



# PROCUREMENT AND CONTRACTING SERVICES

Contracting  
Receiving  
Small Business

Printing Services  
Surplus Property  
Stores

Purchasing  
Marketing  
Supplier Diversity Program

## SUPPLIER DIVERSITY PROGRAM Vendor Spotlight

**NAME:** American Infrared Consultants LLC  
**ADDRESS:** 7049 E. Tanque Verde Rd., Tucson AZ 85715  
**PHONE:** (520) 325-3777  
**EMAIL:** contact@AZ-411.com  
**BUSINESS:** Infrared Thermography  
**CONTACT:** Geary Morris, President

If you ever want to find out how efficient and sound your building really is, you should contact President Geary Morris and Jerry Lawrence of American Infrared Consultant, LLC in Tucson.

Both Morris and Lawrence are Certified Building Science & Level Two Thermographers who can help University of Arizona staff save thousands of dollars by finding hidden defects behind walls, ceilings and floors of UA buildings.

A Thermographer uses an infrared thermal imaging camera, technology developed for the military that acts like an "X-Ray" machine searching behind the building surfaces for problems.

Departments interested in utilizing the services of American Infrared must first go through Facilities Management Assistant Director of Utility and Management Services, Robert Herman at 621-1770 to report any building problems.

In reality it does not see into anything but rather detects the transfer of heat through materials and it is the difference in surface temperatures that reveals problems.

Thermal patterns, or anomalies, can indicate water damage (mold), missing insulation, energy loss, electrical and or duct-work problems.

With an Infrared photo you can prove the existence of any of the above-mentioned problems and correct them thereby saving thousands of dollars.

Infrared Thermography is a non-contact/non-destructive process with no danger to the Thermographer or damage to the building or its contents.

For more information on this business or others, contact Ernie Webster, Manager, Small Business Supplier Diversity Program at 621-2888.

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# A Green U!

## UA SUPPLIER SHOWCASE 08

MARKETING

The 6th Annual U of A Procurement Supplier Showcase was successful again. "A Green U!" was our theme this year as our suppliers promoted their planet sustainability goods and services. This networking event is still one of the largest non-student events on campus. Over 1500 faculty and staff met with over 80 U of A suppliers at the Student Union Ballroom on Earth Day, April 22nd. Free Lunch and Beverages were again served. Many giveaways from our suppliers to attendees were also provided.

### **Business Card Raffle**

#### **\$300.00 Best Buy Gift Card**

Amy Dougherty, Financial Services Office

Prizes and prizewinners for our **Circulation Stamp Game:**

#### **\$100.00 Best Buy Gift Cards**

Sarah Swanson, College of Nursing  
Curt Booth, Electrical & Computer Engineering  
Margaret Mojica, Facilities Management  
Pat Varney, Media Arts  
Jennifer Lawrence, Neurobiology  
Trish Pettijohn, Optical Sciences  
Peggy Bowker, U of A Pima County Coop. Extension  
Cheri Darling, Risk Management  
Isabel Contreras, Social & Behavioral Science

#### **\$50.00 PF Chang's Gift Card**

Cruz Pallanes, Student Union Cactus Grill

#### **\$45.00 Arizona National Golf Course Gift Card**

Amber Gottilla, Steward Observatory

#### **\$25.00 Chili's Gift Card**

Lisa Falk, AZ State Museum

#### **Arizona Athletics Baseball Shirt**

Juhua Xu, Chemistry

#### **Energy Efficient GE Light Bulbs from Grainger**

Karen Christianson, Financial Services Office  
Rose McMurray, Graduate College  
Natalie Wilkins, AHSC, Medicine Admin.

Please mark your calendar for next year on April 28, 2009 for the 7th Annual Supplier Showcase. We hope to see you there!

Your U of A Procurement and Contracting Services would like to thank each of you who attended our 6th Annual Supplier Showcase. With you it was a great success!

**P-CARD**

**REMINDERS**



Mark your calendar: **PCard Summer School July 23<sup>rd</sup>, 2008.**  
More information to follow.

OfficeDepot now accepts the PCard in stores. To shop at the local stores you will have to register your PCard at: [https://odams.officedepot.com/registrations/uofa\\_cc.php](https://odams.officedepot.com/registrations/uofa_cc.php) Once you have completed the registration form it will be processed by Office Depot for upload into their system. You may begin using your P-Card at the local retail stores within forty-eight (48) hours. \*On Department PCards the Responsible Cardholder should be the person registering the PCard with OfficeDepot.

Individual PCards are not to be shared. However, an individual cardholder may make a purchase on behalf of another employee.

Responsible Cardholders of Department Cards must authorize all transactions, safeguard cards and conduct checkout process.

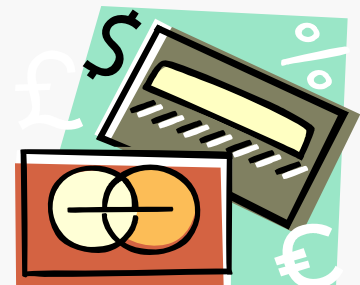
JAVA is required to run the query function in PaymentNet.

Reconcilers and Approvers have 10 business days (which includes the transaction Post date) to reconcile and approve transactions in PaymentNet.

*Departmental Liaisons are to ensure that the ownership of a Department PCard is transferred or the card temporarily suspended during the absence of a responsible cardholder (i.e. Sabbatical leave, vacation, extended illness, etc.)*

**PCard Department Staff Phone/Facsimile:**

- PCard Department Main Phone Number: 520.626.9091
- PCard Department Facsimile Number: 520.621.1245
- Karen Brookbanks CPPB, PCard Administrator: 520.621.3288
- Dureen Berg, PCard Coordinator: 520.621.3099
- Jeff Sembar, PCard Specialist: 520.621.5932
- Monica D. Cruz, PCard Specialist: 520.626.9091



## Arizona BuyWays

The University of Arizona Procurement and Contracting Services (PACS) has completed the beginning stages of our ePurchasing (or Electronic Commerce) solution, named Arizona BuyWays. ePurchasing, or Arizona BuyWays, is the manner in which transactions take place over telecommunications networks, mostly on the Internet. In our case, it is the process of electronically buying goods and services for the educational, research and operational needs of the University of Arizona. All though the majority of us can identify with the internet, the ePurchasing process is actually an unknown application. It has broad appeal in the Higher Education environment; however it is still a new technology and should be viewed as such.

Our current conventional wisdom tells us that ePurchasing is not only a business opportunity, but an economic necessity. It will be replacing old business models, changing the cost structure forever as well as rearranging the relationships between buyers and sellers. What conventional wisdom should also be telling us is that ePurchasing acts like a chemical and reacts with everything it touches. It will clearly change the procurement structure here at the University of Arizona. In fact, this entire process is taking place right now. The skills of the employees will evolve as their tasks become more efficient (i.e., less order processing) and more effective (i.e., more choices and faster processing).

ePurchasing for the University of Arizona describes the use of a network, web, databases and related informational technologies for paperless procurement, via the use of "Master Contracts and Pricing Agreements." The implementation of ePurchasing is made possible by Procurement and Contracting Services Department. This new ePurchasing process will range from web links or the use of electronic data interchange (EDI), to digitally processed transactions, to the application of sophisticated order management of static inventory catalog management systems, including configurable catalog applications.

Our ePurchasing is more than a technology initiative; its impact will be pervasive and it is viewed as a critical path to the future of procurement transactions. The mission is not only to reduce cost, but also to significantly reduce the time and effort of the entire University community in their relationship to procurement activities.

Our purpose for Arizona BuyWays is defined as the performance of all ePurchasing activities, which effect and direct the flow of our services to our customer, the University community. This includes not only technology, but concepts, attitudes and the manner in which all activities are carried out.

We are consistently making improvements to Arizona BuyWays and will continue as we move forward. I am confident that our ePurchasing, Arizona BuyWays solution will become the dominate process for the University community to place their orders and for your major communication method with our vendors.

The entire PACS staff has appreciated your efforts in embracing and using Arizona BuyWays.

## Did You Know?

**Did you know...**that all forms for participation in Arizona BuyWays are on the PACS website? By visiting <http://www.pacs.arizona.edu/> and selecting the Arizona BuyWays logo, the Forms link will provide you with all the documents required to use this purchasing system.

**Did you know...**that training for Arizona BuyWays is held at 1:30 PM Wednesdays at the University Services Building? All you need to do is sign up through the ISW at <http://www.fso.arizona.edu/>. This is a hands-on training course and will provide you with the basics necessary to navigate the system.

**Did you know...**that as an Arizona BuyWays user, you have the ability to choose your own default account number (within your department) and default object code? PACS initially sets these defaults based on the information obtained from user applications, but if you wish to change them, you may do so in the Codes section under the Addresses/Accounts tab in your profile.

**Did you know...**that you can use the History tab to search your past purchases by catalog number, by requisitions that have been approved or by those that are pending approval, by requisition name, and if you're an approver, by orders that you've reviewed?



## PACS FISCALYEAR END CALENDAR 2008

### *Purchasing Year End Calendar*

<b>Now</b>	<b>2008/2009</b> Processed Purchase Requisitions and Purchase Orders are visible online in <b>FRS</b> on screens <b>29B-29F</b> . On screen <b>29C</b> , the date of the Purchase Order will be <b>7/1/08</b> . <b>Encumbrances are held in a file and will be entered on your 2008/2009 FRS accounts.</b>
<b>Friday, May 2, 2008</b>	Last day to submit fully approved Purchase Requisitions to Purchasing to ensure the order is placed, delivered and paid as <b>2007/2008 business</b> .  NOTE: If the Contracting Office must sign a vendor's contract, allow approximately three to four weeks' additional processing time.
<b>Friday, May 23, 2008</b>	Purchasing will stop processing increases & cancellations for blanket Purchase Orders (PO type "BO").
<b>Monday, June 09, 2008</b>	All New Year ( <b>2008/2009</b> ) Purchase Order encumbrances processed up to date will be in the New Year FRS accounts.
<b>Friday, June 13, 2008</b>	<b>2008/2009</b> Maintenance Orders processed to date will be mailed to vendors and departments.
<b>Friday, June 13, 2008</b>	All <b>2008/2009</b> Property Lease Purchase Orders and Change Orders should be entered.
<b>Friday, June 13, 2008</b>	All other <b>2008/2009</b> Purchase Orders & Change Orders ( <b>future dated 7/1/07</b> ) will be mailed to vendors and departments from this date forward.
<b>Friday, June 27, 2008</b>	<b>2008/2009</b> Pre-Paid Purchase Orders (PPOs) processed to date will be mailed to vendors and departments.
<b>Tuesday, July 1, 2008</b>	<b>Departments will no longer be able to direct dPR's to Current or Next Fiscal Year (C/N) on screen 29H. Access will be restricted to current year only, which is <u>2008/2009</u></b>
<b>Monday, July 14, 2008</b>	<b>Current/Next Fiscal Year (C/N) field will default to "C" (2008/2009)</b>
<b>Monday, July 17, 2008</b>	<b>FRS system down all day, unavailable to users.</b>
<b>Friday, July 19, 2008</b>	<b>Fiscal Year 2007-2008 Close after 6:00 PM.</b>

*If you have any questions, please contact Lucy Soriano, Operations Coordinator @ 621-7631 or Gail Hanson, Office Automation Specialist Sr. @ 621-5701.*

## PACS FISCAL YEAR END CALENDAR 2008

### Purchasing Card Year End Calendar

- Monday, July 14, 2008 Purchasing Card transactions posted to PaymentNet on or before June 30<sup>th</sup> and approved by Monday, July 14, 2008 will be posted to FRS Fiscal Year 2007-2008.
- Wednesday, July 16, 2008 Approved Purchasing Card transactions posted to PaymentNet on or after July 1<sup>st</sup>, will be posted to FRS Fiscal Year 2008-2009.

If you have questions, please contact Karen Brookbanks, Purchasing Card Administrator @ 621-3288.

### Stores Year End Calendar

- Monday, June 23, 2008 Cut off date for purchases made from a Stores Blanket Vendor. This means that if you make a purchase by Monday, June 23, the Stores Order Form is received prior to Friday, June 27; we will process this transaction in fiscal year 2007/2008.
- We will make every attempt to bill any other June purchases made after this date. If you make a purchase after Friday, June 27, that must be billed in fiscal year 2007/2008 you must hand carry the invoice prior to Monday, June 30, 2008, at 12:00 noon to:

Stores Accounting Office  
USA (University Services Annex) Building  
220 W. 6<sup>th</sup> Street, 5<sup>th</sup> Floor

If you have any questions, please contact Jeff Wilson, Program Coordinator @ 621-3097.

### Central Receiving Year End Calendar

- Friday, July 11, 2008 Last day to submit receiving information to Central Receiving or Medical Receiving. As you know, invoices for shipments received on or before Friday, June 20, 2008, must be paid in Fiscal Year 2007/2008. Invoices cannot be paid until corresponding receiving information has been entered. Therefore, we are dependent on you for this essential information, which is especially important for purchase order types PM and R3.

The type code appears on your paper Purchase Order (PO) copy above the "SHIP TO" address. Online, it appears on screen 29C, right after the "DATE ENTERED" and on screen 220 right after "DOCUMENT DATE."

Central Receiving Fax: 621-3196  
Medical Receiving Fax: 626-9749

If you have any questions, please contact Fred Martinez, Materials Handler Supervisor @ 621-3890.

## POLICY TITLE: CONFLICT OF INTEREST

Policy Number: 1.4

Effective: October, 2001

Revised: September 2006

### **I. WHAT IS THE PURPOSE AND GENERAL THRUST OF THE CONFLICT OF INTEREST STATUTE?**

The purpose of conflict of interest statutes is to remove or limit the possibility of personal influence that might bear upon a public employee's decision in his or her capacity as a public employee. Accordingly, the Arizona statute (A.R.S. 38-501 et seq.) requires an employee who has, or whose relative has a substantial interest in any contract, sale, purchase, or service by or to the Board of Regents or the universities, as well as in any decision, to disclose said interest in the official records of the Board. If such an interest exists, the employee shall refrain from participating in the decision, contract, sale, or purchase in any manner.

### **II. WHO ARE EMPLOYEES AND RELATIVES?**

Employees are all persons who are employed by the Board and universities on a full-time, part-time, or contract basis (including student employees). Relatives are defined to include spouse, children, grandchildren, parents, grandparents, brothers, sisters (including half-brothers and half-sisters), brothers and sisters-in-law, parents-in-law, and children-in-law of the employees. If any substantial interest is present in a relative, that interest will be considered to be that of the employee.

### **III. WHAT IS A SUBSTANTIAL INTEREST?**

A substantial interest is any interest, which cannot be defined as a remote interest and which confers a pecuniary or proprietary interest, either direct or indirect. A remote interest means:

1. That of a non-salaried officer of a nonprofit corporation.
2. That of a landlord or tenant of the contracting party.
3. That of an attorney of a contracting party.
4. That of a member of a nonprofit cooperative marketing association.
5. Ownership of less than three percent (3%) of the shares of a corporation for profit, provided the total annual income from dividends, including dividends payable in stock, received from that corporation does not exceed five percent (5%) of the total annual income of the employee and further providing that any other payments from that corporation do not exceed five (5%) percent of the total annual income of the employee.
6. That of an employee in being reimbursed for expenses incurred in performance of official duty.
7. That of a recipient of services generally provided by the Board or universities on the same basis as if to any member of the public. (Examples: An employee whose spouse, son, or daughter attends a state university would have a remote interest in the setting of fees and tuition. Non-remote interest—an employee whose relative has a contract with the University, has a substantial interest in the contract and thus cannot participate in any University decision related to that contract).
8. That of a public school board member provided the relative involved is not a spouse or a dependent as defined by state income tax laws. (A.R.S. 43-1001).
9. That of a public officer or employee of any other public agency unless the action of that agency would confer a direct economic benefit or detriment upon a Board member or employee.
10. That of a member of a trade, business, occupation, profession, or class of persons consisting of at least ten members which is no greater than the interest of the other members of that trade, business, occupation, profession or class of person.

### **IV. WHAT ARE THE AFFIRMATIVE RESPONSIBILITIES OF EMPLOYEES?**

Any employee who has or whose relative has a substantial interest shall make known that interest in a special file open to the public and kept by the university and the Board. He or she shall thereafter refrain from voting or participating in any manner in the contract, sale, purchase or decision. The university and the Board will keep the required file. It will be the responsibility of each employee to keep the disclosure current. Disclosure forms may be obtained from and shall be filed with the Office of the Director of Procurement and Contracting Services.

## CONFLICT OF INTEREST— CONTINUED

### **V. MAY AN EMPLOYEE WHO HAS, OR WHOSE RELATIVE HAS A SUBSTANTIAL INTEREST, SUPPLY EQUIPMENT, MATERIAL, SUPPLIES, OR SERVICES TO THE BOARD AND UNIVERSITIES?**

Yes. An employee who has or whose relative has a substantial interest may supply equipment, material, supplies, or services to the Board and the universities, provided: (1) the interest is disclosed in the special file or in the minutes of the Board; (2) the contract is with the employee and the contract is awarded after public competitive solicitation irrespective of the dollar amount; and (3) the employee refrains from voting or participating in any manner in the contract, sale, purchase, or decision.

### **VI. WHAT ARE THE REMEDIES IN EVENT OF VIOLATION?**

Any contract entered into in violation of the statute is voidable or subject to cancellation at the option of the Board and the University. Any persons affected by Board or University action may commence a civil suit to enforce the provisions of the statute. The court may order appropriate relief, including reasonable costs and attorney's fees to the prevailing party.

### **VII. WHAT ARE THE PENALTIES IN EVENT OF VIOLATION?**

Criminal penalties are provided for two classes of persons. Persons who intentionally or knowingly violate the statute may be guilty of a class 6 felony. Those who recklessly or negligently violate the statute may be guilty of a class 1 misdemeanor. A person found guilty of either shall forfeit his or her employment.

If you have any questions concerning a possible conflict, please contact the Director of Procurement and Contracting Ser-

## Stores

Available now 16oz bottle water in a case \$6.92 order #02006001  
Also Xerox paper by the ream/case or pallet \$3.70 – 1228.00 order # 1004000, and #01004004.  
Coming soon Room privilege cards

## Central Receiving

For Office Depot returns call Fred Martinez at 621-3890  
For questions or concerns on Hazard Materials contact Herman Lopez 626-4051 or Fred Martinez 621-3890.

## Surplus Property

We pick up your used toner/cartridge call 621-1754.  
Disposal request now entered on line, to schedule your training call Ramona at 621-1754

### **Public Auction Dates:**

May 6, 2008  
May 20, 2008  
June 3, 2008  
June 17, 2008  
July 1, 2008



## Submitting Sole Source Justifications

Due to a recent audit, we are now requiring sole source justifications for requisitions over \$5,000 to be signed by the Principal Investigator (PI) or the end user. This justification can be in the form of e-mail or a notepad to the requisition, and must be from the PI or end user, not a member of the administrative staff, such as an assistant, secretary, etc.

### What Constitutes a Valid Sole Source Justification?

The simple answer is: It must contain the facts that show there is **only one source of supply** for your purchase requirement. If your requirement **is available** from more than one source, it is **not** considered a sole source.

The principal investigator (PI) or the end user must furnish the following information:

1. State the **specific** features or performance specifications that are **essential or required**. Exterior / interior size or dimensions are **only** acceptable as justification if the space available is critical. Please note: sole source justifications, written by the vendor / manufacturer, **are not acceptable**. The PI or end user must write and sign the justification.
2. The PI or end user must specify: the name of vendors who can furnish similar products and which of these vendors were contacted, along with a description of the **essential requirement(s)** that they **can't** furnish.
3. If you're requirements involve purchasing a commodity that **must** be compatible with **existing** equipment and is available from only **one** source of supply, the end user must specifically explain this in the memo and furnish the previous purchase order number(s) for the existing equipment.

A written quote must be furnished, which indicates what discount(s) the University is receiving. If the discount amount or percentage is not given on the quote, the buyer may need to contact the vendor for that information in order to complete a price analysis. All purchases over \$50,000 require a price analysis, and if Federal contract money is involved, vendors must also complete one or more certification forms, which are supplied by the buyer. These requirements must be satisfied prior to a purchase order being issued.

Please remember that what the PI or end user would like to have doesn't constitute adequate justification for a sole source. A PI's or end user's preference for **one** vendor or product following market studies, quotations, demonstrations / testing, does **not** constitute a sole source.

### Bidding and Proposals

Purchases over \$5,000 are subject to competitive bidding. If the purchase is over \$50,000, **Purchasing must** send out a formal sealed RFP (Request for Proposals) or an RFB (Request for Bids) if the commodity can be supplied by more than one source. This is an Arizona Board of Regents requirement with which we must comply, **regardless** if the end user has already obtained quotes on his/her own.

Please contact your buyer if you have further questions concerning sole sourcing.

**PROCUREMENT AND CONTRACTING SERVICES (PACS) REFERENCE GUIDE**

	TELEPHONE	FAX
Purchasing Office	621-1747	621-5179
Contracting Office	621-3919	621-9847
Stores Accounting Customer Service	621-7305	621-1245
Purchasing Card Program	621-5932	621-1245
Supplier Diversity Program	621-2888	621-9847
Arizona Buyways E-Commerce Helpline	626-8979	
FRS dPR/OLR Helpline	626-4000	
OLR/dPR Attachments "Only" Fax No. Stores (Warehouse Operations)		626-8008
Customer Service Line	621-7975	621-3533
AHSC Receiving	626-4051	626-8459
Central Receiving	621-3877	621-3196
Printing Services: <a href="http://pacs.arizona.edu/printinggraphics/pgs.html">http://pacs.arizona.edu/printinggraphics/pgs.html</a>	621-9514	621-6478
Surplus Property: <a href="http://pacs.arizona.edu/surplus/dept/index.htm">http://pacs.arizona.edu/surplus/dept/index.htm</a>	621-1754	798-0719
PACS Home Page Address: <a href="http://pacs.arizona.edu/">http://pacs.arizona.edu/</a>		
Purchasing Policy Manual: <a href="http://pacs.arizona.edu/purch/manual/mancon.html">http://pacs.arizona.edu/purch/manual/mancon.html</a>		
Credit Card programs: <a href="http://pacs.arizona.edu/pcard/default.htm">http://pacs.arizona.edu/pcard/default.htm</a>		
Campus Travel Management: <a href="http://www.campustravel.com/university/arizona/">http://www.campustravel.com/university/arizona/</a>		

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