

The Purchasing Post



Industrial Supplies Contract

K-State has entered into a new agreement with Grainger, our current supplier for industrial supplies. Since K-State is a member of the National Association of Educational Procurement (NAEP) and therefore able to participate in contracts established Educational & Institutional Cooperative Purchasing (E&I), the consortium are of NAEP. The Grainger agreement through E&I suits our needs better.

So effective 1 October 2010, the new contract number for Grainger purchases is CNR01248. Term is from now through 1/31/2015 with one 5-year renewal. Sales representative is Claude Sokol; phone is 785-342-2952 and e-mail is Claude.Sokol@grainger.com.



REAL ESTATE LEASES

Changes have occurred in how real estate lease agreements will be processed. In an effort to simplify the process, K-State Purchasing will be implementing the same rules on real estate leases as we follow on other fixed contract agreements. That is, leases under \$5000 (TOTAL) fall within the department's authority. Leases over \$5000 will require competitive bids or sole source approval. Encumbering is only required when the agreement (TOTAL) is over \$25,000 and there are multiple payments within the fiscal year. Leases with annual payments will not need to be encumbered. One special rule to remember involves rentals for occupied spaces. Any lease agreements for over twenty-four months or 10,000 square feet will require the review and approval of the State of Kansas Joint Committee on State Building Construction. Attached is additional information on how real estate rental agreements need to be handled.

FREQUENTLY ASKED QUESTION

Q. How does the Staples store contract program work again?

A. Staples stores have been set up as another convenient source for K-State departments to purchase office supplies. Items are available locally for departments to physically see their purchase, acquire immediately, sales tax exemption on file, and not worry about meeting the \$35 minimum order. Items purchased at the Staple store will be sold at retail less 10% (not State of Kansas contract pricing, which is available through Staples Advantage). To participate departments must have their Business Procurement Card holders (BPC) register their account numbers at

<https://contractservices.staples.com/CustomSetupExtWeb/pcardReg.faces?campaignId=2700>

This enables the Staple retail stores to recognize the purchase as a K-State customer. Discounts will be applied and sales tax deleted from the purchase. Note: The discount does not apply to technology items, e.g. computers. Discount does not apply to State Use Catalog items; they will be sold at their standard cost. The State of Kansas contract number, #10583, still needs to be referenced on the procurement card payment voucher.