

Administrative Services Bulletin: July 11, 2011

By John Hebard, Director
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What's new?

Over the last several months, as the result of formal solicitations, P&CS awarded contracts for the following products and services:

- Superheater Tubing Replacement for the Power Plant
- Janitorial Service for Off-Campus Sites
- IDIQ Contract for IT Supplies
- Medium Voltage Switchgear for the Power Plant
- Furniture for Lathrop Hall Residence Rooms
- Semi-Annual Cleaning of Residence Halls
- Waste Water Removal at Toolik Lake Field Station
- High Voltage Transformers for the Power Plant
- IT Information Security Audit
- Beverage Vending Services
- Employee Medical Examinations
- UA Employee Benefits (Life, Cobra, LTD, FSA)
- Power Conditioning 3-phase UPS for Power Plant

Solicitations currently open or being developed include:

- UA Employee Benefits (Healthcare, Pharmacy, Vision)
- Window Washing for UAF Buildings
- Janitorial Service for Kuskokwim Campus
- Janitorial Service for Chukchi Campus
- Coal Hauling for Power Plant
- Aerial Survey of Pilgrim Springs

What's next?

Beginning July 1, P&CS requests that all backup be submitted by email to uaf-pcs-backup@alaska.edu. This will allow P&CS and other Administrative Services departments to all have access to the backup without sending paper back and forth between departments. In addition, P&Cs requests that departments collect IRS W-9 forms from vendors at the time the initial quote is requested. Instructions for both of these process improvements can be downloaded from the P&CS website at <http://www.uaf.edu/procurement/links-for-staff-and-facul/>.

Lastly, I would like to thank both the P&CS staff and all of our customers for their hard work during the end of the fiscal year. Procurement officers put in long hours during the end of May and June completing FY11 purchases, and departments did an outstanding job providing us the information that we needed in a timely manner.

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