Procurement Services
We’re Here to Help!
TEAM MEMBERS:

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General Procurement Questions:
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What does the Procurement Office do?

• Our mission: to maintain a continuous supply of goods and services necessary to support the University’s mission and ethically procure the greatest value for institutional dollars spent.

• We work to ensure that we are getting the maximum benefit from contracts and agreements that we have access to that give us greater buying power
  • State Contract
  • Consortia agreements

• We work to minimize risk to the University related to purchases
  • Negotiating payment terms, conditions, and pricing
  • Managing supplier relationships
  • Reviewing Contracts and Service Agreements to make sure that University interests are protected
Savings Opportunities

• New York State Contract
  • SUNY/New York State Office of General Services have many contracts that we can take advantage of. This gives us the buying power of all of SUNY/all of NYS Government.

  *This is available to ALL DEPARTMENTS on campus*

• Purchasing Consortium Memberships - collaborative arrangements in which two or more organizations join together to combine their individual requirements for goods, works, or services to gain better prices, design, supply availability and assurance benefits compared to each member purchasing independently.
  • E&I
  • Sourcewell
  • Omnia Partners
Examples of Savings

• E-Z Up for Admissions
  • We have a 30% Institutional Discount
  • Department was quoted $1,300 (we paid $910)

• B&H Photo
  • We get significant discounts, but purchase must be through Procurement
  • Saved >$12,000 last year with this contract

• New Phones are coming for all offices on campus
  • Original, State contract pricing versus IFB pricing
  • Original, State contract quote was $120K (we paid $65K)
  • State contract is not always the best price...it pays to work with Procurement!
How do you make sure you get the best price

• ASK! We know you are busy. Don’t shop…call us!
  • We will gladly reach out to multiple suppliers to find you the best deal for your purchases.
  • Not just the larger purchases…we can help with all of your purchasing needs!

• Purchases through Amazon and other online retailers should be limited and must go through Procurement
  • Not a first tier University Supplier
  • Negatively impacts our buying power with first tier suppliers
  • Only used when we can’t get items from a contract/consortia supplier
Furniture Purchase Policy

- All Furniture Purchases must be done through the Procurement Office
- Access to State Contract and Consortia pricing
- Quality and Brand Management
- Most product lines have warranties ranging from 15 years up to lifetime
- Task Chairs and Standing Desks standardization
- Large projects require competitive bidding

While front end costs may be marginally higher, we consider the longevity of the asset when making purchases.
Logo Merchandise

• The easiest and most economic way to purchase is through Procurement Services
• All University marks must be reviewed and approved by our Marketing Department
• We have a contractual relationship with our Campus Bookstore for logo merchandise and will make sure you get the best price.
• We are happy to include current vendors in the bidding process.
Computer and Printer Purchases

• The purchase of all computers and printers must be approved by ITS
• Ensures that the equipment is safe, secure, and of good quality
• We have contracts with Dell and Apple, buying through their Education programs. (We cannot buy from other resellers or through consumer channels.)
• Printers – we are working to minimize the purchase/use of desktop printers on campus. If a desktop printer is absolutely necessary, it must be a laser device. No ink jet devices are to be purchased.
AU Bus and Van Options!

- The University has a bus that can be reserved for your campus trips
  - Rate is $2.50 per mile, which includes all costs (fuel, driver, etc.)

- Two 15 passenger vans and one 12 passenger van
- Two mini-vans
- We have a strong relationship with Niagara Scenic that can facilitate tickets to places or events (with or without a charter bus rental)

Please reserve your vehicles through the Motor Pool Reservation page