



# Purchasing Newsletter

VOLUME 1, ISSUE 6

JUNE 8, 2011

## SPECIAL POINTS OF INTEREST:

- **Mailing Systems Delivers FedEx**
- **PCard & A/P have moved**
- **UNM Web Communication Services**

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## UNM Mailing Systems FedEx Delivery

Beginning June 1, 2011, UNM Mailing Systems will begin delivery of FedEx Overnight packages to Main Campus delivery points as well as certain off-campus locations. Health Sciences Center FedEx deliveries will not be affected: those will continue to be delivered by the same efficient staff at HSC Shipping and Receiving. FedEx First Overnight will continue to be delivered before 8:00 AM by FedEx. The primary benefit of this transition is the reduction of vendor traffic

in highly congested areas of the campus. By incorporating FedEx deliveries into the mail routes, the need for most FedEx vehicles to enter the campus will be eliminated. Another benefit is the improved timeliness of deliveries plus an extended pick up deadline for outbound packages. To add even greater convenience for the campus, we will be installing four FedEx drop boxes around campus which will have later afternoon pick up times. Tentatively, these will be located inside the

Student Union Building, John & June Perovich Business Center, Dane Smith Hall, and Student Residence Center Commons.

To ensure a smooth transition from FedEx to UNM Mailing Systems, we ask that Mail Stop Codes be included in your "ship-to" address whenever your order is to be shipped via FedEx Overnight, as well as in any transaction that will result in a shipment to the campus.

View FAQs about the change [here](#).

## UNM Web Communication Services

Does your department need help with a web site, but you don't have a webmaster on staff? Did you know that University Web Communication Services provides professional services to departments that may not have

the need for an in-house Webmaster, but may have periodic needs for their website that go beyond the capabilities of their staff? The Web Services team can handle projects from simple content updates to complete

website management. If you'd like more information on University Web Communication Services, please visit their web site at <http://webmaster.unm.edu/services/index.html>.



Do you have a comment or question for the newsletter? [Email us!](#)

PURCHASING  
NEWSLETTER

## USPS Rate Changes

U.S. Postal Service Prices were changed on April 17, 2011.

Prices changed across most mail classes including First-Class Mail®, Standard Mail®, Periodicals, Package Services and Extra Services, and

International Mail. Please click [here](#) for a complete list of the new rates.

Please note: the price of a one ounce letter will not change. It will remain \$0.44.

Mailing Systems and Purchasing wanted to make you

aware of the new rates as you prepare to start the new fiscal year. If you have any questions about rates or any of Mailing Systems services, please visit their web site at <http://mailingsystems.unm.edu/>.

## New Audio Visual Contracts

The University of New Mexico recently requested proposals to establish Indefinite Quantity Price Agreement(s) with a short list of vendors who specialize in providing:

1. Audio, Video and Control (AVC) to include Video Teleconferencing (VTC) and Web conferencing equipment and services
2. Audio Visual (A/V) equipment rental and set-up for both on and off-campus events

3. A/V sales, services and installation to include but not limited to a complete system integration.

The responses were evaluated and awarded as follows based on highest point scores:

Advanced Presentation Systems was awarded based on all three components of the RFP.

CCS, Professional Business Systems Inc, Digital Video Networks LLC, AVDB

Group, and ExhibitOne were awarded based on components one and three of the RFP.

Alliance Audio Visual was awarded based on component one of the RFP.

As always, Purchasing strives to negotiate the very best contracts for departments, including price, service and terms. Please keep these new contracts in mind for your audio visual purchases.

## Vehicle Purchases

The end of the year is a busy time for PPD Automotive. Many departments order vehicles near the end of the fiscal year. Unfortunately, many times the vehicle your department wants to order may already have been built-out. When this happens, Automotive will attempt to find an alternate

vehicle, but that isn't always possible.

The later you wait to place a vehicle order, the more likely the vehicle you want will no longer be available. We know you might need to encumber funds in the current fiscal year for a vehicle purchase, so we wanted to give you a heads up about

getting started earlier rather than later.

If your department is planning a vehicle purchase this year, we would encourage you to contact PPD Automotive to verify that the vehicle you want is available and to assist you with getting a quote.

## Employee Moving Discount

UNM and Prudential Sandia Real Estate have partnered to bring significant discounts to students, faculty and staff with discount prices on many services when buying or selling a home.

Buying or selling a home can be expensive and stressful. We have developed a

complete Employee Discount package that includes free credit report; free appraisal, free origination fee, as well as many other discounted benefits while reducing stress by keeping the process simple and as paperless as possible. UNM Students, Faculty and Staff can take advantage of these discounted ser-

vices by visiting [www.GetMovingnm.com/unm](http://www.GetMovingnm.com/unm) and registering to get an overview of their available discounted services. You may also directly contact Judy Camp at (505) 699-0465 or by email at [jcamp@unm.edu](mailto:jcamp@unm.edu) for more information.

## Airport Parking with Enterprise

We have some important information for those travelers who rent vehicles from the Enterprise Sunport location. Unfortunately, Enterprise no longer has

parking at the airport location for personal vehicles. Enterprise would like the University community to know they regret this situation and any inconven-

ience it may cause our business travelers.

## PCard & Accounts Payable Have Moved

Big news! Purchasing and Accounts Payable have merged and are now both located in the Perovich Business Center, Suite 2600. The PCard, Vendor Maintenance and Training staff have moved into Suite 2400 of the Business Center, where Accounts Payable was formerly

located. Phone and fax numbers have not changed.

If you have invoices to turn into A/P, please take them to the Purchasing office. PCard reconciliations, applications and modifications can be delivered to the old A/P office. We're working on

changing signs, and apologize for any confusion, but we're all excited to be working together more closely. This should increase efficiency and allow all of us to provide better service to you, our customers.

## What Do You Think?

We'd love to hear your feedback on our Purchasing Newsletter. What kind of information would you like to see in future issues? We want this to be useful to you, so please send your comments and/or suggestions to [aortiz@unm.edu](mailto:aortiz@unm.edu).

Thanks for reading!

### Purchasing Department

MSC01 1240  
I University of New Mexico  
Albuquerque, NM 87131-0001

Phone: 505-277-2036

Fax: 505-277-7774

E-mail: [purch@unm.edu](mailto:purch@unm.edu)

Website: [www.unm.edu/~purch](http://www.unm.edu/~purch)