

THE PROVIDER

THE FCCJ PURCHASING, CENTRAL STORES & SECURITY NEWSLETTER

October 2007

Transition from Pepsi to Coca-Cola:

This summer, the College issued an invitation to negotiate solicitation to provide exclusive beverage pouring rights at the College. A college-wide evaluation committee evaluated proposals from national beverage bottlers and recommended to the District Board of Trustees award of a new contract with Florida Coca-Cola Bottlers.

This new contract with Coke will replace the current contract with Pepsi Cola, effective January 01, 2008, where the Coke complete product line will be the exclusive vended and café fountain service beverages available at the College.

As a strategic partner, Coke will be expanding the current product line sold on campus, installing numerous glass front multi-flavor vending machines, implementing on most vending machines debit/credit card readers, investing in upgrades to the College's athletic scoreboards, and enhancing contributions to the College's scholarship fund.

P-Card Updates:

New P-Card Automation Process System:

Thanks to Alfrid Van Den Heever, the much awaited new automated P-Card process automation system has been developed by our own IT department. This system will auto generate P-Card disbursement request in Orion from downloads from Bank of America and is in beta testing. Stay tuned for a training schedule for mandatory training (this October through December) for all P-Card holders and their staff that do their Orion data input on the new system. A total implantation of the new system is tentatively scheduled for December 15, 2007.

Audit Finding:

In response to a statewide audit finding, a new P-Card policy is being implemented. Any P-Card holder that is also the Budget Administrator for a given budget can no longer approve purchases made by them. Disbursement Requests must be approved in the Orion system by their supervisor or if the supervisor does not have access to those budgets, approve the purchases by signing the P-Card reconciliation form covering that months purchases.

Logo Shirts:

Please be aware, the College has completed negotiations with Florida Specialty Promo, Inc. for purchasing College logo embroidered shirts/garments/uniforms. This new Blanket Purchase Agreement #2008-9 has been established with deeply discounted prices for the College to purchase embroidered logo apparel on an indefinite quantity basis.

Supplier Contact Information:

Florida Specialty Promo, Inc.
Contact: Bill or Carol Fischer
4237 Salisbury Rd., N., Suite 401
Jacksonville, FL 32216
Phone: 904/367-0044 – Fax: 904/367-0709

The following are general guidelines established in the Blanket Purchase Agreement:

- College orders may be placed by fax, phone, blanket purchase order (BPO), or VISA P-Card. (Note: The supplier is currently developing an online order form and you will be notified upon completion)
- Personalization of names on shirts shall be department names only, (i.e., Purchasing, Payroll, Finance, etc.) Individual employee names are not allowed on any shirt
- No single purchase transaction shall exceed \$2,499.99
- Delivery: Approximately 14 calendar days after receipt of order (unless a garment is back ordered)
- All orders include free shipping and desktop delivery service
- No minimal order quantity
- Pricing formula:
 - Total cost of garment: $A + B = C$
 - A. Garment: Suggested retail x 50% (Example: $19.98 \times 50\% = \$9.99$) plus
 - B. Logo embroidery = \$4.00 plus
 - C. Subtotal cost of $\$9.99 + \$4.00 = \$13.99$. (Divide subtotal cost of \$13.99 by 77% = College net total cost or \$18.16 on a \$19.98 retail garment)
 - Other: Red House labeled garments = 60% discount (retail x 60% discount . . .)
- Additional pricing:
 1. Verbiage (i.e., Purchasing) under College logo = \$.60 per department/program name
 2. Verbiage or website on yoke, collar, cuff, or right chest, etc., = \$2.50 (up to 4,000 stitches)

To browse the supplier's online catalog, go to www.fsapromo.com – click Corporate Apparel to view a wide selection of brand names, (i.e., Chestnut Hill, Devon & Jones, Nike, Port Authority, etc.) - For your convenience, Florida Specialty Promo (FSP) will provide on-campus customer assistance if needed.

Note: College employees may independently purchase garments from FSP, receive 2008-09 Agreement College discounts, and pay by using their personal debit/credit card or pay by cash.

Please contact Emily Perry in Purchasing at 632-3282 or e-mail: eperry@fccj.edu if you have any questions.

Please Note: On Friday, October 19, 2007, from 10 am – 1 pm, at the ATC – Room T-203, Florida Specialty Promo, Inc. will host a pilot show for employees located at MCCS, URC and ATC (all employees are welcome) to display samples of shirts, sweaters, fleece, and lightweight jackets, and much more.

To All MCCS / DWC/URC P-Card Holders:

The purchasing department needs your assistance in servicing you better. Due to the recent Strategic Resource Adjustments (SRA) effecting Central Stores department staffing, it has become necessary to minimize the amount of shipments coming through Central Receiving at 11 W, State Street. We ask effective November 1st that all P-Card holders, at the time of ordering, request strongly that the supplier where possible to provide delivery of the goods to your desktop by the supplier and thus bypassing Central Receiving. This will require that you advise the supplier with your name, delivery address to include building, room number and that it is a P-Card order. While the Office Depot contract with FCCJ provides desktop delivery at no additional charge, a slight additional charge for this service from other suppliers would be acceptable. This decrease volume of shipments will allow the down sized Central Stores staff to

Office Depot:

Before a new P-Card holder can receive contract pricing from Office Depot (OD), they must "link" their P-Card to activate the payment process in order place online orders and or for any retail shopping. Send your request (include PCard number) to jkumm@officedepot.com or eperry@fccj.edu.

- Retail shoppers please note: If you find any OD store price lower than the contract price (e.g. a sale price), you may receive the lower price of the two.
- Requisitioner's note: Select vendor sequence #3 when entering department requisitions in Orion.
- Please strive to aggregate your order to total at least \$50.
- This contract with OD provides desktop delivery. Please ensure you advise OD you expect delivery to your desk and provide them your building and room number.

Contact Emily Perry at extension 3282 or at eperry@fccj.edu if you have any questions.

Finance/Purchasing Orion Training:

If you are a new employee and interested in attending the next ORION Finance and Purchasing Training sessions to receive ORION Finance/Purchasing system security, please contact Regina O'Hara at 904.632.3258 or rohara@fccj.edu to sign up for the next available class.

Finance:

October 17, 2007, URC Room 318, 9 a.m. to noon
November 14, 2007, URC Room 318, 9 a.m. to noon
December 5, 2007, URC Room 318, 9 a.m. to noon

Purchasing:

October 18, 2007, URC Room 318, 9 a.m. to 4 p.m.
November 15, 2007 URC Room 318, 9 a.m. to 4 p.m.
December 6, 2007 URC Room 318, 9 a.m. to 4p.m.

Purchasing Department/Central Stores Staffing:

As a result of the recent Strategic Resource Allocation (SRA), both the Purchasing and Central Stores departments have had to reorganize its operations due to reduce staffing. Attached is an updated Buyer Commodity Listing as numerous contracts have had to be re-assigned absorbed by the department. In future Provider issues, Central Stores will be defining details of its reorganization as well as continue to offer the College the variety of services including mail distribution and property control etc. that we all have become accustomed to.