



**How to Buy Guide  
Procurement Services**

**FY 2014**

<http://procurement.nku.edu/>

## NKU Procurement Code of Ethics

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
5. Conduct business with the potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of the proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with the NAEP members and promote a spirit of unity and a keen interest in professional growth among them.



## Contact Procurement Services

### Our Location...

617 Lucas Administration Center  
Nunn Drive  
Highland Heights, KY 41099

Phone: (859) 572-5265  
Fax: (859) 572-6995  
E-mail: [purchasing@nku.edu](mailto:purchasing@nku.edu)

### Our People...

Jeff Strunk, CPPO Director Office: AC 621 Phone: (859) 572-6448 E-mail: <a href="mailto:strunk@nku.edu">strunk@nku.edu</a>		Blaine Gilmore, MPA Associate Director Office: AC 620 Phone: (859) 572-6449 E-mail: <a href="mailto:gilmoreb@nku.edu">gilmoreb@nku.edu</a>	Capital Construction Policies Procedures Product Sourcing Contract Management
Holly Vasquez Pro-Card Administrator Office: AC 617 Phone: (859) 572-5171 E-mail: <a href="mailto:vasquezhl@nku.edu">vasquezhl@nku.edu</a>	Procurement Card Computer Orders: <ul style="list-style-type: none"> <li>▪ Dell, Apple</li> </ul> Adobe Software	Sharon Koenig Expediting Specialist Office: AC 617 Phone: (859) 572-6605 E-mail: <a href="mailto:koenigs1@nku.edu">koenigs1@nku.edu</a>	Personal Service Contract Purchase Orders Purchase Requisitions Goods Receiving
Betty Castle Expediting Clerk Office: AC 617 Phone: (859) 572-5267 E-mail: <a href="mailto:castlebe@nku.edu">castlebe@nku.edu</a>	Vendor Setup Astra Room Scheduling Office Max Orders Purchase Order Faxing	Eli Baird Bid Specialist Office: AC 621 Phone: (859) 572-5266 E-mail: <a href="mailto:bairdel@nku.edu">bairdel@nku.edu</a>	Bids, Quotes, RFP's Insurance Surplus Property Laser Printer Contract
Nathan Templeton Student Surplus Specialist Phone: (859) 572-5119 E-mail: <a href="mailto:templetonn1@nku.edu">templetonn1@nku.edu</a>	Surplus	Stefanie Guffey Student Specialist Phone: (859) 572-5266 E-mail: <a href="mailto:guffeys1@mymail.nku.edu">guffeys1@mymail.nku.edu</a>	General Procurement

## Northern Kentucky University, Procurement Services Memo

To: All Departments  
From: Administrator  
CC: Jeff Strunk, Director of Procurement Services  
Date: 10/23/2013  
Re: NKU Procurement Policy for Large Purchases

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**Policy:** We would like to remind you that when acquisitions do not have to be formally bid there are still some basic guidelines to be followed.

Currently, anyone making a purchase over \$5000 is required to solicit at least three (3) price quotes and to attach copies of all quotes that were obtained to the requisition.

If you have a project or purchase that will cost over \$10,000 please contact Procurement before obtaining multiple quotes.

Projects are not to be artificially split to avoid reaching any specific spending thresholds and specifically the \$40,000 point at which we are legally required to issue formal solicitations.

**Contracts:** You are not authorized to sign any contract. If you do sign a contract you could be held personally liable for the amount of the contract. In most cases where the value of the purchase is less than \$5,000, the purchase order issued to fulfill your requisition becomes the contract. This avoids any issues with terms and conditions. In cases where the purchase amount is greater than \$5,000 or if a vendor/contractor will be coming onto University property to perform services or to provide work, Procurement Services may require that a formal written agreement be signed.

**Construction:** Construction, renovation, maintenance and repair work of any kind, or amount, is not to begin on campus until after the purchase order is issued and we have proof of insurance for the contractor on file in Procurement.

**Insurance:** The Contractor shall furnish the University the Certificates of Insurance and guarantee the maintenance of such coverage during the term of the Contract. The Contractor shall provide an original policy endorsement of its CGL insurance naming Northern Kentucky University and the directors, officers, trustees and employees of the University as additional insured on a primary and non-contributory basis as their interest appears. Additionally, the Contractor shall provide an original policy endorsement for Waiver of subrogation in favor of the Northern Kentucky University it's directors, officers, trustees and employees as additional insured.

Our basic insurance requirements are:

**Worker's Compensation and Employers' Liability Insurance:** The Contractor shall acquire and maintain Workers' Compensation insurance with Kentucky's statutory limits and Employers' Liability insurance with at least \$100,000 limits of liability.

**Comprehensive General Liability (CGL) Insurance** the limits of liability shall not be less than \$500,000 each occurrence for bodily injury and \$250,000 property damage.

**Comprehensive Automobile Liability Insurance:** To cover all owned, hired, leased or non-owned vehicles used on the Project. Coverage shall be for all vehicles including off the road tractors, cranes and rigging equipment and include pollution liability from vehicle upset or overturn. Policy limits shall not be less than \$500,000 for bodily injury and \$100,000 for property damage.

# How to Buy



Excess liability insurance in an umbrella form for excess coverages shall have a minimum of \$1,000,000 combined single limits for bodily injury and property damage for each.

The limits shall be increased or other types of insurance added as appropriate to cover any anticipated special exposures.

**Add'l  
Details:**

The contractor shall also show proof to be registered with the Secretary of State of the Commonwealth of Kentucky as either a domestic or foreign corporation and be in good standing.

**Contact:**

For additional information please contact Bid Specialist, Eli Baird, ([Bairde1@nku.edu](mailto:Bairde1@nku.edu)), or Associate Director, Blaine Gilmore, ([Gilmorebl@nku.edu](mailto:Gilmorebl@nku.edu)).

## Index of Services

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## I. How to Buy - Furniture

### **Service...**

The Office of University Architect, Design, and Construction Management is responsible for setting furniture standards for all University furnishings. They can assist you in determining your furniture/workstation needs, obtaining quotes, and approving items you would like to order. All furniture items must be approved by their office to ensure they meet safety codes and conform to university standards for quality, health, and safety.

Once you have obtained a quote for approved items, enter a purchase requisition into SAP. Make sure to attach all quotes and drawings.

### **Additional Information...**

The NKU Wellness Center has several ergonomic work station items such as chairs, keyboard trays, etc. that have been approved. You can preview these items in the Wellness Center. Several of the items can be checked out to “try before you buy”. These items can be ordered with a purchase requisition or procurement card. If ordered with a procurement card, you must contact Tina Herald ([heraldt2@nku.edu](mailto:heraldt2@nku.edu) or x6453) to tag any item that is over \$500.

### **Contact...**

For assistance in determining your furniture/workstation needs, obtaining quotes, or getting approval for items you would like to order, contact Mary Lee Schott at [schottm@nku.edu](mailto:schottm@nku.edu) or x1367.

To preview ergonomic items available through the Wellness Center, visit their webpage at <http://wellness.nku.edu/employee/services/tbyb.html> or call x1922 to schedule an appointment to view equipment.

For additional information about placing furniture orders, contact Procurement Services at x5265.

## II. How to Buy – Computers

### **Service...**

NKU currently has contracts in place with Dell & Apple. You must contact IT to obtain computer quotes using the IT Infra Service Request. All computer orders must be purchased via a purchase requisition in SAP. Please attach the quote to the requisition. Computer cannot be purchased with the P-Card. All computer equipment must be tagged and tracked by the comptrollers office.

Only pre-approved computers may be purchased, unless approved by IT.

### **Links...**

Infra Service Request - <http://infra.nku.edu/InfraForms/>

PC Order - <http://webapps.nku.edu/pcorder/>

### **Contact...**

For additional information, please contact the IT department X-6911.



## III. How to Buy – Office Supplies

### Service...

Office Max provides NKU with a powerful online platform to provide departments an easy way to order office supplies. The Office Max Solutions platform provides live on-line assistance and free training:

<http://www.officemaxworkplace.com/>

### First Time Users...

New users should review the Office Max introduction guide, which provides a brief overview of the services, return policy, frequently asked questions, contact information for sales representative and sample documents:

[http://procurement.nku.edu/content/dam/Procurement/docs/Resources/OfficeMax\\_Intro\\_Guide.pdf](http://procurement.nku.edu/content/dam/Procurement/docs/Resources/OfficeMax_Intro_Guide.pdf)

Please follow the link below to register once you have viewed the introduction guide:

<https://maxbuyer.officemax.com/integration/admin.processPostLogin.web?Username=012318reguser186&Password=gH85fT>

### Deliveries...

In support of OfficeMax's and NKU's "green" efforts, we will receive deliveries on-campus Monday, Wednesday and Friday

### Method of Payment...

All orders must be placed on-line and be paid via procurement card at the time of ordering.

### Additional Information...

Once you have setup your account you can use the Office Max user guide for help:

[http://procurement.nku.edu/content/dam/Procurement/docs/Resources/User\\_Guide.pdf](http://procurement.nku.edu/content/dam/Procurement/docs/Resources/User_Guide.pdf)

Or visit the NKU Office Max website:

<http://procurement.nku.edu/price-contracts/Officesupply.html>

### Contact...

Procurement Services at ext. 5265, OfficeMax's Electronic Commerce Help Desk at 1-800-817-8132

## IV. How to Buy – Printing Services

### **Service...**

University Printing provides all NKU departments design, printing, copying and mailing services. Services include designing and printing publications, reproducing copies, UPS, mailing services and delivery needs.

### **Copy Services...**

Our copying services range from reproducing small single-sided requests to large tape bound books and carbonless forms. Exams, confidential material or urgent requests are processed while you wait.

### **Design/Prep Services...**

University Printing's Design/Prepress team will create attractive solutions that effectively communicate your message and fit within your budget. The products range from business cards to newsletters, brochures, posters (including large format), postcards and books for departmental use.

### **Offset Printing Services...**

Our offset printing team is committed to continually improving our services. We provide a wide variety of services for printing publications and various materials. Our services range from business cards and brochures to books and newsletters.

### **Additional Requests/Information...**

For additional requests or further information please visit the University Printing website:

<http://busaux.nku.edu/universityprinting.html>

Or contact JoAnn Fincken ([Fincken@nku.edu](mailto:Fincken@nku.edu) X-5269)

## V. How to Buy – Insurance Riders

### Service...

Rental Equipment and Fine Arts can be covered under the Commonwealth's temporary Inland Marine program. This is to cover, contractor equipment, utility equipment, tools, fine arts that are not scheduled on inventory (no asset #). Departments requesting this insurance should contact Eli Baird ([Bairdel@nku.edu](mailto:Bairdel@nku.edu) X-5266) with the value of the equipment/fine art, make, model, VIN number, and dates of rental. Departments will be responsible for processing payment of the insurance invoice.

### Additional Information...

Anytime NKU hosts an art exhibit or show all artwork needs to be scheduled through the Commonwealth's temporary Inland Marine program. The requesting department will need to contact Procurement Services prior to the event. At this time you will need to provide in writing the title, value and dates the artwork will be on campus. Transit insurance is also available. The requesting department will be responsible for processing payment of the insurance invoice.

### Contact...

For additional questions please contact Eli Baird ([Bairdel@nku.edu](mailto:Bairdel@nku.edu) X-5266).

## VI. How to Buy – Hotel Accommodations

### Service...

Procurement Services keeps a listing of local lodging rates, which is updated annually on the Procurement Services website. The listing contains current rates, room prices, address and contact information. Please follow the link below:

<http://procurement.nku.edu/price-contracts.html>

### Additional Information...

Additional Travel information is available on the Comptroller website:

<http://comptroller.nku.edu/travel.html>

### Contact...

For additional lodging rates information please contact Eli Baird ([Bairdel@nku.edu](mailto:Bairdel@nku.edu) X-5266).

For additional travel information please contact Jenifer Remnant ([remnantj1@nku.edu](mailto:remnantj1@nku.edu) X-6328).

## VII. How to Buy – Surplus Property

### Service...

Departments are encouraged to view surplus items during the hours of operation. There is **no cost** for departments to claim surplus materials or equipment, but the item(s) must be used by the department and are not permitted to leave campus, be sold, or given to individuals for personal use. In some cases items can be donated, please review our donation procedures for more information.

In most cases an internal work order through the labor crew can be used to transfer the items, however if items have an NKU Asset tag then a Surplus Transfer Form must be filled to transfer the items to the receiving department's inventory.

### Hours of Operation...

Surplus is open most business days, however the open hours are very limited. Please check the surplus website for frequently updated hours of operation:

<http://procurement.nku.edu/surplus.html>

### Contact...

For additional information about surplus please contact Eli Baird ([Bairde1@nku.edu](mailto:Bairde1@nku.edu) X-5266) or Nathan Templeton ([Templeton1@nku.edu](mailto:Templeton1@nku.edu) X-5119).

### Additional Services...

Surplus also offers a wide variety of incentives and services to NKU faculty, staff, students and general public. Below is a listing of services with links to the general descriptions

“Buy it Now” Pricing -

<http://procurement.nku.edu/content/dam/Procurement/docs/Surplus/SURPLUS%20PRICES.pdf>

Gov Deals Online NKU Auction – <http://govdeals.com/nku>

Additional Information - <http://procurement.nku.edu/surplus.html>

Donations -

<http://procurement.nku.edu/content/dam/Procurement/docs/Surplus/Donation%20Procedures.pdf>

### Forms...

Surplus Transfer Forms – Can be obtained from Mail Distribution Services

## VIII. How to Buy – Laser Printer Maintenance

### **Contract Scope...**

Effective July 1<sup>st</sup>, 2013 NKU will enter into a new maintenance contract with Complete Printer Source (CPS) for the maintenance, repairs and replacement parts of all laser printers. All departments are required to complete a laser printer form (linked below) and send to Eli Baird ([bairdel@nku.edu](mailto:bairdel@nku.edu), AC 617). The annual maintenance fee over the next three years will be \$50/printer. Loaner printers are included with the \$50 maintenance fee. Arrangements for loaners should be made with CPS prior to service.

### **Service...**

Complete Printer Source (CPS) will provide maintenance on HP, Lexmark and Apple laser printers only. CPS will not clear codes or clear certain network issues. Please refer to your printer instruction manual or enter an IT Help Desk Service Request. CPS should not be called if you just need your printer cleaned. Preventative Maintenance and routine cleaning are not part of this contract. Service will be provided by the end of the next business day after report. They can perform this work but your department will be charged their regular service fee. Additionally, if your laser printer is not under a service contract and requires service, you will be charged for time and materials, at a service rate of \$60.00/hour, plus parts.

All parts and materials required for the proper maintenance of the laser printers under contract shall be provided by CPS, with the exception being parts listed as Consumables. As determined by NKU, the following parts are considered consumables:

- Toner Cartridge
- Drum Unit
- Transfer Assembly
- Paper

All other parts are considered non-consumable and will be maintained by CPS.

### **Contact...**

Contact CPS at 859-581-1768 or at [sales@cps4service.com](mailto:sales@cps4service.com) to schedule on-site service for printers on the maintenance contract. When you call, provide with the make, model and five digit NKU asset tag number of the printer. Also provide contact name, phone number and printer location. Please give CPS as much information about the problem as possible. Many times CPS can diagnose and solve the problem over the phone. At this time you should also inform CPS whether or not you're in need of a loaner printer.

### **Additional Details...**

Paper may be purchased from Mail Distribution Central Stores. Toner, drum units and transfer assemblies may be purchased through Office Max. If you have any questions about the contract do not hesitate to call or email Eli Baird, 859-572-5266, [Bairdel@nku.edu](mailto:Bairdel@nku.edu) or CPS.

### **Forms...**

Laser Printer Form - <http://procurement.nku.edu/forms.html>

## IX. How to Buy – Vehicle Rental

### Contract Scope...

Northern Kentucky University has a preferred partnership with Enterprise Rent-A-Car. Northern Kentucky University employees will receive special discounted rates at all Enterprise locations. Enterprise has agreed to provide us with free pick up and return service at the start and end of all our rentals. Our customer number for local business use XZ38332 and includes both damage waiver and liability protection. Our customer number for business use at airports is XZ38332 and also includes both damage waiver and liability protection.

Enterprise has generously extended this program to all Northern Kentucky University employees for personal use, too! So if you have a family trip coming up, or want a vehicle for a special event, you can access this program for that, as well. Our customer number for personal use is 38N0884. For more details, simply visit the travel website.

### Service...

1. NKU renter calls Enterprise to make a reservation or if booked online calls with desired drop off location (parking lot). For university business rentals use account # XZ38332.

2. Renter provides phone # to department/office and a secondary phone # (cell or home) to which we can call when the car is on the way if there is a situation where we would drop off the rental before the scheduled time. Note: charges will start at scheduled time. Rentals bill out on a 24 hour billing cycle.

A. Enterprise will deliver the car to the designated park lot that renter specifies and renter will meet our representative at the car and parking lot. Renter must then get a temporary parking permit from parking services to eliminate getting ticketed.

B. Renter may choose to pick up the rental car at the Newport office at 1746 Monmouth St. or any local Enterprise. Parking may be available to leave their personal car for free. A night drop box is available to leave keys if returning after 6 pm.

3. A. Renter must contact Enterprise when they are done with rental in order to stop charges. Enterprise does not track expected return dates because they often change.

B. NKU renter must return rental car/ van to the Welcome Center Parking Garage next to PARKING SERVICES building and give the level inside the garage the vehicle is parked (Top level is easiest if space is available).

**\*\*Keys must be placed in the Enterprise Rent A Car key drop box located on the corner of the Parking Services building closest to the parking lot.**

**\*\*Failure to park vehicle in Welcome Center Garage may result in possible citations. Parking citations will not be paid by NKU. Citations made due to failure to return the car to the appropriate lot will be the responsibility of the individual renting the car.**

4. If NKU renter would prefer to return car to Newport location, free transportation is available between 8am and 530pm M-F. The advantage to this is the renter and NKU is then relieved of responsibility of the rental car and renter can get a copy of their bill. Should renter not be able to return by 6pm, there is a night drop box available at the Newport location.

5. On Friday evening returns, renter will be responsible for getting car to Enterprise location in order to not get charged for the weekend. If returned by 5pm, Enterprise can drive renter back to NKU campus free of charge. After hours (6pm) returns and be put into the night drop box located on the north side of the Newport Enterprise location (signage on building).

**\*\*12 passenger van rates:\*\* \$85.99/day \$509.99/week Monday -Thursday**

Note: per NKU Contract Agreement Friday rentals that are delivered by 1pm and returned to the Enterprise branch in Newport by 1pm Saturday will bill for 1 day @ \$85.99. Van rentals that begin on Friday after 1pm or Saturday morning and are returned on Saturday by 3pm to the Enterprise branch (drop box) will be charged out \$129. Vans rented Friday afternoon or Saturday morning and returned after 3pm will be charged 2 days @ \$85.99.

**Online Scheduler...**

[http://www.enterprise.com/car\\_rental/home.do](http://www.enterprise.com/car_rental/home.do)

**Additional Details...**

For questions or further details feel free to contact Enterprise at 859-431-2828. To get a copy of your receipt go to Enterprise.com and click on the “Rent A Car” tab. Fill in required fields. We appreciate our business partnership with NKU.

**NKU Van or Bus Rental...**

NKU Operations and Maintenance offers the following options for internal rentals:

- 12-Passenger Van
- Pickup Truck
- Box Truck
- Minibus
- 47-Passenger Bus

For rates and rental procedures please visit the link below:

<http://oper-maint.nku.edu/services/transportationreservations.html>

Or contact Karen Dawn ([Dawnkl@nku.edu](mailto:Dawnkl@nku.edu) X-6107)

## X. How to Buy – Event Insurance

### **Service...**

NKU has teamed up with URMIA to offer the Tulip service. Tulip offers third parties (users) an easy way to obtain special event liability coverage. It is designed for third party users who do not carry liability insurance and is offered at a low cost. It is event-specific and can also cover vendors, performers and exhibitors, if needed. It protects both the institution user (the third party) and the institution against claims by third parties who may be injured or experience damage to property as a result of participating in an event.

All NKU departments hosting events involving a third party should require a certificate of insurance from said third party. Tulip offers these third parties an easy and convenient method to obtain the certificate of insurance. Please see the link below to view Event Insurance requirements:

<http://procurement.nku.edu/risk-management/insurance.html>

Events may range from low risk events such as classroom seminars, receptions, or weddings to high risk events including festivals and fairs, sports events, or concerts. The policy has exclusions for certain high-risk activities. Facility users may need to obtain coverage from another insurer if their event does not qualify for the TULIP program

TULIP can only be purchased when the event takes place in an institution-owned facility or property. It does not extend to other properties.

### **How Does it Work?..**

The process is simple! Visit the tulip website: <https://tulip.ajgrms.com/>

Third party users should click on the Quick Quote Tab. The system will help you find NKU and the respective venue.

The link will guide you through the process to purchase coverage via credit card. Upon completion of the transaction, you and the institution will receive a certificate/binder of coverage via e-mail.

For all events, the institution will be named as Additional Insured.

### **Contact...**

For more information contact Eli Baird ([BairdeI@nku.edu](mailto:BairdeI@nku.edu) X-5266).



## XI. Promotional Items

### **Service...**

Promotional items are available for purchase through approved licensed vendors only, a listing of those vendors can be found on the Alumni Association page:

[http://c.ymcdn.com/sites/alumniconnect.nku.edu/resource/resmgr/licensee\\_list\\_as\\_of\\_06-04-20.pdf](http://c.ymcdn.com/sites/alumniconnect.nku.edu/resource/resmgr/licensee_list_as_of_06-04-20.pdf)

Each vendor listed provides an address, contact information and brief description of services, whether it be apparel, headwear, or non-apparel (promotional items).

The Alumni Association also provides a guide on how to use approved NKU logos, please review this guide prior to buying any promotional items:

<http://c.ymcdn.com/sites/alumniconnect.nku.edu/resource/resmgr/docs/nkulogousagemanual05.pdf>

### **Additional Details...**

NKU merchandise is available at all times from the NKU Bookstore and Barnes & Noble:

<http://nku.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=65199&catalogId=10001&langId=-1>

For additional information on licensing, licensed vendors, or how to use logos please visit the Alumni Association's licensing webpage or contact Deidra Fajack, director of Alumni Programs and Licensing ([fajackd@nku.edu](mailto:fajackd@nku.edu)).

<http://alumniconnect.nku.edu/?page=Licensinginfo>