Departmental Purchasing

$5K and below

$5 - $50K

$50K and above

Contract Purchases
## Departmental Purchasing

<table>
<thead>
<tr>
<th>Price Range</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| $5K and below | - No competitive bids needed (must not conflict with mandatory contracts)  
- Methods and sources specified in Procurement Matrix |
| $5 - $50K | - Requisition must be submitted to Procurement Services via KUPPS  
- Formal vs. Informal Solicitations  
- Goods and services or contracts with term of less than one year that have a total cost of $50K or less |
| $50K and above | - Goods and services or contracts must be competitively bided unless a reasonable single/sole source justification is provided for exemption of the bidding process |
Types of University Contracts?

University of Kansas

Mandatory Contracts

Preferred Agreements

Standards
Mandatory Contracts

- **Stampede**
  - Mailing Services

- **Fisher Scientific**
  - Lab Supplies

- **Dell**
  - Desktop and Laptop PC’s

- **Microsoft Store**
  - Microsoft Tablets and Accessories

- **KU Bookstore (Apple Product)**
  - State Use Items (when using State Funds)

- **Staples**
  - Office Related Products

- **Shred-It**
  - Shredding and Miscellaneous Paper Handling Services

- **SHI**
  - Software (for non-Microsoft products, exceptions may apply)

- **Matheson Tri-Gas**
  - Industrial Gases (consortium)

- **State Use Items**
  - (when using State Funds)
# Preferred Agreements

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grainger</td>
<td>MRO Supplies</td>
</tr>
<tr>
<td>CDW-G</td>
<td>IT Supplies</td>
</tr>
<tr>
<td>Stanion</td>
<td>Electrical Hardware (FS only)</td>
</tr>
<tr>
<td>UDP</td>
<td>Multi-Function Devices (MFD)</td>
</tr>
<tr>
<td>Alfa Aesar</td>
<td>Chemicals for Research</td>
</tr>
<tr>
<td>Agilent Technologies</td>
<td>Scientific Supplies &amp; Equipment</td>
</tr>
<tr>
<td>MIDSCI</td>
<td>Scientific Supplies &amp; Equipment</td>
</tr>
<tr>
<td>Bio-Rad</td>
<td>Scientific Supplies &amp; Equipment</td>
</tr>
<tr>
<td>Qiagen</td>
<td>Scientific Supplies &amp; Equipment</td>
</tr>
<tr>
<td>CompleteBooks.com</td>
<td>Books, Media, and Services</td>
</tr>
</tbody>
</table>
# Preferred Agreements

<table>
<thead>
<tr>
<th>Enterprise Leasing Company of Kansas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Rental Agreement</td>
</tr>
<tr>
<td>(includes Collision Damage Waiver for vehicles rented for business)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BA Design, Contract Furnishings, Designed Business Interiors, Encompass, Scott Rice Office Works, Business Interior by Staples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture (Office Systems, Task/Guest Seating, Case Goods, Filing and Storage)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BA Design, Contract Furnishings, Scott Rice Office Works, Business Interior by Staples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture (lounge, Library, Dining)</td>
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</table>

<table>
<thead>
<tr>
<th>Interface, Mohawk, Shaw</th>
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</thead>
<tbody>
<tr>
<td>Resilient Flooring</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Armstrong, ISC Surface, Tandus Centiva</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Allied Staffing Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing</td>
</tr>
</tbody>
</table>
Microsoft Surface Pro 4

- Microsoft Surface Pro 4 is now available for purchase on KUPPS along with accessories

Cintas Shred-It Services

- Altered schedules for upcoming holidays: 12/17, 12/23, 12/31, 1/8

Enterprise Rental Car

- National Car Rental
- Emerald Club members recognized at both Enterprise and National
- KU’s Corp ID XZ05189; Pin# THE
Contacts in Procurement Services

Gary Schwein
- Strategic Sourcing Specialist

David Thompson
- Scientific Commodity Specialist

Stephanie Stapleton
- DCM/Construction Commodity Specialist

Chris Howe
- IT Commodity Specialist

Carla Swoyer
- Buyer

Isaac Severance
- Buyer

Amanda Maly
- Contracts/Supplier Enablement Specialist
Questions?
<table>
<thead>
<tr>
<th></th>
<th>Monthly Total Vendors</th>
<th>Monthly Daily Averages</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>525</td>
<td>29.16</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>354</td>
<td>29.5</td>
<td>on pace to receive 619</td>
</tr>
</tbody>
</table>
Vendor Issues

W-9’s : KU uses IRS and State of Kansas guidelines.
   Must use current version of form (December 2014)
   Must be within current calendar year.
   Required to add new vendors or when changing address
SMART Help Desk ticket
   For all existing Vendor requests
Questions?
Procurement Cards
Single Event Cards (aka Declining Balance)

- Cards loaded on-campus with credit limit
- Active only for specific period
- Card is no good after travel period, and can be destroyed
- Card number is on right side
Surplus Role

• Address end of economic life issues for assets on campus
Where Does Surplus Come From?

- Lab converts to classroom and furniture not needed
- Office for two people becomes an office for one
- Other situations
- Older styles need to be updated
- Office moves and current furniture does not fit
Benefits of Using Surplus

• Fast & easy
• Items are in warehouse
• Save money
  – Typically, only 10%-20% of new price
• Keeps items out of landfill
  – Homes for over 7,000 items last year
    • On campus and area not-for-profit organizations
Earn Money from Surplus Items

• Working with online auction sites
  – Revenue goes to department
  – Item gets a new home and is reused
  – Fast *and* easy

• Recent auction items include
  – Marching band drumline
  – DNA sequencer
  – Indiana limestone arch from building remodel
Surplus and Cubicles

• Cubicle parts are collected for reuse
  – Last year, 60 workstations were repurposed on campus
What If I have Something I No Longer Need?

• Contact Surplus
  – Web: Surplus.ku.edu
  – Phone: 393-4256
  – Email: surplus@ku.edu
  – Address: 1851 Westbrooke

• Free removal of items

• Fast and easy