Procurement Office

Division of Business Services

March is National Procurement Month, we would like to thank our customers throughout the university.

"The more that you read, the more things you will know. The more that you learn, the more places you'll go." Dr. Seuss

"We cannot solve our problems with the same thinking we used when we created them." Albert Einstein

Purchasing professionals do not just "buy". They find solutions through innovative methods. The research and thinking that goes into RFPs, formal and informal negotiations is robust, and many proposals awarded to the vendors whose responses often solve those problems in a manner never imagined. Although purchasing is not only about finding the lowest price, the process of quotes still makes people think when evaluating the best value versus best price for goods and services. Through regional purchasing groups and memberships in several co-ops, we are able to collaborate with like-minded entities by sharing resources to add to a successful purchasing process by receiving the best price and availability for selected goods and services. Our goal is to assist the university in reducing expenditures, increase productivity by providing operational services that save money, promote sustainability, model excellence and serve as an example to our students. Those who start with small steps to better their purchasing processes and experiences begin a path to continued success. We have many successful programs to share with you. Please feel free to contact the Procurement office for assistance. Happy Procurement Month!

Procurement Team,

Sandra Hall and Geoff Klafter

Staples Office Supplies and Promotional Products

As a result of our analysis of office supply and promotional product expenses; Procurement has evaluated opportunities to leverage the overall purchasing power of the university. ACU has had a long standing agreement and partnership with Staples and has been selected as the preferred vendor for purchasing ***Office Supplies and Promotional Products.*** Staples offers exceptional pricing with a high level of service and convenience.

ACU BUSINESS SERVICES

Procurement Office Team

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Procurement Training

Please contact Geoff Klafter for individual Procurement training on Banner requests and receiving, Central Stores stock orders, cooperative network buying, warehouse services, recycling, storage rental, shredding in-coming and out-going shipping, preferred vendors use for example Staples Office Supplies, Staples Promotional Products and Enterprise & National Rental Car and many other areas of services that will be useful.

The Procurement office works closely with Cooperative Purchasing Networks in order to save you money!

University departments have saved a documented $964,121so far in FY16 and $653,745 for FY15 by using Cooperative Purchasing Networks. Purchasing cooperatives are established to provide services to members at the best possible price and value. All contracts are competitively bid. Save "Time" and "Money" by taking advantage of discount prices on goods and services. ACU has memberships with several cooperatives to help with cost savings for goods and services. The Procurement office will provide you with a Cooperative Network Summary and User Instruction Manual and training. Contact Geoff Klafter by email purchasing@acu.edu or call 674-2246 for assistance.

Exclusive Pepsi Agreement

ACU has a long standing partnership and contract with PepsiCo and committed to a five year exclusive deal. The contract calls for exclusively Pepsi products and continued partnership and support from PepsiCo. PepsiCo gives free products and support funding annually to the university.

Enterprise & National Rental Car

ACU has an agreement with Enterprise and National Rental Car through our E & I cooperative. Our new negotiated rates include across the board cuts on the daily rate ranging from 2-4% based on Vehicle Class. In addition to the decrease in daily rate, the weekly factor has been reduced from 6 times the daily rate to 5.5 times the daily rate; they also reduced the One-day surcharges for all rentals commencing on a Mon/Tue/Wed from $5/day to $2/day as well as a reduction in the Geographic surcharge for the NY/NJ/CT Metro area from $25 to $22. Remember to use our account number XZ65059 every time you book with Enterprise or National for University business. ACU Policy requires insurance for all vehicle rentals and Enterprise/National includes these costs automatically built into our rate as long as you book using our account number. You can use your Emerald Club membership to get an upgrade in vehicle size while paying the Mid-Size price, with the option of choosing your own vehicle. If you have any questions regarding the new rates, please contact the Procurement office at 2246 or e-mail purchasing@acu.edu.

Hotel

The Procurement office has partnerships and negotiated discounted rates with Residence Inn/Abilene, La Quinta and the Wyndham Hotel Group. La Quinta agreement includes annual student funding back to the university. Please visit our website at www.acu.edu/procurement to learn more about our hotel booking information.

myACU Quicklinks

We have provided you links to several of our partners for easy log on access located on myACU Quicklinks.

ACU Partners and Preferred Vendor List

To name a few …….

Enterprise & National Rental Car

Staples Advantage

Staples Promotional Products

Automated Copy Systems

UPS

FedEx

La Quinta

Residence Inn/Abilene

Wyndham Hotel Group

PepsiCo

ARAMARK

Custom Food Group

Grainger

KI (Krueger International)

Airgas

Lowes