

## Procurement News

January 2002

**SUNY at Stony Brook**  
Procurement Office

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### Security Systems

Requests covering the procurement of security systems and related items/services now require the approval of Gary Matthews, Physical Plant, and Jim Lang, **prior** to purchase and include all items related to the installation and operation of security systems. The definition of security related items includes the following:

- CCTV Systems (or parts or service thereof)
- Card Access door hardware, wire, card readers, cards (prox, Mg stripe or smart cards), access software, etc.
- Intrusion alarm systems components and replacement parts
- Any request for electrified door access systems (even if they are for individual doors and not part of the campus-wide system)
- Requests for biometric ID systems used for security control
- Interior security systems that track people or property

- Computer alarm systems such as fiber optic system controlling several computers.

This procedure takes effect immediately and will affect State and Research Procurement transactions.

### VWR Scientific Products

NYS Office of General Services names VWR Scientific Products as a provider of laboratory supplies and equipment per NYS Contract #PC57260 through February 28, 2005.

- 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 50 lbs.
- 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).

For more information contact Rob Ulan, VWR Rep. at 1-800-947-4270 x4144 or e-mail at: [rob\\_ulan@vwr.com](mailto:rob_ulan@vwr.com)

### State Purchasing

In order to expedite the processing of your order and the subsequent payment to the vendor; please remember to forward all appropriate documents to the Procurement Office when issuing a requisition.

\*An invoice is required for requisitions being submitted for payment of services that have been rendered or goods that have been received.  
\*Prepayment for materials other than books; periodicals and educational software require a pro forma invoice and must be a sole source vendor.  
\*Subscription orders require a completed order and/or renewal form for payment.  
\*Payments of registration fees for conferences and seminars require a completed registration form. If prepayment is required, the name of an alternate attendee must be indicated on the requisition.

These documents should be submitted along with your hard copy requisition. E-Req. attachments should be faxed to 2-2281. Please reference the e-req. # on your attachment.

### New State Contracts

The following is a listing of State contracts that have recently been awarded. For additional terms and conditions including pricing you can access these contracts on the OGS web site at [www.ogs.state.ny.us](http://www.ogs.state.ny.us).

**Photographic Darkroom Supplies:**... Group #38802  
**Passenger & Cargo Vans :**  
.....Group #40540  
**Pickup Trucks:**  
.....Group #40560

### Print Purchasing

To assist you in planning and procuring your custom printed material; the following overview is provided. It is recommended that you contact the Print Buyer, Terri Barbaretti, at 2-6071, fax 2-2283 prior to initiating your project for a realistic timeline for completion.

### **Basic Printing Guidelines for State Funded Projects:**

All printing projects are reviewed by either Lisa

Sansonette Martin of the Office of Communications 2-1451 for Main Campus Departments, or Michelle Vallone of the Dept. of Publications 4-2779 for HSC Departments. This ensures that only the current and approved University logos are used on all outgoing material that bears the Stony Brook name. Also, to ensure that the University is in compliance with regulations regarding EEO and ADA statements. It is recommended that requesting departments obtain these approvals **PRIOR** to submitting Purchase Requisitions, to avoid delays in processing your requests.

### **Procurement guidelines are as follows:**

- Printing requests under \$2500.00 should be accompanied by a written price proposal from the desired vendor and a sample, if possible.
- Printing requests between \$2500.01 and \$20,000.00 require a **MINIMUM** of three (3) written price proposals, listing all specifications, from prospective vendors. Allow sufficient time

for this process to be completed. Turn around time is usually within 7 days.

- Printing requests over \$20,000.01 will require **MANDATORY** advertisement in the New York State Contract Reporter. Either the RFQ (Request for Quotation) or Bid process will also be employed for solicitation of pricing, depending on the project. This process will entail a minimum of six weeks; it is recommended that the user department factor in this additional processing time and contact Terri Barbaretti for further details at the planning stage.
- As a general rule, printing Purchase Orders are set up to require department approval prior to issuance of payment. Departments should request and review all proofs for accuracy before a piece is printed.
- The Purchase Order includes a statement on all

print jobs that states: "All artwork, negatives, mechanicals and or disks, whether supplied by USB or produced by the vendor are the property of USB. These items must be returned labeled with the PO# to (end requestor/user dept). Failure to comply will result in non-payment of this order.

Overruns=not to exceed 5%,  
underruns=none,  
payment requires dept. approval."

- This statement reinforces the fact that the University owns the artwork, and therefore can re-use it again at a later date and with a different vendor if it is in the best interest of the University. The user dept. should make every effort to retrieve these items from the vendor prior to signing off for payment.
- Two samples of the finished piece should be forwarded to Terri Barbaretti to complete the Procurement file.

## MWBE

In a continuing effort to advise the campus of vendors who are certified NYS Minority and Woman Owned Business Enterprises (MWBE) we will be providing you with a listing of vendors (local when possible) which we strongly suggest you get pricing from when the opportunity arises. This month's newsletter includes **Promotional Vendors**.

If you would like to suggest other commodities/services for future issues please contact Mary Woodward at 2-9849. Also if you know of a company that we do business with frequently that is not currently certified as a NYS MWBE but might benefit from the program please contact Mary.

### **Diamond Promotions**

Fran Graziose..... 516-674-0101

### **Classique Creations**

Louise Morante... 631-732-8620

### **Innovations in Premiums**

Pamela Gershowitz ...631-366-0508

### **Rosalie Rosen Advertising**

Rosalie Rosen..... 631-654-9244

## **Staples**

The Procurement Office is pleased to announce that Research Foundation IDC funded orders may now be placed via StaplesLink.com. StaplesLink.com is an

electronic ordering system into Staples' warehouse. Due to the approval layers required this is not an option to sponsored program funds. If you would like to place your RF IDC funded orders through this mechanism please contact Mary Woodward at 2-9849.

## Research Purchasing

Research Purchasing will be conducting IDC training sessions. The sessions will focus on expenditure type coding, audit requirements and bid thresholds. Training will be every Wednesday in January beginning January 9, 16, 23 and ending January 30. Each session will run approximately two hours and will be conducted by Edith Koelln, Manager of Research Purchasing in the Procurement Conference Room. Please contact Edith at 2-6068 to book a session.

## Research Accounts Payable

1. When submitting requisitions for reimbursement please make sure that original receipts are included. Also please be consistent with the spelling of the individual's name and make sure the social security number is correct. Taxes and liquor are not reimbursable items.

2. In order to process payments to human subjects, we ask that departments ensure that the individual's name and social security number are correct.

3. Material and service requisitions should not be submitted to the Accounts Payable area for payment to vendors, and individuals. All payments processed through this department require the submission of a Research Purchase Requisition.

4. Lecturer/ Consultant payments to Nonresident Aliens must be accompanied by the required documentation, and are reviewed by the office of Human Resource Services before the process can be completed.

5. Please note that an authorized departmental approval is required for all invoices over \$5,000.00. Therefore, we ask that you respond promptly to departmental approval requests.

6. We process Cash Advances and Travel Advances for the convenience of University personnel to limit the amount of personal out-of-pocket expenses. Your receipts must be submitted

within 90 days to reconcile the Purchase Order.

7. Research Foundation AMEX Cards are now being charged an annual fee. It is not clear at this time whether this fee will be waived this year. It is anticipated that an annual fee will be charged in the future. Since this card's intended use was for Research Travel, individuals can now take advantage of ordering airfare and train tickets through the Research Foundation Campus BTA Account. People who elect to continue to use this card cannot be reimbursed for the fee out of sponsored funds. Only departmental funds can be used if it is decided that the cardholder will be reimbursed.

#### Travel

#### **NEW MILEAGE RATE:**

The IRS has announced that the mileage rate for the calendar year 2002 will be 36.5 cents. The effective date is January 1, 2002. The new rate applies to both State and Research Foundation Travel.

Attention all University Travelers: Please be aware that as of December 1, 2001, in accordance

with Contract PS53775 Austin Travel will implement a \$7.00 per transaction fee for air tickets and a \$4.00 transaction fee for rail or bus tickets. These transaction charges will be included in the total amount charged to your account for air, rail or bus. If you have any questions regarding this matter please call Rosalie Makarick of the Travel Office at 2-6022.

For additional Travel guidelines visit the Procurement website at: [www.procurement.stonybrook.edu](http://www.procurement.stonybrook.edu).

#### **Airborne Express, Federal Express and UPS Overnight Services**

The New York State Office of General Services has established contracts with Federal Express and UPS for overnight mail services. If your department does not currently have an account with one of the above couriers and would like to establish one, please call Al DiVenuto at 2-9838 to ensure that you receive the New York State contracted rate for these services.