Online Office Supply Store...

The Office of Procurement and Business Services is excited to announce the launch of a CCU-customized, online “store” for desktop-delivered office supplies beginning August 1. Through a recent request for proposals and review process with the existing state contract vendors, a partnership has been formed with Forms and Supply, Inc. (FSI) to be the preferred vendor for these supplies.

Working with the University to obtain historical data on types and quantities of product purchases, FSI has developed an initial “core list” of 215 frequently-purchased items and will provide those items at a substantial cost savings over the state contract price. This core list will comprise an “online store” and users are strongly encouraged to purchase from this special list of items to obtain maximum savings for your department and the University.

Additional items not on the core list will be available for purchase at a discount; however, the core list will offer an ample selection of products to satisfy most purchase requirements. The core list will be reviewed with the University on a regular basis and items will be added or removed as needed.

All orders for items which have not been part of the state contract for desktop-delivered office supplies (copy paper, HP ink and toner, furniture, technology items, etc.) should continue to be placed with those respective vendors. You should have already received an e-mail providing the link to FSI’s online store and instructions on establishing an account through them. All purchases must be made with a P-Card.

The Office of Procurement and Business Services is pleased to have worked to provide this cost-savings service for the University. **We thank you in advance for your cooperation in making purchases through FSI beginning August 1.** If you have any additional questions, please e-mail Suzanne Beverly at Beverly@coastal.edu or call her at extension 2148. Individuals who are not P-Card holders but wish to have access to the online store should send an e-mail to Suzanne to receive the setup instructions.

New State Contracts...

A new Microsoft contract became effective July 25, 2011 with CompuCom Systems, Inc. All Microsoft orders must be processed by the OPBS via a Purchase Requisition. **P-Card orders are not permitted at this time.** Visit [http://www.procurementlaw.sc.gov/webfiles/IT_CONTR/Microsoft.pdf](http://www.procurementlaw.sc.gov/webfiles/IT_CONTR/Microsoft.pdf) for pricing. For assistance, contact Compucom Systems representative David Williams, email: David.Williams@compucom.com or at 704-307-4723.

Purchase Requisition Required...

Please be reminded that the Office of Procurement and Business Services (OPBS) requires a completed purchase requisition, with all appropriate approval signatures, before proceeding with the purchasing process. This will include those where specifications have to be developed prior to issuing a solicitation. In cases where the vendor is unknown at the time the purchase requisition is initiated, a suggested vendor should be entered on the requisition and attached documentation should include at least one quote, minimum product or service specifications, a potential vendor list and any other pertinent information. **Requisitions without the proper approvals and attachments will be returned to the initiator.**

Please keep in mind that the solicitation process takes a minimum of 10 days advertisement plus additional upfront time for specification review, bid evaluation and award based on the amount of the purchase. The initiator is responsible for ensuring that the OPBS receives their request within an appropriate timeframe to satisfy these requirements.
Sending Items to the CCU Warehouse…

With the various new and pending construction projects and building renovations, space in the CCU Warehouse is at a premium. Please be reminded of the following University policies and procedures:

Surplus Property
Before any item declared as “Surplus” by a University department is sent to Central Receiving for storage, the Department Head must provide written notification to the Supply Manager showing the description and category of use (designation) of the item(s). The materials will not be picked up for storage without a designation(s) such as the following:

1. Convenience Storage
These are items which are used periodically or seasonally and are requested to be stored in a warehouse as a matter of convenience. A specific time frame must be stated (not to exceed six months).

2. Available for Use
These are items that are in usable condition but are no longer needed by the department to which they were previously assigned. They are available for use elsewhere in the University.

3. Disposal
These are items that are worn out and/or can no longer be used by any department within the University. The Supply Manager of Central Receiving will determine the method of disposal of such items, as required by State Regulations.

An e-mail should be sent to Suzanne Beverly at Beverly@coastal.edu in advance to check for space availability.

Furniture Purchases…
Your first point of contact for furniture purchases should be Prison Industries. Send Request for Quotes to scdci.custserv@doc.state.sc.us or by calling 1-800-922-8121. Their online catalog is available at http://www.scprisonindustries.com/.

If Prison Industries cannot meet your needs, your next step should be to contact a state contract vendor(s). There are two state contracts for furniture purchases, supplying metal and wood furniture, with multiple vendors to choose from. The contracts provide high quality furniture products offering longevity, value, and professional appearance. Products offered on contract are commercial grade with extended warranties, meet or exceed standards for fire-retardant fabrics, low VOC paint finishes, ergonomic criteria including, lumbar support, hydraulic lifts, etc. Finishes on wood products are water-based and nonpolluting. Office furnishings and services should be selected from one of these contracted vendors; sales representatives may be contacted directly by the requesting department.

Representatives will provide additional information about specific products and pricing. To view this contract, go to http://procurement.sc.gov/PS/agency/PS-agency-goods-and-services.phtm; look under the “Office Supplies, Furniture, and Appliances” section. Furniture purchases from non-state contract vendors are not permitted unless Prison Industries or the state contract vendors cannot meet your needs.

CHECK OUT MORE HOT NEWS AT WWW.COASTAL.EDU/PROCUREMENT