

# BUY the way

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## A Message From the Director



This month marks the beginning of spring semester and a great deal of anticipation among CSU faculty and staff

over the changes in store this year. CSU is moving to Quali, our new financial records system, and that requires other systems and processes to undergo change. For PCS, this represents a new way of receiving and processing purchase requisitions, as well as paying for the goods and services we receive. While details are still being worked out, we are working hard to assure a seamless transition.

Unfortunately, this transition will largely occur at the busiest time of year for our department—fiscal year end. Every year, we receive hundreds of last-minute requisitions when departments realize they have sufficient funds to afford the things they've been holding off on, out of concern for exceeding limited budgets. From April through the end of June each year, our Purchasing Agents, Contract Managers, and administrative staff put in long hours prioritizing orders, rushing solicitations, reviewing sole source requests and generally doing what we do all year long, but in a headlong dash to July 1. We prioritize work as best we can, but it cannot always be “first in, first out” because some solicitations

require a longer period of time in which to advertise, obtain bids or quotes, evaluate offers, make an award, and negotiate a contract. We are grateful for those who do give us the necessary lead time, and would like to gently remind everyone that when insufficient lead time is allowed, PCS may not be able to fulfill your orders in time for fiscal year end. In general, the time required for a solicitation to be conducted is as follows:

Requests for Proposals take anywhere from 90 days to 6 months from start to finish. If you have a major procurement need requiring an RFP and you have not yet submitted a requisition or talked with a Purchasing Agent, you're already in a “rush” situation. Call us now to discuss these needs.

Invitations for Bids may require up to 90 days to complete after receipt of a purchase requisition and adequate specifications from the ordering department. Documented quotes can be accomplished more quickly, 30 to 45 days, but are limited to a total contract price (for all contract years, including any optional renewal years) of \$150,000.

Sole source requests may not always be approved; the responsible Purchasing Agent must determine that there is no other vendor who can provide the goods or services required to meet your needs. This is based on your explanation of the sole source request, along

with independent market research and evaluation by PCS. When a sole source request cannot be approved by the PA within the applicable laws and rules, then the appropriate solicitation method is required. Even when the PA is satisfied that a sole source exists, we must nevertheless advertise our intent to award a sole source contract on the state's BIDS web site for at least three business days; if a competing vendor submits a quote, it must be evaluated before a sole source determination can be made. Be sure to contact PCS well before you anticipate needing a sole source contract in order to assure that sufficient time for evaluation and approval and for a solicitation if necessary is allowed.

We are a service department, and serving your needs is our first priority. However, like all service departments, and probably like your department as well, we have limited resources. We look forward to working with you this spring to help assure that your programs are successful.

Thanks for your consideration!



Bob Schur  
Director, Procurement &  
Contracting Services

**NEW!**

## **DRY ICE Contract**

PCS has bid and awarded a new dry ice contract. RELIANT DRY ICE remains the vendor to supply this product for the CSU campus. The bid term starts January 15, 2009 and has the possibility of four one-year extensions. All Open Purchase Orders to Reliant Dry Ice need to be extended to June 30, 2009 ASAP. Please email Bob Hendon at bob.hendon@colostate.edu with your request. Reliant Dry Ice has suspended fuel surcharges at this time and are not charging for storage chests. Our contact at Reliant is Kevin Layton. Kevin can be reached at (970) 397-6624.

### **COST:**

\$0.26/lb. - Sliced Blocks (60#)

\$0.26/lb. - Pellets ✨

## **UPDATE!**

### **Airgas**

The transition of Industrial, Medical and Specialty gas cylinders from General Air to Airgas within the University has been in process since July 1st. It is time for remaining general industrial gas cylinders belonging to General Air that are in use or sitting dormant to be exchanged for Airgas cylinders and General Air cylinders returned to General Air. Cylinders containing specialty gases or gas standards that cannot be returned due to special circumstances will be addressed once this transition has taken place.

Airgas will contact and coordinate with each end user to pick up any General Air cylinders at no charge to the University.

Airgas will transport these cylinders to a secured site within the University's campus for bulk pick up by General Air. This will save each end user multiple pick up charges. All end users will be given a signed receipt for every General Air cylinder picked up with the General Air bar code number for that cylinder noted on the receipt.

This transition will occur over the next two months. Colorado State University Departments are requested to evaluate General Air cylinders presently in use, consider the amount of gas in the cylinder and the rental charge presently being paid each month for the cylinder. CSU has been notified by General Air that cylinder rental charges will be increasing, however, it is unclear at this time how much.

Current contract pricing for the most used gas types and cylinder sizes have been loaded into SciQuest. Users may search the SKU number or product description or simply search by Airgas. Once approved, all orders will be emailed to Airgas, per their request. Airgas will also be piloting the GE V-payment solution and will settle on the V-card.

If you have General Air cylinders and have yet to set up an account with Airgas, please call Lora Wald at (970) 484-3680 as soon as possible.

If you have questions, please contact Bob Hendon, Purchasing Agent at (970) 491-6538. ✨

## **Did YOU Know?**



ENERGY STAR® certified copiers “sleep” or power down when not in use. Departments who use the “sleep”

mode can cut energy use 30 to 40 percent and may realize additional savings on air conditioning and maintenance costs. ✨

## **PCS Staff Highlights**

Procurement and Contracting Services welcomes the newest addition to their staff, **LuAnn Herin**. LuAnn recently moved here in May with her husband, who is originally from Fort Collins. She lived in Greeley for 30 years before relocating to the Choice City. LuAnn is retired from the 137th SWS, Colorado Air National Guard after serving 19 years including four years of active military duty. LuAnn worked for the University of Northern Colorado for nine years as an Administrative Assistant, three of which were in Purchasing. LuAnn is now working with the PCS Acquisition Card Program (ACARD) and the SciQuest Help Desk.

**Frances Marie Maizland** is the Administrative Assistant for the Procurement Department. Her role is to assist the Director, Robert Schur and Associate Director, Frank Krappes, with front office needs. Before joining CSU, Frances was a Vice President Branch Manager for a nationwide bank for many years. Frances and her family left the rat race and moved in 2006 from Southern California for better quality of life and found it here in beautiful Fort Collins, Colorado. Frances has been a CSU employee since 2006 and previously worked in the Human Resources Department. Frances can be reached at (970) 491-7586 or by email at frances.maizland@colostate.edu. ✨