

Volume 6  
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# Business Services Newsletter

Business Services is comprised of  
Purchasing Services, Mail Services, Telephone Services, Central Receiving & Shipping / Inventory Control, & UAH Copy Center

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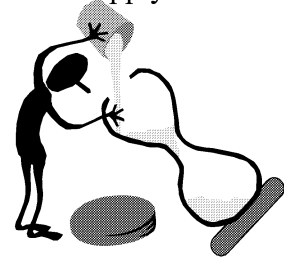
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## Y2K contingency plan

In the event that the automated purchasing system is not up and running January 3<sup>rd</sup>, 2000, Purchasing has made the following plans to continue service to the University community:

Purchase Orders will be available on an as-needed basis. Departments must provide an approved Requisition and must ensure that adequate funds are available for the purchase. A supply of Purchase Order forms will be on hand for manual processing of these Requisitions.

Remember that this procedure is only in the event that the automated system is down. As always, our goal is to provide the best possible service.



## EMPLOYEE SPOTLIGHT

### Margayle Williams: Senior Business Services Assistant

Margayle Williams is one of the most familiar faces around campus. She spends most days "quietly" performing her duties with insurance, contracts, petty cash administration and internal budgeting for Business Services. Margayle has been a tremendous asset to UAH and Business Services since joining the staff. She came to UAH by way of Vincent & Vincent Attorneys-at-Law in Kentucky, where she was a private secretary to the senior partner. Having an interest in the law, Margayle became a court reporter for the Fifteenth Judicial District Court in Kentucky. She also taught pre-kindergarten for many years and served as Assistant Director of Kiddie Korner Nazarene Daycare before coming to UAH. Margayle attended the University of Kentucky with a major in Theater Arts and has taken evening classes in Business to continue her education.

Margayle is married to Paul E. Williams and lives in southeast Huntsville. They have three children: John Paul Pierson of Orlando, FL, Cheryl Williams Neal of Madison, AL, and Michael Alan Williams of Tempe, AZ. They also have three grandchildren. The couple took a belated honeymoon to Ireland in June 1999. Margayle's interests include walking, reading, and environmental and animal welfare issues. She currently assists with a newly formed drama group at church.

Working with people is the part of her job that Margayle likes most. She values the relationships and professionalism within the Business Services department. To Margayle one of the greatest rewards of working with Business Services is the friendship and mutual caring.

# Purchasing Services

## The importance of doing business with Small & Small Disadvantaged Businesses

The University is obligated by designated government contracts to purchase a percentage of supplies and equipment from Small Businesses and Small Disadvantaged Businesses. The University must meet these contractual obligations or face losing both existing and future government contracts. The University may be required in some cases to refund money to the government.

Purchasing Services maintains a library of Small Business and Small Disadvantaged Business Directories. These Directories and listings are available to the departments as guides in locating products and services offered by these vendors. A list of these directories and listings is as follows:

1. "Try Us" National Minority Business Directory
2. National Directory of Minority-owned Business Firms
3. Huntsville Small Disadvantaged Business Directory
4. Lists from other universities
5. List from State of Alabama Purchasing Department
6. Northeast Alabama Directory of Minority and Woman-owned Small Business
7. List from Redstone Arsenal Purchasing Office
8. Business classifications from our automated purchasing system
9. The Small Business Source Directory

A representative from Purchasing Services attends minority expos, semi-

nars, and workshops on a regular basis to solicit Small Businesses and Small Disadvantaged Businesses.

To meet the Small Disadvantaged Business criteria, the University community can use the services offered by the following local travel agency and businesses:

Old Madison Travel  
105-H Church Street  
Madison, AL 35758  
Telephone: 461-6006

Compuworks  
2015 Memorial Parkway, SW  
Huntsville, AL 35801  
Telephone: 536-6227  
Fax: 536-0046

CST Microsystems  
1525 Perimeter Parkway  
Suite 325  
Huntsville, AL 35806  
Telephone: 837-7610  
Fax: 837-7613

Mac Resources  
1570 Boardwalk  
Huntsville, AL 35816  
Telephone: 721-1700  
Fax: 830-1956

McSys Technology Corp.  
1920 Sparkman Dr., Suite 6  
Huntsville, AL 35816  
Telephone: 430-0044  
Fax: 430-3400

This listing is not a complete listing of small businesses; contact Alice Gilley at 6489 for further information or assistance.

## Expeditor's corner

For expediting requests, delivery status of Purchase Orders, questions on Change Orders, and any other expediting concerns, e-mail (rather than call) Carolyn Lewis at:

[Lewis@email.uah.edu](mailto:Lewis@email.uah.edu).

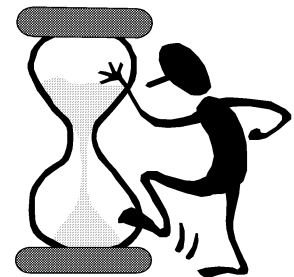
## Sole source purchases

Sole sources normally take a minimum of seven days for processing. **Sole sources cannot be walked-thru.** Make sure that you have completely and thoroughly answered the entire form. Keep in mind the following:

- ❖ The goods or service offered must be unique
- ❖ The uniqueness must be substantially related to the intended purpose, use and performance of the goods or service requested

Sole source purchases are rare. Purchasing departments must show an equitable evaluation of comparable products and a rejection of unsuitable products based on technical deficiencies or a combination of other reasons. In cases where no comparable source is known, purchasers must provide a technical description of the product. The technical description must be adequate enough to allow Purchasing Services to make a thorough search and evaluation.

*NOTE: Sole source justification cannot be based on quality or price, since quality is subjective and price is evalu-*



*ated via competitive bidding.*

## Typewriter repair

A recent review of typewriter maintenance and service coverage has shown that continued centralization of this service is not in the best interest of the University. Your department is free now to use LPOs or submit a Requisition to obtain typewriter repairs from the vendor of your choice.

## Records retention

Departments should periodically separate active from inactive records, remove inactive records that need to be retained, review inactive records that are placed in holding areas (such as the Central Receiving Building), and destroy obsolete records.

The table to the right contains information about retention and disposition of institutional records. For more information, refer to "Records Management Procedure," issued July 1996, by the Office of the Vice President for Finance and Administration.

DESCRIPTION	DISPOSITION
Annual Reports	Retain permanently (retain 2 copies)
Annual Financial Statements	Retain permanently
Purchase Orders, Requisitions, Travel Expense Records (not attached to vouchers)	Retain for 7 years after the fiscal year in which the transaction occurred, then destroy
Competitive Bid Records, Sealed Bids	Retain permanently
Other Bids	Retain for 10 years after the award of the contract, then destroy
Contracts, Leases, and Agreements Real Property Leases Capital Improvement Contracts	Retain permanently
Other Contracts, Leases, and Agreements	Retain for 7 years after the terms of the document are fulfilled, then destroy.
Invoices	Retain for 7 years after the invoice is paid, then destroy.
Property Inventory Control Records (non-consumable)	Retain for 3 years after removable from inventory, then destroy.
Alumni Donation Files Reports of Individual Donors	Retain permanently
Alumni Donation Files Financial Information	Retain for 3 years after the fiscal year in which the transaction occurred, then destroy.
Unawarded Grants Files	Retain for 1 year, then destroy.



## Telephone Services

### Introducing new staff member

**Takhir Sabirou**, a Business Management major from Uzbekistan, is now working with Telephone Services as a student assistant. Takhir will be conducting inventories of telephone systems, checking lines, and troubleshooting around the campus.

### Y2K international phone service outlook

The Gartner Group's report to the US Senate this year lists the following countries as possibly having "moderate to widespread and severe" telephone service interruptions at the beginning of the new year:

Argentina, Armenia, Austria, Bulgaria, Columbia, Chad, China, Costa Rica, Ecuador, Egypt, El Salvador, Ethiopia, Fiji, Haiti, Indonesia, Kenya, Laos,

Lithuania, Morocco, Mozambique, Nepal, Nigeria, Pakistan, Panama, Philippines, Poland, Romania, Russia, Saudia Arabia, Somalia, Sudan, Turkey, Uruguay, Vietnam, Zaire, and Zimbabwe.

Plans should be made now to assure other means of communications for up to six weeks.

### Obtaining pager service

Telephone Services now has an open contract for pagers and paging services. To begin service, departments need only fill out a Telephone Services Work Request Form, indicating how many pagers they need and what coverage areas they require. Telephone Services will add the cost to the department telephone bill. For prices and coverage areas, contact Telephone Services at 6129. Pagers are available for pick-up and use within two working days. You

must submit a memo to justify new service.

### Assessing campus telephone needs

Telephone Services is now conducting an in-depth technical and financial feasibility study on how best to provide voice communications across the UAH campus. Over the coming months, we will query some departments on their current systems and needs. Additionally, Telephone Services personnel may be in your area inspecting telephone systems, wiring closets, and conduits. We expect to provide a report to the University President by mid-March.

# The UAH Copy Center

## New equipment and webpage will enable electronic requests

As part of an effort to better serve the UAH community, we are currently installing print drivers for the Xerox DocuTech 6135 (DT6135) and the Xerox DocuColor 40 (DC40) throughout campus departments. We are also designing a webpage that can be linked to the UAH home webpage. This effort will provide each department the ability to submit a copy/print request electronically and eliminate the need to submit hard copies or disks of items to be reproduced.

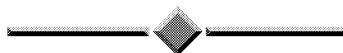
We recently hired a Network Specialist, **Keith Newman**, to assist the UAH community with any network problems or misunderstandings linking to the Copy Center server.

Another change is the recent naming of **Felicia Ross** as the new Account Coordinator. Because of our commitment to provide the best possible service to UAH, we encourage your comments and suggestions. If at any time you have a complaint or praise, contact Felicia.

## Staff changes

- Copy Center Account Coordinator:  
**Felicia Ross**  
Office Number: **6383**  
Pager: **720-6846**
- Network Specialist – DT6135/  
DC40: **Keith Newman**
- Reproduction Associate – DT6135/  
DC40: **Cathy Martin**

- Bindery/Finishing Associate:  
**Cathy Martin**
- Student Delivery Specialist:  
**Nathan Wheeler**
- Campus Site Manager – Copiers  
and VendaCard readers: **Trish  
Zlukta**  
Pager: **720-1471**



## Central Receiving

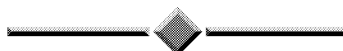
### Surplus property avail- able for viewing

University surplus property is now available for examination by all University personnel every workday from 9:00am to 12:00 noon and 1:00pm to 4:00pm. Come by the Central Receiving Building or call 6315 if you have any questions.

### Forms can be emailed

You can request to have a Material Control Gas/Alcohol Request Form or UAH Property Relocation Form emailed to you. Just call Robert Perry at 6315, or email him at:

**perryr@email.uah.edu.**



## Mail Services

### Staff changes

We have some new faces in Central Receiving and Mail Services. Danny Holmes and Marvin Jeffery have re-

placed Jim Reynolds and Larry Reid. Oliver Reynolds is our new Senior Inventory Assistant. Tim Clifton is our new Material Control Assistant.

Some of you have asked about Jim Gates. He is on extended military duty in Central America and is expected to return in July 2000. During his absence, Robert Perry will serve as Manager and Acting Director of Central Receiving and Mail Services.

### Provide correct delivery location on Requisitions

When you submit a Requisition for large items such as computers or laboratory equipment, **provide the name of the user and the exact location for delivery of the equipment.**

For example, if you work in Wilson Hall and are buying computers for a computer lab in the Administrative Science Building, enter the location on the Requisition as Administrative Science Building, not your office in Wilson Hall. By following this procedure, you not only will receive your items at the correct location quicker, but also you will help us expedite campus deliveries to all departments.

### CORRECTIONS:

The previous newsletter listed Money Orders with an \$0.80 postage rate. We regret that the University Mail Services cannot handle money orders. You must go to a regular post office for this service.

Also, the fees for Business Reply Mail (BRM) with Advance Deposit Annual Accounting Fee should be as follows:

1-oz. Letter Rate plus Fee	\$0.43
Card Rate plus Fee	\$0.30

The fee is \$0.10 rather than \$0.08 as given. All other fees and rates listed in the previous newsletter are correct.

# Open Bid Information

Open bids are standing bids established by the University on frequently purchased items. For further information on these items, contact the responsible Buyer.

## Alice Gilley 890-6489

### SCIENTIFIC APPARATUS, EQUIPMENT, AND SUPPLIES

Bid #T000988 Valid thru 5/29/00

#### Fisher Scientific

Vendor Number: A0000017492  
Contact: Melton Parris  
Telephone: (800) 766-7000

### INTERSTATE RELOCATION & STORAGE

Contract #378 Valid thru 5/1/00

#### Cole Service Group

Vendor Number: A0000141250  
Contact: Dwight Turnipseed  
Larry Whisenant  
Telephone: (800) 523-0867

Contract #T000161 Valid thru 5/1/00

#### Coleman American Moving

Vendor Number: A0000040021  
Contact: Earlda Blazer  
Telephone: 837-2811

### ELECTRICAL SUPPLY

Contract #600 Valid thru 2/29/02

#### Graybar Electric

Vendor Number: A0000019562  
Contact: Mike Burnthall  
Telephone: 536-6651

### LOCAL & CAMPUS MOVES

Contract #P013 Valid thru 9/30/00

#### Dixie Moving & Storage

Vendor Number: A0000098860  
Contact: Tina  
Telephone: 837-4030

## Terence Haley 890-6674

### OFFICE SUPPLIES

Bid #B000693 Valid thru 9/30/00

#### Office Depot

Vendor Number: A0000086953  
Contact: Lee DeFore (205) 444-9091  
Telephone: (800) 846-2902  
(800) 229-4888  
Account: #27545448

The University has entered into a contract for office supplies with Office Depot, Business Services Division. This contract provides a discount of 52% off retail price for office supplies. Catalogs will be distributed and also may be obtained from Purchasing Services.

### VAN RENTAL (15 PASSENGER)

Bid #B000671 Valid thru 9/30/00

#### Thrifty Car Rental

Vendor Number: A0000154990  
Contact: Al Bryan  
Telephone: 772-9653

Daily rental cost: \$75.99  
Mileage: Unlimited  
Rental tax: 8%

### FAX MACHINES

Bid #B000707 Valid thru 2/29/00

Contact Terence in Purchasing Services for a list of machines on the bid.

### MULTIMEDIA & OVERHEAD PROJECTORS

Contact Terence in Purchasing Services for a list of projectors on the bid.



# Sandy English 890-6675

## TONER CARTRIDGES FOR HEWLETT-PACKARD PRINTERS

Bid #B000687 Valid thru 9/30/00

### Mustang Computers & Supplies

Vendor Number: A0000207690  
 Contact: Anna Ford  
 Telephone: 800-727-7753  
 Fax: 954-722-2993

HP LaserJet Series II, IID, III, IIID 92295A \$ 55.50  
 HP LaserJet Series 4L, 4ML, 4P, 4MP 92274A \$ 52.95  
 HP LaserJet Series IIP, IIIP, IIP Plus 92275A \$ 59.90  
 HP LaserJet 4V & 4MV \$ 114.50  
 HP LaserJet 5, 5M, 5SI, 5SIMX C3909A \$ 134.90  
 HP LaserJet 8000 Series C3909A \$ 134.90

### Matrix Data Corp.

Vendor Number: A0000054000  
 Contact: Karen Bratz  
 Telephone: 800-456-3325  
 Fax: 440-238-4546

HP DeskJet 1600C Cyan 51640C \$ 25.15  
 Magenta 51640M \$ 25.15  
 Yellow 51640Y \$ 25.15  
 HP LaserJet Series 4, 4M, 4Plus, 4M Plus, 5, 5M, 5N 92298A \$ 74.05  
 HP LaserJet Series IIISi, 4Si, 4SiMX 92291A \$ 91.08  
 HP DeskWriter C, 550C, DeskWriter and DeskJet 560C, DeskWriter 540 51626A \$ 23.98  
 HP DeskWriter, DeskJet 660C 51629A \$ 23.98  
 Color 51649A \$ 25.15  
 HP LaserJet 5P, 5MP, 6P, 6MP C3903A \$ 60.32  
 HP LaserJet 6L Series C3903A \$ 46.66  
 HP DeskJet 820CXI, 870CXI, 1600C Black 51645A \$ 23.98  
 HP DeskJet 820CXI, 870CXI Color 51641A \$ 25.15  
 HP LaserJet 1100 Series C4092A \$ 43.65  
 HP LaserJet 2000, 2100 Series C4096A \$ 72.70  
 HP LaserJet 4000 & 4050 Series C4127A \$ 73.10  
 HP LaserJet 5000 Series C4129X \$ 118.93  
 HP LaserJet 895C Color C1823D \$ 27.92  
 HP LaserJet 895C Black 51645A \$ 23.98

### Computer Exchange

Vendor Number: A0000083040  
 Contact: Joel Lewis  
 Telephone: 536-1831  
 Fax: 536-3226

HP LaserJet 92285A \$ 111.30  
 HP Color LaserJet 5, 5M  
 Cyan C3102A \$ 27.74  
 Yellow C3103A \$ 27.74  
 Magenta C3104A \$ 27.74  
 Black C3105A \$ 5.75

### Data Supplies

Vendor Number: A0000013850  
 Contact: Max Thompson  
 Telephone: 883-8180  
 Fax: 882-6337

HP DeskWriter 1600M C3541A \$ 30.72

### Laser Services

Vendor Number: A0000121000  
 Contact: Jerry Alexander  
 Telephone: 533-2322  
 Fax: 533-2315

HP DeskJet 670C, 692C Black 51629A \$ 22.99  
 HP DeskJet 670C, 692C Color 51649A \$ 23.48

## DISKETTES, CARTRIDGES, ZIP DISKS, CDS

Bid #B000686 Valid thru 9/30/00

### Matrix Data Corp.

Vendor Number: A0000054000  
 Contact: Karen Bratz  
 Telephone: 800-456-3325  
 Fax: 440-238-4546

### Diskettes

3 1/2" DS/DD 10/box \$ 3.15  
 3 1/2" DS/HD 1.4MB 10/box \$ 2.97

### Preformatted:

3 1/2" DS/DD 10/box \$ 3.83  
 3 1/2" DS/HD 10/box \$ 3.83  
 3 1/2" DS/HD Multicolor 10/box \$ 3.67

### Colorado Memory Systems Jumbo Data Cartridge Tapes

120MB \$ 9.13  
 250MB \$ 9.82  
 350 MB \$ 12.48  
 Colorado Memory Systems T3000 \$ 24.45

### Zip Disks

100MB	Single	\$	8.29
	10 Pack	\$	76.20
250 MB	Single	\$	15.59
	6 Pack	\$	80.65
CDs—Recordable			
Branded CD-R	Single	\$	1.27
	10 Pack	\$	12.70
CDs—Rewritable			
74 min. CD-Rewritable	Single	\$	5.70
	3 Pack	\$	17.10

**Preferred Data Supply, Inc.**

Vendor Number: A0000139390  
 Contact: Ami Nacu  
 Telephone: 800-443-9343 x 210  
 Fax: 303-440-7443

3 1/2" DS/DD Multicolor 10/box	\$	6.95
3 1/2" DS/HD Multicolor 1.4MB 10/box	\$	5.95

**PRINTERS, SCANNERS, & ACCESSORIES**

Bid #B000688 Valid thru 3/31/00

**Pomeroy Computer Resources**

Vendor Number: A0000114480  
 Contact: Denise Michael  
 Telephone: 800-599-0138  
 Fax: 205-941-3255

C4251A HP LaserJet 4050 Printer	\$	1004.00
C6293A HP ScanJet 4100CXI Color Scanner	\$	137.00
C5895B HP DeskJet 710C InkJet Printer	\$	136.00

**SAI Computers**

Vendor Number: A0000214900  
 Telephone: 800-756-4727  
 Fax: 252-752-8109

**Printers**

C4219A HP LaserJet 1100AXI Printer	\$	415.00
C4139A HP LaserJet 2100XI Printer	\$	584.00
C4171A HP LaserJet 2100M Printer	\$	678.00
C4252A HP LaserJet 4050T, Multi-Tray	\$	1110.00
C4253A HP LaserJet 4050N Office Printer for Networks	\$	1270.00
C4110A HP LaserJet 5000 Printer, 11x17	\$	1299.00
C4111A HP LaserJet 5000N Printer, 11x17	\$	1838.00
C4112A HP LaserJet 5000GN Printer	\$	2315.00
C4085A HP LaserJet 8000 Printer	\$	1999.00

C4086A HP LaserJet 8000N Printer	\$	2260.00
C8087A HP LaserJet 8000DN Printer	\$	2688.00
C2685A HP 2500CM Color Printer	\$	1264.00
C4089A HP Color LaserJet 4500N	\$	2592.00

**Scanners**

C7173A HP ScanJet 4200CXI	\$	164.00
C7193A HP ScanJet 5200CXI	\$	243.00
C6273A HP ScanJet 6200CXI Pro Series Color Scanner	\$	309.00

**InkJet Printers**

C2655A HP DeskJet 340	\$	236.00
C3279A Mac Adapter for HP DeskJet 340	\$	23.23
C3050A Carrying Case for DeskJet 340	\$	58.97
C2680A HP DeskJet 1120CXI	\$	420.00
C6409A HP DeskJet 880C	\$	257.00
C6411A HP DeskJet 810C	\$	175.00
C6410A HP DeskJet 895CXI	\$	340.00
C4530A HP DeskJet 2000CXI	\$	420.00

**COMPUTERS**

Bid #B000700 Valid thru 4/30/00

**Pruitt's**

Vendor Number: A0000036280  
 Contact: Hobert Pruitt, Jr  
 Telephone: 350-6916

Pentium II	400 MHz
Pentium III	450 MHz
Pentium III	500 MHz

All systems come with 1.44 MB 3.5" floppy drive, 4MB video card, 101 key keyboard, Microsoft Windows 98, Microsoft Mouse, and a mid-tower case.

Memory, monitor, hard drive, network card, sound card, and speakers are all options available in different specs to meet your needs.

# Reminders

## After-the-fact Purchase Orders

Orders placed by phone or fax without a Purchase Order are considered after-the-fact. When you contact a vendor for pricing, make sure he or she knows that you are NOT placing an order. After-the-fact orders placed without Purchase Orders are considered personal orders and become the responsibility of the individual.

## Emergency Orders

To assist with “emergencies,” we have established walk-thru times at **9–10am** and **2–3pm** every Monday through Friday. You may fax your Requisition at any time of the day; however, faxing it before 9am and before 2pm is more expedient. Walk-thru time exists for emergencies only and does not replace the regular requisitioning process. If you fax your Requisition, do not mail the origi-

nal. Bring it with you when you pick up the Purchase Order. If you encounter any problems with this schedule, call us at 6484 and we will work through it.

## Copy Center’s Policy on Test Material

Staff or faculty members unable to deliver test materials may authorize a student worker to deliver and pick up tests/exams; we will require a memo stating this authorization. Copy Center has been receiving exams through campus mail; however, we cannot return reproduced tests via campus mail. Tests may be either picked up or delivered by Copy Center personnel.

## Intercampus Mail

Remember to include the **recipient’s department name** on **ALL** intercampus mail.

