

## 2011-12 PURCHASING UPDATE

**COPIERS:** The District has reached a new 3 year agreement with Copy Products to provide Konica copiers. The copiers as part of this agreement will have finishers for sorting, stapling, 3 hole punch, and scanning. They are also equipped to be used as network printers. It is much cheaper to print to the copier vs. an inkjet or laser jet printer. The option to add faxing is also available for those sites that have requested fax capabilities. If you are interested in the fax option for your copier, please contact me ASAP. The copiers can also be used as network printers and the cost to print to a copier is much cheaper compared to inkjet or laser jet printers. I have provided a quick comparison on printing 1000 copies- inkjet printer will cost \$42, laser jet printer will cost \$10 while printing 1000 copies on the copier will cost \$1 for ink. Printing to the copiers is an easy way to save significant dollars. Copy Products is also making available to the District copiers from the expiring agreement at a lease cost of \$25/month for the e-453 copiers and \$50/month for the e-603 copiers. There will also be an additional charge for copier maintenance of \$.00244/copy. Your cost to lease an additional copier to print 10,000 copies will be \$324.40 on the e-453 copier and \$624.40 for the e-603 copier. Please contact me if you would like an additional information. Copy Products began changing out equipment July 19<sup>th</sup> and they hope to have all the new equipment in place in 10-14 days. Detailed training will begin once all the new equipment is in place.

**HIGH SPEED DUPLICATORS:** The contract for the RISO duplicators has been extended for one additional year. Copy Products was allowed to increase the cost of the ink and masters as they prices we have had in place haven't changed in the past 5 years. These new costs have been updated in the MUNIS system.

**COCA COLA EXCLUSIVE BEVERAGE AGREEMENT:** The District reached an exclusive agreement with Coca Cola to provide all beverages for the District in the areas of vending, concessions and school stores. The only products that can be sold are Coca Cola products. Please discuss this with all your staff and all Booster clubs. NO PRODUCTS OTHER THAN COCA COLA DISTRIBUTED PRODUCTS ARE ALLOWED TO BE SOLD. All of the existing equipment belonging to Pepsi is being removed from the District and this should be completed within the next few weeks. The contract award with Coca Cola is for a 5 year agreement. In addition to upfront money given to the District, the agreement also provides rebates/case sold in concessions and stores plus commissions for vending machine sales. I will try and post details of the agreement on the Purchasing webpage to include costs of product for concessions and convenience stores, rebates on concession and stores purchases as well as commission rates for vending sales. Any site selling Coca Cola product should receive a monthly report detailing either rebate dollars or vending commissions. If you are not regularly receiving a monthly summary from Coca Cola, please contact me and I can put you in touch with the appropriate person.

**MUNIS FINANCIAL SOFTWARE:** Changes are on the horizon with the MUNIS software. MUNIS Dashboard will be added this school year and this new tool will be available as a supplement to the existing MUNIS Purchasing system. The Dashboard will allow each individual user to customize their MUNIS software to best fit their needs. There will also be some additional reporting capabilities. The Dashboard is a supplement to the existing MUNIS software and will be available only to those users that choose to do so. More information will be provided as we get closer to adding this option.

Purchasing is working on adding a product/vendor shopping portal similar to other on-line shopping sites you find on the internet. We hope to begin rolling this out on a trial/test basis sometime late fall of this year. More information will follow at a later date.

Please keep in mind that if at any time, your site would like additional MUNIS purchasing training, you can schedule this by contacting your MUNIS support person from the Purchasing department. This list is posted on our webpage for your reference.

**P-CARD SOFTWARE:** The District will soon be releasing a bid for our P-Card software. Our existing provider, UMB, is releasing a major upgrade with their software which will require a new set of processes and training. We are taking this opportunity to solicit responses from other providers which may provide a better product and additional revenue to the District. If a change does take place with our P-Card services, it will most likely take place around the end of this calendar year. If any of you have suggestions on topics or issues that you would like to be addressed in the new bid, please feel free to send those comments to either me or Michelle Bentley.

**PURCHASING PROCEDURES CHANGES:** The following change has been added to the Purchasing Procedures as well as the Administrative Practices and Procedures Manual: bids are now required for review by Purchasing for any requisitions \$1000 or greater. All requests for goods/services for amounts \$1000-24,999.99 will need to have bid information submitted to Purchasing for review prior to conversion to a PO. Requests \$25,000 or greater will still need to be sent to Purchasing where sealed bids will be released by the Purchasing Department.

Previous Purchasing Procedures allowed for sites to keep the 3 bids on file and post audits were conducted by Purchasing. These audits have revealed several areas for improvement. The number of no bids has been on the rise and these changes will correct this problem. We have also seen a very sharp increase in internet searches used as a means of soliciting bids. Our obligation of being good stewards of taxpayer dollars should go further than just printing an internet page. Our experience has revealed that whenever a vendor is asked to submit a response to a bid/quote, additional discounts are applied to the pricing that are not seen whenever you just visit a webpage. Post audits have also revealed a very large number of sole source requests for items that are not sole source. All sole source requests should be sent to Purchasing for review. With all bids being required for review, Purchasing will also be available to use its experience to seek responses from vendors not known to the requestor.

The bid information should be attached to the requisition in MUNIS. TCM or Tyler Content Manager, is a tool available that allows MUNIS users to attach documents. If you are not familiar with TCM, please contact your MUNIS support person in the Purchasing Department for assistance. A short grace period will be allowed to the TCM attachment requirement. Faxed or emailed copies of the bids will be accepted until you have had time to become familiar with this feature. Purchasing will then attach these documents for you.

No requisitions for amounts \$1000 or greater will be converted to a Purchase Order until the proper paperwork has been received and reviewed by the Purchasing Department. If the request is being submitted as a sole source purchase, a sole source form must be submitted. If your request is for goods/services tied to a bid that is currently in place, please reference the bid number in the requisition detail so this request can be processed as quickly as possible.

**SURPLUS PROPERTY:** Most all District surplus property is sold through the on-line auction site GovDeals. The District just completed its first year selling surplus property on GovDeals and we sold just over \$100,000 worth of surplus. Our previous on site auctions brought in approximately \$17,000 annually. Employees interested in purchasing District surplus property can do so by visiting the following website: [www.GovDeals.com](http://www.GovDeals.com). Instructions are listed on how to be set up as a bidder. If any employee would

happen to see any District surplus property that can be used to conduct District business, please contact me immediately and I can have the item(s) removed from auction.