

CPM Sense

Retirement Announcement

Though it won't be the same around here without him, please join our office in wishing thanks and congratulations to Robert Yonemitsu for his twenty six years of service and his upcoming retirement!



Date:
Thursday,
October 18th, 2007

Time:
1:00 pm to 3:00 pm

Location:
SDSU Faculty Staff
Center

Buy Recycled!



Learn more about the
CSU's Buy Recycled
Program at:
<http://www.calstate.edu/Cs/p/recycle/recycle.shtml>

Policy Manual

705. Printing and Binding Orders (rev 3/19/01)

Ref: Chapter 1097 of 1993 Statutes, Section 8.

Printing, binding, stapling, and other related service needs of a campus are often available from on-campus providers such as central reprographics or self-supporting copy centers. Whenever such needs can be accommodated locally, these service providers shall be considered first.

Off-campus solicitations for printing, binding, or other related services from private printers are subject to the

CSU's competitive bidding requirements.

A campus may contract with, or request work to be performed by, the Office of the State Printer (a Division of the DGS) for printing or binding services whenever it is determined that greater efficiency would be served by doing so.

If you have any feedback on this newsletter or suggestions on any topic, please email me at jfrott@mail.sdsu.edu

Contract and Procurement Management

Awardee of the 2006

Achievement of
Excellence
In Procurement®



SAN DIEGO STATE
UNIVERSITY



Contracts, Agreements and Obligations

1 a: a binding agreement between two or more persons or parties; *especially:* one legally enforceable **b:** a business arrangement for the supply of goods or services at a fixed price **c:** a document describing the terms of a contract

2 a: an arrangement as to a course of action **b:** a contract duly executed and legally binding **c:** the language or instrument embodying such a contract

3 a: the action of obligating oneself to a course of action **b:** something (as a formal contract, a promise, or the demands of conscience or custom) that obligates one to a course of action **c:** a debt security (as a mortgage or corporate bond) **d:** a commitment (as by a

government) to pay a particular sum of money **e:** a condition or feeling of being obligated **f:** something one is bound to.

Whatever you want to call it, if it involves an exchange of money, performance or service and you can't accomplish it with your PCC then it should go through Contract and Procurement Management.

Please **do not sign** any contracts, agreements, leases, work orders, etc., with another party. Contact CPM to review the document. Buyers are familiar with state laws governing the CSU system's authority.

"All proposed contracts or agreements that obligate the University in any manner,

financially or by actual performance, must be reviewed and signed by the appropriate delegated level within Business and Financial Affairs prior to commencement of any performance specified therein."

Proposed contracts or agreements that involve the transfer of intangible intellectual property, any waiver of standard CSU Terms and Conditions, if SDSU is required to indemnify others, the use of the SDSU logo/identity, when the governing state law is other than California, potential conflict of interest or advance payments all require review and approval by the appropriate delegated authority.

Call x45243 with questions.



Requisition 101

Line "Type" field:

When entering a requisition, this field will allow you to select between amount based and quantity based line types. What does that mean? If you have an on-going service that may or may not vary in price from month to month, then you have an amount based line type. If you are ordering a specific item or several items that will only be received one time, then you have a quantity based line type. Examples of each would be a printer maintenance contract as an amount based line type and a dozen spools of wire as a quantity based line type. If you have a list of items that will be invoiced as individual items, then you need quantity based line types on your requisition. This helps both Receiving and Accounts Payable to match packing slips and invoices to the purchase order created by your requisition. Select Capital Asset when the item you are ordering is \$5,000 or more. Select Equipment when the item you are ordering is between \$1,500 and \$5,000. This will identify the item to the receivers as a Capital Asset or as Equipment so these items can receive a property tag.

Buy Recycled Paper It's Good for the Forest and Good for the Trees!

SDSU has had a successful paper and cardboard recycling program for the past decade utilizing the blue desk side bins, tan corridor bins and green recycling dumpsters. But recycling used paper is only part of the process. Have you ever wondered what happens to the tons of paper products collected from the campus annually? The recycled material is sent to a paper factory where it is mixed with water to separate paper fiber from contaminants like ink, glue and paper clips. The pulp produced is mixed with new wood pulp and then pressed, dried and cut for consumer products. Purchasing these recycled content paper products saves trees. According to EDCO Waste and Recycling Services, every ton of recycled paper produced saves 17 trees and uses

64% less energy to produce than paper made from virgin wood pulp.

The recycled paper produced today is not the dull, flimsy product that used to jam in copy machines and printers. Recycled content paper is being used in many offices on campus with excellent results and is indistinguishable from 100% virgin paper. Pricing on recycled content paper is also comparable to virgin paper products. The CSU Buy Recycled Products Campaign requires that 25% of all dollars spent on printing and writing paper be for 30% or more post consumer recycled content paper. So the next time you place an order for copy paper from Office Max, consider ordering recycled content paper. It's good for the environment and good for

the campus.

Examples of OfficeMax recycled papers that have been tested with excellent results:

Boise Aspen Recycled Copy Paper P1054901-CTN
10 ream carton, \$30.14
30% post consumer content
8-1/2" x 11"
White
20 lb.
Brightness 92

Boise Splox Recycled Paper Delivery System P1SP-RC20
2500 sheet box \$16.37
Half the size of full carton with a carrying handle-- weighs only 25 lbs.
30% post consumer content
8-1/2" x 11"
White
20 lb.
Brightness 92

Thanks to **Amy Raymond**, Environmental Health and Safety

Small Business and DVBE Update

The State of California has set a participation goal of 25% of all dollars spent to go to California Certified Small Businesses. The State also has a goal of 3% of all dollars spent to go to California Certified Disabled Veteran Business Enterprises (DVBE). SDSU is committed to achieving these goals. Please contact CPM for help locating SB/DVBE vendors for your next purchase.

SB/DVBE: Countywide Mechanical Systems Inc., Electrical, HVAC, Plumbing 619-337-9200

SB/DVBE: Video Electronics, Appliances, electronics and repairs 619-284-9922

SB: Cable Techniques, Cables, Cat5, fiber optic, www.cableteq.com 858-636-7834

The listings of these businesses do not imply any endorsement of the organization, its goods or services.

For a complete searchable database of all California certified SB/DVBE firms go to www.pd.dgs.ca.gov/smbu/default.htm