



## PROCUREMENT AND CONTRACTING SERVICES

- |                |                   |                            |
|----------------|-------------------|----------------------------|
| Contracting    | Printing Services | Purchasing                 |
| Receiving      | Surplus Property  | Marketing                  |
| Small Business | Stores            | Supplier Diversity Program |

**Seasons Greetings**



## Surplus Property

- The Surplus Property department conducts public auctions every other Tuesday.
- Auction items may be viewed on line on the Friday before the Tuesday auction at [uauctions.arizona.edu](http://uauctions.arizona.edu).
- In person viewing is done on the Monday before the auction at the 22<sup>nd</sup> Street warehouse. Items can be tested when applicable.
- During the auction, bids can be done in person or from your computer. All that is needed for on-line bidding is a log in and password which is obtained when you register for the auction.
- The forms of payment that is accepted is Visa, Master Card, American Express, personal checks totaling less than \$500, cashier check for totals above \$500 and money orders.
- Some of the common items that are in a public auction include computer equipment, lab equipment, office furniture and bikes.

*For more information contact the Surplus Property Office at 621-1754.*

## Stores

In an effort to provide an environmentally friendly choice to campus departments at a reasonable price, Stores will soon stock 100% recycled copy paper.

Also look for....

Remanufactured toner cartridges. In conjunction with Laser & Computer Options, Stores will sell remanufactured toner cartridges and will pick up used cartridges.

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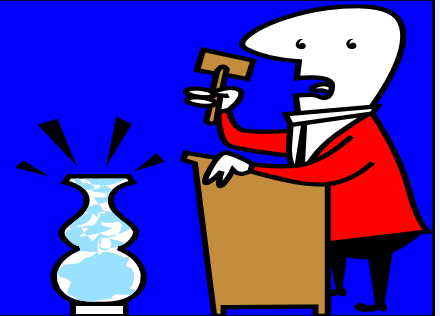
**Featured items for the flu season:**  
**Hand Sanitizer in desk top 16 ounce size \$4.56 Catalog number 02005500**

**Easy carry along 2 ounce size \$1.13 Catalog number 02005501**

### Public Auction Dates:

- November 10, 2009
- November 24, 2009
- December 8, 2009
- December 22, 2009

Auction website is:  
[uauctions.arizona.edu](http://uauctions.arizona.edu)



**Coming soon . . .**

**A NEW Stores Catalog!!!**

## 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?

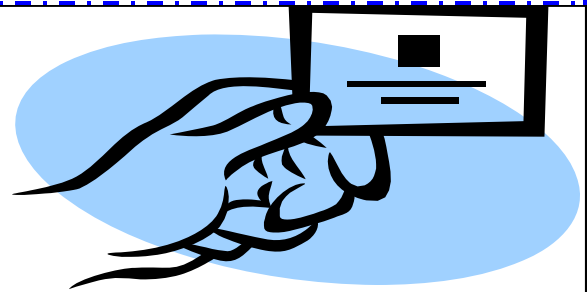
Any contract entered into in violation of the statute is voidable or subject to cancellation at the option of the Board and the University. Any persons affected by Board or University action may commence a civil suit to enforce the provisions of the statute. The court may order appropriate relief, including 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 Ted Nasser, Assistant Director of Procurement and Contracting Services at 621-5449, to answer any additional questions or for clarification.

## *How to Order Business Cards & Stationery Products*



Printing Services has completed another year of campus wide online stationery ordering using **Arizona BuyWays/West Press** and we wanted to give you a few tips and update you on added features.

**Not all stationery items can be procured using the online system- two sided business cards, note pads and note sheets are still ordered by faxing an Interdepartmental Billing Form along with a sample of the item you want. Fax number is: 621-6478.**

**West Press** is the vendor printing the official stationery package and it is the logo you click on to access the stationery items in **Arizona BuyWays**.

**The online system was designed to eliminate the faxing back and forth of proofs.** This is one of the reasons the business cards, letterhead and envelopes can be done quicker and at less expense to you. You are doing the typesetting and you view the proof and you can make changes as needed to the saved PDF both as a requisitioner or as the approver before the order is placed. The system will not allow you to place the order without first previewing and then looking at the PDF proof that you have created. The PDF proof that you create is electronically submitted to **West Press** which uses it to create the plate to print the cards. **What you see when you enlarge the PDF to view is what will be printed! Printing Services does not see the PDF that is created.**

- You can find the prices for any item by clicking on the "View" button above the quantity box.
- All online stationery orders should be delivered within two weeks of placing your order.
- If you have questions about the status of an order please check your "my requisitions" tab and call us with the requisition number.

**Added Features-** there are now five taglines plus the option of having no tagline to choose from for business cards and letterhead- #9 business reply envelopes and labels have been added to the system.

We have a handy online stationery ordering guide on the Printing Services website.

**We are always available to come to you for hands on training just give us a call. Karen Campasano- 621-9514 or Mauretta Allan- 621-7306**

# Arizona BuyWays



*A new way to order from Stores Inventory is available on Arizona BuyWays.*

*On the home page, there is now a UA Stores icon that users are able to select.*

*After clicking on the icon, a Search pop-up screen will appear in which a keyword or item number can be selected.*

*Once the search results appear, the item can be added to the requisition.*

A screenshot of a web browser window showing the Home/Shop website. The browser title is "Home/Shop - Windows Internet Explorer". The address bar shows a URL: "https://solutions.sciquest.com/apps/Router/Home?tmstamp=1255979105307&amp;tmstamp=1255979105308". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The search bar contains "Google". The website's navigation bar includes "home/shop", "favorites", "carts", "approvals", "history", "profile", and "reports". The main content area features a "Shop Hosted Catalogs" section with a dropdown menu set to "Everything" and a "Go" button. Below this is a "U of A Stores Inventory" section with a "UA STORES" logo and a "Stores Stockroom" search box containing "02006000". The "Lab Supplies" section displays logos for Fisher Scientific, SIGMA-ALDRICH, and VWR INTERNATIONAL. The "Office/Computer" section displays logos for CDWG, Gateway Computer Products, HP invent, Office DEPOT, TECHDEPOT, and WEST-PRESS. A sidebar on the left contains "Action Items", "Welcome Back to the University of Arizona Catalog!", "Current hosted vendors" (Alltel, Fermentas, Inc., Life Science Products, Inc., U of A Stores Inventory, USA Scientific, Walsh Bros. Office Environments), "Stores direct line: 621-7975", "Coming Soon to Arizona BuyWays" (Dell, Insight, ISC/BioExpress), "Contact a buyer to order hazardous chemicals", and "Quick Links" (Arizona BuyWays Return Form, Arizona BuyWays Web Page).

## PURCHASING CARD (PCARD)

### F.A.Q's

**What should I do if my PCard is lost or stolen over the weekend?** Contact JPMorgan Chase immediately @ 1-800-270-7760 (do not wait until Monday morning). Then follow up with a message to the PCard Office including the details.

**If I have a received my renewal PCard, can I activate and begin using it before the expiration of my current PCard?** Yes, you can activate the renewal and begin using it and destroy the expiring PCard.

**How do I know if a cardholder has an enhancement to the PCard?** Enhancements such as PCard Plus and the Travel Enhancement are listed in the *Remarks* field in the *Employee Profile* in the *Employee/User List* in PaymentNet. Individuals who have access to PaymentNet can view this information.

**Does the PCard Office conduct on-site Department Refresher Policy Trainings?** Yes, if a Department has staff that they feel could benefit from a refresher policy training, contact PCard Customer Service at 520-626-9091.

**After faxing over a PCard Application, or Transfer Application do I need to mail the application to the PCard Office?** Yes, applications with original signatures are required to be sent to the PCard Office.

#### **Violation Reminder: PCard Policy 14.5 Unauthorized Sharing of a PCard**

A unauthorized sharing of a PCard includes but is not limited to; allowing another person to use an Individual PCard, Department PCard being checked out and then given to another individual to use, unauthorized physical check out process of a Department PCard being performed by an individual other than the Responsible Cardholder on file.



### Reminders:

Legal Name as listed in PSOS now "Uaccess"/ISW must be used for issuance of Individual PCards. Also must be used for association of Responsible Cardholder of Department PCard.

If you have the PCard Plus Enhancement on your PCard and you are having a business meeting at a hotel conference room— remember to have your liaison contact the PCard Office in advance to open this Merchant Category Code (MCC). Hotel MCC's are blocked on the PCard.

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

**Update Policy Reference: 2.1.1, 2.1.5, and 2.1.6 \*\*Revision- Effective September 1, 2009:**

New hierarchy set up structures where Reconcilers may be cardholders, and reconcile their own transactions will not be allowed. \*\*Change of all current hierarchy structures where Reconcilers are reconciling their own transactions, to non-reconciliation of own transactions, must be completed prior to November 30, 2009.

## SUPPLIER DIVERSITY PROGRAM VENDOR SPOTLIGHT



**Name:** The Architecture Company  
**Address:** 2625 N. Silverbell Road  
Tucson, AZ 85743  
**Phone:** (502) 622-4506  
**Business:** Architectural, Master Planning &  
Site Analysis Services  
**Contact:** Richard Fe Tom or Nancy Tom  
**Email:** NTom@architecturecompany.net

If remodeling or new construction is in the future for your department, consider utilizing design services in Building Information Modeling (BIM). BIM is the state-of-the-art 3-D virtual building design software. By working in a 3-D environment, UA and other clients can better grasp whether the space feels good or not. Studies can be provided to show natural and artificial lighting patterns and energy and cost savings.

In business for 28 years, the Architecture Company (TAC) has been one of the leading BIM architectural firms for the past six years. Using BIM has saved their clients time and money and improved understanding between client, users, and the design and construction team.

Richard Fe Tom, AIA, founder and principal designer of TAC says most people only dream of their building and or space in 3-D, and up until now had to rely on two-dimensional drawings or had to communicate their ideas verbally. "...Now everyone can be developing the dream in 3-D BIM..." Tom says.

BIM can virtually "build, view and the test the facility...make necessary revisions and determine purchasing and assembly details with more accuracy," he adds. "This software contains rich data that can be utilized for design clash detection, cost, schedule, lead time and maintenance requirements for the designers, construction companies, material vendors, owners and facility managers..."

Some of the outstanding results in BIM delivered projects include:

- \*Improved quality of design and construction
- \*Reduced costs of construction
- \*Accelerated completion of projects
- \*Reduced risk to all parties
- \*Increased overall project value for owners, lenders, designers and builders

Boasting a staff of 14, including four registered architects, the Architecture Company is a certified minority business that has several local, state and national awards for excellence.

The Architecture Company has a diverse portfolio of projects that include commercial and hospitality; municipal and government; industrial; educational; historic and multi-family housing facilities.

Please keep in mind that all contracts for architectural services must go through the Planning, Design & Construction department.

For more information about the Architecture Company and BIM, contact Richard Fe Tom or Nancy Tom at 520-622-4506.

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

## Stores Blanket Section ASUA/Medical Bookstore Purchases

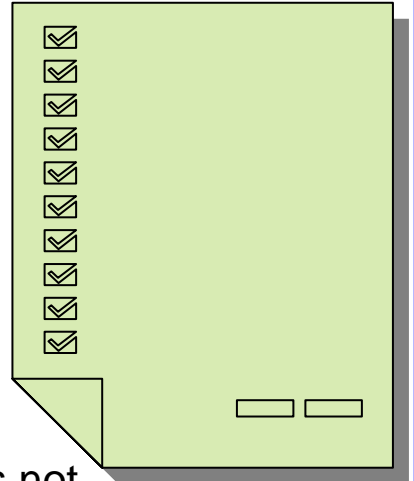
This is a friendly reminder to please remember to fill out a Merchandise Order Form, attach a copy of the receipt and send to Stores via fax (621-1245) or campus mail when making purchases at the ASUA or Medical Bookstores using the Stores Blanket purchase order.

Remember you have 5 business days to send the paper work to Stores after the purchase. Stores will email the department a copy of the receipt if it has not been received asking to please fill out a Merchandise Order Form.

If you receive an email from Stores asking for a Merchandise Order Form and the charge is not your departments, please contact Stores immediately so the correct department can be notified.

The Stores department receives a carbon copy of the Bookstores receipts which are very difficult to scan. If you have trouble reading the scanned images please contact Stores and we will try to make the image clearer or provide you with the information you need.

In the past few months Stores has noticed a large number of Bookstore transactions that require multiple emails to departments requesting a Merchandise Order Form.



Please help us pay our vendors on time by responding to the email request in a timely fashion.

**PROCUREMENT & CONTRACTING SERVICES**

**Campus & Mailing Address: Univ. Svcs. Annex, #300A; P.O. Box 210300, 85721**

**Physical Location: 220 W. 6<sup>th</sup> St., 85701**

<http://pacs.arizona.edu>

**Purchasing Operations**

**Kirk Ketcham, C.P.M., Director of Procurement & Contracting Svcs.** 621-9513  
Beth Lopez, Admin. Associate 621-3062  
Administration FAX Number 626-5428  
Ted Nasser, C.P.M, Asst. Dir. of Procurement & Contracting Svcs. 621-5449  
Asst. Dir. FAX Number 621-5179  
Gary Sapp, Special Asst. to the Dir. of Procurement & Contracting Svcs. 621-1721

**Business Office**

**Ruben Perez, Business Manager, Sr.** 621-3400  
Marisa Valdez, Admin. Associate 626-2354  
Business Office FAX Number 626-5428

**Systems Administration/Customer Service**

Customer Service Main Number 621-1747  
Customer Service FAX Number 621-5179  
Arizona *BuyWays* Helpline 626-8979  
FRS/On-line Requisition/dPR Helpline 626-4000  
OLR/dPR Attachments "Only" FAX 626-8008  
**Lucy Soriano, Operations Coordinator** 621-7631  
**Ops. Coordinator FAX Number** 626-5428  
Kirsten Lamberton, Ofc. Spec./Customer Service 621-1747  
Gail Hanson, MOSAIC-Kuali Resource Project 621-5701  
Stephanie O'Donnell, Office Specialist 626-4829  
Valerie Sipp, Student Employee 621-1749

**Marketing**

**John Bentley, C.P.M., Marketing Specialist Assoc.** 626-7439  
Marketing FAX Number 621-3439

**Supplier Diversity Program**

**Ernie Webster, Supplier Diversity Mgr.** 621-2888  
Supplier Diversity Program FAX Number 621-9847

**Information Technology**

**Dan Henkel, Supp. Syst. Analyst, Sr.** 626-3483

**Contracting Office**

Customer Service Number 626-3919  
Contracting FAX Number 621-9847  
**Irma Alvarado-Sipp, Contracts Admin** 621-0779  
Cyndy Caccavale, Contracts Admin. 621-3857  
Ernette Leslie, Contracts Admin. 626-3919

**Contract Purchasing** Contract Purchasing Buying Team FAX Number 621-5179

Tom Fiebiger, C.P.M., Buyer Sr. 621-5933  
Rob McMullen, C.P.M., Buyer Sr. 621-3067  
Lila Sorensen, Buyer 626-3538  
Denise Puella, Buyer 621-3871  
Gloria Zimmerschied, Buyer 626-7926

**PROCUREMENT & CONTRACTING SERVICES**

**Campus & Mailing Address: Univ. Svcs. Annex, #300A; P.O. Box 210300, 85721**

**Physical Location: 220 W. 6<sup>th</sup> St., 85701**

<http://pacs.arizona.edu>

**E-Purchasing/Stores Blanket Section**

Customer Service Number	621-7305
Customer Service FAX Number	621-1245
Arizona <i>BuyWays</i> Customer Service Helpline	626-8979
<b>Jeff Wilson, Program Coordinator</b>	621-3097
Neil Schooling, E-Purchasing Proj. Mgr.	621-7315
Mauretta Allan, Accounting Asst., Sr.	621-7306
Zoila Vasquez, Accounting Asst., Sr.	621-3925

**Printing Services**

Printing Services FAX Number	621-6478
Karen Campasano, Office Spec., Sr.	621-9514
Mauretta Allan, Accounting Asst., Sr.	621-7306

**Purchasing Card Program**

PCard Customer Service	626-9091
PCard Fax Number	621-1245
<b>Karen Brookbanks, C.P.M., CPPB PCard Administrator</b>	621-3288
Dureen Berg, PCard Coordinator	621-3099
Jeff Sembar, Office Spec.	621-5932
Monica Cruz, Office Spec., Customer Service	626-9091

**Warehouse Operations**

**21<sup>st</sup> & Warren, Bldg 458, PO Box 210458**

Customer Service	621-1754
Customer Service FAX Number	798-0719
<b>Laurie Rodriguez, Warehouse Mgr.</b>	621-3438

**Surplus Property**

**21<sup>st</sup> & Warren, #458, P.O. Box 210458**

Customer Service	621-1754
FAX Number	798-0719
<b>Oscar Jaramillo, Mat Handler Spvr., Sr.</b>	621-1754
Cecilia Ortega, Office Supervisor	621-1754
Veronica Olivares, Office Assistant	621-1754

**Stores Production**

**Admin., 21<sup>st</sup> & Warren, PO Box 210458**

Warehouse Counter, Customer Svc.	621-7975
Stewart Smith, C.P.M., Mat Supp. Storekeeper	621-7975
Steven Ravicchio, Mat Supp. Storekeeper	621-7975

**Central Receiving & Delivery Team**

Customer Service	621-3877
FAX Number	621-3196
<b>Fred Martinez, Mat. Handler Spvsr.</b>	621-3890
Delivery Team	621-3877

**AHSC Receiving**

Customer Service	621-4051
FAX Number	626-9749

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

	TELEPHONE	FAX
Purchasing Office	621-1747	621-5179
Contracting Office	626-3919	621-9847
Stores Accounting Customer Service	621-7305	621-1245
Purchasing Card Program	626-9091	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	621-1747	621-5179
AHSC Receiving	626-4051	626-9749
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>	621-7305	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>		

From PACS Home Page, you can "click" to see the individual home pages of all PACS areas

