please contact the [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu) for authorization to proceed.

Vendors, as a marketing tool, will advertise cost savings on certain commodities. This is known as a “Loss leader or Door buster.” We encourage you to send this information to the Purchasing and Contracting department for evaluation. The purpose of the “Loss Leader” is to offer one product at a very low price and with the hope that the customer will purchase additional items at a higher cost (example extremely cheap printer that requires a more expensive toner cartridge).