

## Procurement News

### SUNY at Stony Brook Procurement Office

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#### State Purchasing

NYS Office of General Services names **VWR Scientific Products** as a provider of laboratory supplies and equipment per New York State Contract # **PC57260**.

- VWR's prices average 10% lower on Market Basket items than the major competition.
- Free shipping from VWR with exception of furniture, bulk chemicals, and frozen materials shipments.
- Desktop delivery on all products under 50lbs.
- Products available through the Life Science stockroom for same day delivery.
- VWR offers over 400,000 products from more than 1500 suppliers all accessible via [vwrsp.com](http://vwrsp.com).

Our Account Manager at VWR is Rob Ulan he can be reached by phone at 1-800-947-4270 X4144, or by email at [rob-ulan@vwrsp.com](mailto:rob-ulan@vwrsp.com).

#### State Purchasing Requirements

For any purchase of a product or service from other than a

NYS Preferred Source or a NYS Contract the following is required:

- Purchases from **\$0-\$2500** do not require any competition or documentation, other than the specifications.
- Purchases from **\$2501.00 - \$20,000.00** require the following:

A statement of reasonableness of price and justification of selection of vendor must be obtained by either the Procurement Office or the requesting dept. This can be accomplished by the following:

1. Informal quotes (telephone, fax, e-quotes, or hard copies). Vendor name and representative, address, phone number and date of quotation must be supplied.
2. Governmental contracts (GSA) this includes any governmental agency such as federal, county boces, etc. A copy of the contract

should be submitted with your purchase requisition.

3. Historical cost - previous purchase order number where competition was obtained from other vendors, within one year time period.
  - Purchases from **\$20,000.01 - \$30,000.00** – require the procurement to be advertised in the New York State Contract Reporter. Orders, accompanied by a statement of reasonableness of price and justification of the selection process, can be placed 15 days after the ad appears in the publication.
  - Purchases from **\$30,001 - \$75,000.00** – require advertisement in the New York State Contract Reporter, and a minimum of three formal quotes or sealed bids and a related bid analysis. Orders will be placed a minimum of 15 days after the ad appears in the publication and the Procurement Office has performed a thorough bid analysis review.
  - Purchases from **\$75,000.01 – \$150,000.00** require the same

advertisement in the New York State Contract Reporter and a minimum of five sealed bids. Orders will be placed a minimum of 15 days after ad appears if the apparent low bid is accepted and the Procurement Office has performed a thorough bid analysis review. If for some reason low bidder is not accepted then, the entire package must be sent to OSC for their approval. This procedure takes a minimum of 45 days.

- Purchases above **\$150,000.01** requires the same bid and advertisement requirements listed above, along with pre-approval of the State Comptroller and Attorney General's Office. This process takes a minimum of 45 days.

### New State Contracts

#### **Floor Machines** (Scrubbing & Polishing)

##### **PC58245**

Mastercraft Industries Inc.  
777 South St  
Newburgh, NY 12550  
800-835-7812

Fax: 842-565-8850

##### **PC58246**

Mercury Floor Machines Inc.  
110 South Van Brunt St.  
Englewood, NJ 07631  
888-568-4606

Fax: 201-568-4606

##### **PC58247**

Minuteman International Inc.  
111 South Rohlwing Rd  
Addison, IL 60101  
800-323-9420  
Fax: 630-627-6900

##### **PC58248**

Pullman Holt Corp  
10702 N 46<sup>th</sup> St  
Tampa, FL 33617  
800-237-7582  
Fax: 813-971-2223

#### **Floor Maintenance Equipment**

##### **PC58106**

White Mop Wringer Co.  
10702 N 46<sup>th</sup> St  
Tampa, FL 33617  
800-237-7582  
Fax: 813-971-2223

#### **Anti-Freeze/Engine Coolant**

##### **PC58109**

Circle Lubricants Inc.  
24 Garvies Point Rd  
Glen Cove, NY 11542  
516-656-9100  
Fax: 516-656-9203

##### **PC58110**

**Superior Lubricants Inc.**  
32 Ward Rd  
N Tonawando, NY 14120  
800-638-1887  
Fax: 716-693-6050

#### **Napkins, Paper/Facial Tissue**

##### **PC58250/PC23300**

US Food Service/SOFCO  
702 Potential Pkwy.  
Scotia, NY 12302  
800-836-7632  
Fax: 518-374-7810

### Travel

After a review of various car services in the area, the Travel Office recommends the

following vendors who have the most reasonable rates for transportation to JFK, LaGuardia and Islip.

- **Spartan**  
(631) 928-5454
- **Winston Limo**  
(631) 924-1200

### Per Diem Rate Changes

Please note that all travel starting October 1, 2001 will follow the new 2002 per diem rates for lodging and meals for domestic travel. These rates apply to both State and Research Foundation travel. The new rates can be found on the following websites: <http://www.policyworks.gov> or [www.procurement.sunysb.edu](http://www.procurement.sunysb.edu).

### State BTA

As a reminder when purchasing airfare for State funded travel you must use the mandated State Business Travel Account (BTA) and make all travel arrangements through Austin Travel located in the Main Campus Library Building. Please be sure to indicate to Austin the correct valid state account number funding your trip.

### Research BTA

The Procurement Office is pleased to announce the establishment of a Business Travel Account (BTA) to be used by Research Foundation employees. This BTA will eliminate "out of pocket" travel expenses relating to the

purchase of airline/rail tickets required for business travel funded by the Research Foundation.

- 1.) RF traveler contacts the state-contracted travel agent, Austin Travel for a quote on required fares, stating that they want the **Contracted NYS City Pair Rates**.
- 2.) Traveler will prepare an RF requisition, referencing the quote received from Austin and have it approved by the Office of Grants Mgmt. for funds availability and appropriateness.
- 3.) Upon approval, traveler will bring requisition to Procurement Office, who will place ticket order with Austin.
- 4.) Austin will have tickets delivered to traveler the same day.
- 5.) Transaction will be processed by Accounting Office and traveler's PTAE0 charged. Both travel date and ticket purchase must be within the project period.
- 6.) All other trip related expenses will continue to be reimbursed after the fact utilizing a travel voucher. Traveler should attach passenger coupon to travel voucher, which will be non-reimbursable.

### Travel Tip

**Renting a car verses mileage reimbursement:**  
Did you know that for a trip

to Albany is it approximately 50% cheaper to rent a car from the State contracted agency, **Enterprise Rent a Car**, than to use your personal car and look for mileage re-imbusement. Similar savings would apply to most any business travel destination. The Stony Brook University account number with Enterprise is "JN0645".

The State contracted daily rates with Enterprise are as follows:

<b>Subcompact</b>	\$37.65
<b>Compact</b>	\$39.65
<b>Mid-Size</b>	\$41.65
<b>Full-Size</b>	\$44.65

There is also special pricing for various other vehicles including vans and pickup trucks. Enterprise provides free pick up/drop off service from either your home or the University.

In regards to **insurance** there is no need for State Agency renters using vehicles for business purposes to obtain additional insurance whether or not the rental takes place at a facility in or out of New York State. State employees are covered by the State's self-insurance program. If you choose to take out additional insurance you will not

be reimbursed by the State for the extra cost.

### **Methods of payment**

accepted by Enterprise and approved by Stony Brook are Corporate Credit Card, Personal Credit Card or Cash.

All rentals by State employees using vehicles for business purposes are **tax exempt**. To prevent paying Sales Tax it is required that an **AC946 Tax Exemption Certificate** be furnished to Enterprise.

### New State Corporate Card

The Chase Corporate card has been replaced with a new **JPMorganChase** Corporate card. This card is to be used by State employees traveling on behalf of the State. As of August 31, 2001 the Chase card is no longer valid. A JPMorganChase card has been issued to you if you were a Chase cardholder. Please pick up your card at the Procurement Office, located in the Main Campus Library Building, 4th Floor, Rm. 4559. For information and /or applications regarding this program please call Rosalie Makarick, JPMorganChase Corporate Card Administrator at 2-6022.

### AMEX P-Cards

**“Calling all American Express Procurement Card Holders,”** Your life is now being made even easier!

The American Express Procurement Card can now be used to process all copier, fax machine and business maintenance agreements where the total cost of the agreement is \$2,500.00 or less for the fiscal year and the vendor accepts American Express. The card cannot be used if the total yearly cost is over \$2,500.00.

Please note the following procedure: If the maintenance agreement is \$2,500.00 or less for the fiscal year:

- Ask the vendor to send you a copy of the current agreement indicating what is covered and the cost for service. Then call the vendor and give them your card number, expiration date and name. Ask the vendor to either fax or e-mail a confirmation of the charges to your attention for your files and reconciliation.
- If the maintenance agreement is over \$2,500.00 for the fiscal year, then submit a purchase requisition to Procurement Office with a copy of the current maintenance agreement for purchase order processing.

If you have any questions concerning this procedure, please call Laura Beck, Contracts Officer at 2-6229 or email at [lbeck@notes.cc.sunysb.edu](mailto:lbeck@notes.cc.sunysb.edu)

If you have any questions concerning the American Express Procurement Card, please call Maryann Dolan at 2-6017 or email at [mdolan@notes.cc.sunysb.edu](mailto:mdolan@notes.cc.sunysb.edu)

### **Chartwells**

In order for Chartwells (Campus Dining Service) to provide catering services for a departmental function the campus department must provide Chartwells with either a Research Foundation (RF), State, or Stony Brook Foundation (SBF) Purchase Order Number within the time frame specified below, as specified by Chartwells:

**Coffee Service/Breaks**  
**3 Days Minimum**  
**Lunches/Dinner**  
**5 Days Minimum**  
**Large Events of 100**  
**People or More**  
**7 Days Minimum**  
**Final Counts/Guarantee**  
**3 Business Days**

Under no circumstance will Chartwells cater an event without a valid purchase order number. A purchase order number will be provided to a department upon their submission of a RF, State, or SBF requisition to the Procurement Office. All requisitions require

an event sheet to be attached or else a purchase order will not be issued. In addition State Requisitions require a letter of justification outlining the purpose of the function/agenda. Once the requisition is received the Procurement Office will make every effort to assign a Purchase Order number within the required time frame. For questions regarding State and SBF requisitions contact Lisa Rizzo at 2-6048, questions regarding Research Foundation requisitions should be directed to Janet Rienzo-Stack at 2-6092.

If a campus department cancels a catered event please be advised that events cancelled two days prior to the event will not incur any cancellation charges. Events cancelled within two days of the event or less will be subject to any unrecoverable costs incurred while preparing for the event (e.g. food in preparation, labor, special rental, etc.). The campus department must also contact the Procurement Office (preferably in writing) to advise them of the cancellation of the event so that the issued purchase order can be cancelled and disencumbered. If you have any questions regarding Chartwells' catering services please contact Paul Denis at 2-7295. If you have any questions regarding payment issues please call Al DiVenuto of the Procurement Office at 2-9838.