



# Procurement Matters... *We Aim for Exemplary Customer Service*

Procurement and Contracts  
July 18, 2008

<http://uwf.edu/procurement/internal>



## We've Moved

Procurement and Contracts has a new home. We are now located in **Building 90** on the south side of the building (looking at the building from the parking lot we are on the far right end). Our special thanks to Facilities Management for their superior service. It is greatly appreciated.

Even though Procurement and Contracts has moved, we still provide the same exemplary customer service.

## Correction

The Editor humbly admits incorrect information was displayed in the last issue of the Procurement Matters newsletter. Fortunately, there are those in our readership that are willing to help us provide only the best, most accurate information. Our thanks to our readers for the support, our reason for being.

The correction is as follows:

**Operating Capital Outlay (OCO)** - hardback covered bound books, the value or cost of which is \$250 or more. (Previously stated to be \$100).



## Screen Saver

**Kill the screen saver.** You don't need it. Screen savers, such as the flying toasters, were invented for tube monitors to prevent burn-in, a permanent shadow branded into the phosphors of your monitor when you left an image on your monitor all weekend.

Flat-screen LCD monitors don't burn in. When you're not sitting in front of your monitor it should be off. Removing the screen savers from 36,000 computers will cut tons of CO<sub>2</sub>, which is claimed to be equivalent to taking 140 cars off the road for a year.

*Reference: Don Wilmott's blog posts provided by LifeWire, New York Times Company*

**Let your flying toasters crash and burn.**



## New Web Page

Procurement and Contracts now has two websites, external and internal. The external website addresses issues pertaining to our vendors and the internal provides information pertinent to your needs. Check out this website:

<http://www.uwf.edu/procurement/internal/>

For your convenience the link is also on the Go Shopping page.



## MBE Vendors

The University of West Florida supports efforts to maximize the amount of purchases made from certified minority Business Enterprise firms. Check out the UWF MBE website at:

<http://www.uwf.edu/procurement/pages/mbep.cfm>

Do you wish you had more choice of vendors for your purchases? Do you know where to find a list of MBE vendors? The Florida Office of Supplier Diversity makes it very convenient to search for certified minority/women owned vendors in your local area. Click on the web link to see:

<http://vendorstrator.dms.myflorida.com/directory>

For your convenience, the Minority Vendor Locator is also listed on the **Go Shopping** tab in Argus.

## Small Business Procurement Conference

You're probably wondering what this has to do with you. We need your help. We are asking you to inform your women/minority owned business contacts that the University is sponsoring this event to promote their business through state certification, training and networking with area agencies. State certified businesses are listed in the Florida Office of Supplier Diversity so that they can easily be found for business opportunities. Using state certified businesses helps the University meet goals established by the Governor. Everyone benefits.



**Thursday, August 14, 2008  
9 AM to 3 PM**

**UWF Conference Centers A, B, C & Lounge  
FREE**

**Flyer containing complete information is located at:**

<http://uwf.edu/procurement/SmlBusConfFlyer.pdf>

## You Could Win

Office Depot will be coming soon to the UWF campus! Nicole Colony will provide updated catalogs, distribute samples and present a drawing for a personal shredder.



**Wednesday, July 30, 2008  
10:30 AM to 1 PM  
UWF Commons Auditorium**

**Mark your calendar!**