

Procurement Services Announcements
Wednesday, November 15th, 2017

1. Guest Vendor- Guardian MSC
2. Apple products can now be purchased through the new authorized Apple resellers, SHI and CDWG punch-outs at a contracted lower price and HUB credit. We will be inactivating the Apple Punch-out in December.
3. Our contracted vendor for Temp Services, G Boren Services has had a name change to KT Black Services LLC (they are still a HUB vendor). All new orders will need to be sent to KT Black however everyone who currently has a standing order to G Boren will be fine until it is time to renew for Fiscal Year 2019. All payments will be sent to KT Black Services.
4. New Uniform Laundry and Rental Contracts in place:
 - Unifirst-C11497
 - AlSCO-C11496
 - Ameripride-C11498
5. New Water Conditioning for parts and services contract:
 - Culligan Water Conditioning –C11703
6. New enablements; Furniture punch-out with Navajo. New Coalesse Products will be added to the existing Steelcase punch-out. Other punch-outs we are working on are, Cuevas for Eppendorf products, Ricoh for copiers and Connection (formally Gov Connection).
7. A reminder that Varidesk quotes should be obtained through Jayson Van Drunen (Jayson.vandrunen@varidesk.com) to ensure we receive the 10% discount
8. New Dell Representatives are Kevin Prifogle for inside sales and Brian Paulger as our new account representative.

Kevin Prifogle
Account Manager
Dell EMC | NA Public Sales
Office (512) 513 – 9195 Fax (512) 283 - 3617
Kevin.Prifogle@Dell.com

Brian Paulger
Account Executive – West Texas/New Mexico
Dell Inc. | NA Public Sales
Mobile (815) 307 – 2786 Fax (512) 283 - 4864
brian_paulger@Dell.com

9. Dell return policy:

As per Dell's return policy:

- Unless you have a separate agreement with Dell, product(s) may be returned within thirty (30) days of Dell shipment (which shall include direct shipment from a distributor at Dell's request) for a credit of the purchase price paid - less any shipping and handling charges and any applicable restocking fees. (Exceptions apply)
- Please review complete list of non-returnable products that cannot be returned at any time: <http://www.dell.com/learn/us/en/uscorp1/terms-conditions/art-us-return-policy>

- Any product returned to Dell **without prior authorization from Dell** will be considered an unauthorized return, and Dell will not issue a credit nor ship the product back to you.
- Unless the product is defective or the return is a direct result of a Dell error, Dell may charge a restocking fee of up to **15% of the purchase price paid**, plus any applicable sales tax.

15% restocking fee (plus any applicable sales tax) for **Non-Dell errors**, can be classified as:

- Customer changed mind (too big, too small etc.)
- Customer duplicated order
- Customer ordered wrong item
- Customer sent wrong quote or purchase order
- Personal finance
- Price matching/competitive issues
- Customer not disclosing reason

10. New Abacus representatives are Diana Ramirez and Steven Franco.

Diana Ramirez
Account Manager
Abacus Computers
Office (432) 687-5424
dramirez@abacustx.com

Steven Franco
Account Executive
Abacus Computers
Office (432) 687-5424
sfranco@abacustx.com

11. Semi-Annual HUB Training Forum 2017

- Join us for our upcoming HUB Training Forum on Wednesday, December 13th, 2017 from 2 pm to 4 pm. Presenter Kellee Smith will cover forecasted construction opportunities, HUB subcontracting information, and will host a construction Q&A, plus much more! This forum will be held at The Innovation Hub at Research Park; 3911 4th Street, Lubbock, 79415. Attendance and parking are free.

12. Property Surplus Warehouse will have a sale on various items on Wednesday, December 6th, from 1:30 - 4:00. We have bikes, chairs, filing cabinets, and other various items. Cash and checks will be accepted. No credit cards can be processed at the Warehouse. TTU surplus Warehouse is located at 4611 Erskine Ave. Purchased items need to be picked up on Wednesday, December 6th before 5 p.m. Please email Property.surplus@ttu.edu if you have questions.

13. Contracting (Leticia)

- 5 R's to Revenue Agreements being submitted to contracting@ttu.edu
 - R**evue Agreement
 - R**outing Sheet
 - R**eceiving FOP(s)
 - R**evenue Amount (annual estimate)
 - R**eport (due September 30th)
- **NEW REQUIREMENT:** Please be advised that for any revenue related contract, a revenue report will be due on or before September 30th of the next fiscal year. This report can be sent to

contracting@ttu.edu. If you have multiple revenue contracts for the fiscal year, please submit only one report for your entire department. (Ex.: For any contract(s) completed between 09/01/2017-08/31/2018, ONE revenue report would be due no later than 09/30/2018.)

- In your report please include the following information: contract number, vendor name, brief contract description/name, annual contract revenue received (9/1/2017-8/31/2018), and receiving FOP number(s).

14. In an effort to obtain the most cost effective mode of transportation, **effective January 1, 2018, reimbursements for personal vehicle mileage may not exceed what it would cost if a contracted vehicle had been rented.** There is a tool in the [Online Travel System](#) under Help >> Links >> Other Travel Links >> [Mileage Calculator](#) which allows you to determine the most cost effective mode of transportation. Personal mileage claims will require this documentation with the travel voucher for all funding sources. Refer to OP 79 for all TTU travel policies.

Rental Cars

- Contract details and website links for Enterprise/National, Hertz and Avis/Budget are available in the [Online Travel System](#) under Help >> Links >> TTU Rental Car Rates;
- Sub Compact, Compact, Intermediate, Standard and Full Size vehicles may be rented from one of the contracted vendors;
- Vans and SUVs may be rented from a contracted vendor for trips including three or more TTU employees/students (provide list on travel voucher);
- Premium, Luxury and Convertible are not permitted; and,
- Vehicle rentals with Enterprise and National are available through TechBuy for direct bill to TTU (state appropriated funding [funds beginning with 11, 12, 13, 14] is not permitted due to Comptroller rules on the payment method).

Personal Vehicle

- Personal vehicle mileage will be reimbursed the lesser of actual mileage (with mapping documentation) or the cost of a contracted rental vehicle (with mileage calculator documentation);
- Personal vehicle mileage is allowed within designated headquarters (the city in which place of employment is located, i.e. Lubbock); and,
- Personal vehicle mileage is allowed if there is no contracted vendor for rental vehicles in designated headquarter city.

15. [Holiday Deadlines](#)

16. The Small Business Expo will be held Tuesday, May 1st at the McKenzie-Merket Alumni Center from 8:00 am to 12:00 pm.

17. Below are the Procurement Services training classes scheduled

Procure To Pay 11-17-2017

PCard Training 12-12-2017

Account Code Training for Expenditures 11-29-2017

Travel Training for the Travel Preparer 11-20-2017

Registration is available in the Sum Total System [Sum Total Registration](#).

18. The following Procurement Services Forums have been scheduled for the following dates in the SUB Lubbock Room from 3:30-4:30 pm;

- January 24, 2018
- February 28, 2018
- May 9, 2018