

THE CART

What's happening in Procurement at Virginia Tech

October 2019

AMERICA TO GO PUNCHOUT



America To Go is a new catering punchout that will be coming very soon to Hokiemarkart. This has been an exciting project for VT Procurement. Many months of work and testing went into the development of this punchout.

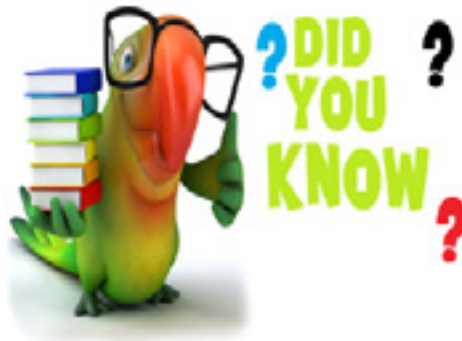
We currently have a soft launch test group that has begun ordering catering services through the America To Go punchout until late October. Currently the user experience has been positive and catering orders are being placed thru the punchout effectively and efficiently. Both Virginia Tech dining and outside caterers are a part of this catering punchout.

A full go-live is scheduled for late October across campus and at all of our locations across the state. Prior to the go-live date there will be training material and videos

www.procurement.vt.edu

made available for anyone who will be purchasing food or catering for their area.

NEW SUPPLIER DIVERSITY LIST- SERV



We have a new Supplier Diversity listserv! Please ask us a question at supplierdiversity@vt.edu. Remember, you can send all communications through here regarding the Supplier Opportunity program. We would also love to hear success stories about Small, Woman owned, or minority owned businesses you use during your course of business.

TABLE OF CONTENTS

- 1 | [America To Go Punchout Update
New Supplier Diversity ListServ](#)
- 2 | [Contracted Vendors](#)
[Change to ISR/IPR Cancellations
and Encumbrnce Releases](#)
- 3 | [Contracts Corner:
Recently Awarded Contracts](#)
- 4 | [EOB Lab's Exoskeleton](#)
- 5 | [Procurement Spotlight:
Wendy Carter](#)
- 6 | [Upcoming Events:
Surplus 101, LabConnect](#)

CONTRACTED VENDORS

Ever wonder why Virginia Tech has so many contracts?

Procurement is always looking to get the best price and value for our VT departments in all commodities. By seeking competition amongst vendors, The university has best leverage to use volume spend to obtain the most favorable prices. But there are other reasons why awarding contracts to vendors is beneficial to the university.

Depending on the commodity, insurance requirements must be met to protect Virginia Tech and the contractor. Procurement works with Risk Management to identify and analyze loss exposures other

than business risks and try to minimize the financial impact of those risks. When Procurement verifies vendors meet certain insurance requirements, this also covers the safety of faculty, staff and employees.

At times, our office works with Environmental Health and Safety to verify who is authorized to handle certain equipment and ensure safety procedures are provided to employees or vendors.

In the example of vetting America To Go caterers, we have also worked diligently to ensure outside caterers are up to date on their health inspections to ensure safety

of the campus they are servicing.

Certain types of services require some contractors to be properly registered and licensed, or hold a permit, prior to performing the services. Such services include but are not limited to Construction, Asbestos Services, Security Services, and Disposal of Hazardous Waste or Hazardous Radioactive Materials.

Contract vendors are awarded based on completion of providing all this documentation and more. Procurement works hard to ensure that the needs are met for Virginia Tech by having these areas documented and verified.

CHANGE TO ISR/IPR CANCELLATIONS AND ISR/IPR ENCUMBRANCE RELEASES

To avoid billing issues with Internal Service Departments and Printing Services, the Procurement Department will no longer cancel or release encumbrances on ISR or IPR purchase orders.

When a department decides they no longer need a service on an ISR or IPR, or realize

they will not be using the full amount encumbered, they should contact the billing department to make their requests for cancellation or release of funding. The billing department can then perform the needed banner function to bring the order to zero and close it.

CONTRACT CORNER



RECENTLY AWARDED CONTRACTS

The Procurement Department has been busy at work awarding new contracts for Virginia Tech. Below are recently awarded contracts from July and August. Please contact the buyer listed below if interested in using one of these contracts.

Contract	Contractor	Title	Contract Officer	Start Date	End Date
VTS-1221-2020	Servpro of Roanoke Montgomery & Pulaski Co	Non-Routine/On-Demand Cleaning Services	Kim Widrig	7/22/2019	7/21/2020
VTS-1225-2020	Evergreen Janitorial Services Inc	Non-Routine/On-Demand Cleaning Services	Kim Widrig	7/22/2019	7/22/2019
VTS-1243-2020	Special Touch Cleaning Inc	Non-Routine/On-Demand Cleaning Services	Kim Widrig	8/6/2019	8/5/2020
VTS-1245-2020	Goodwill Industries of the Valley Works Inc	Non-Routine/On-Demand Cleaning Services	Kim Widrig	8/8/2019	8/9/2020
VTS-1249-2020	Jett Cleaning Services LLC	Non-Routine/On-Demand Cleaning Services	Kim Widrig	8/21/2019	8/20/2020
VTS-1248-2020	Virginia Linen Services	Linen Services for the Inn	Reed Nagel	8/23/2019	8/22/2020
TC-C21-11	Dell Marketing LP	Computers, Software, Desktop, Laptop and Peripherals Supplies	Jerri Kemp		3/30/2024
VA-1980822	Daly Computers Inc	Computer Hardware, Personal Computer Devices, Peripherals, and Servers	IT Procurement		8/21/2021 w/ 3 one-year renewals

Blackboard expired July 31, 2019 and was not replaced.



OEB LAB'S EXOSKELETON

This is a device called an exoskeleton that can help reduce occupational injuries of industrial workers by providing “augmentation”. In other words, the device is designed to provide assistance for a user to handle heavy loads and perform physical exertions, thereby reducing the physical demands on the user’s body. A few commercial versions of such devices are becoming available, and many industries would like evidence on what the impacts of using such devices can be, on their productivity, as well as worker safety and well-being. The VT OEB lab, jointly directed by Drs. Divya Srinivasan and Maury Nussbaum, are one of the national leaders in this research area. OEB Lab has received several grants from industrial sponsors, as well as federal agencies like the NSF, for the purpose of evaluating the potential of these technologies to improve worker health and safety: through their research, they advise industrial partners on which use-cases these technologies may best be applied to, what the impacts of the technology (both benefits and any potential unintended risks) are expected to be on diverse groups of workers, and how best their design may be improved in the years to come. Levi Henry, buyer, from the VT Procurement Department, helped to procure the exoskeleton for Virginia Tech and OEB Labs.



PROCUREMENT SPOTLIGHT



Wendy Carter has worked at Virginia Tech for 7 years. All 7 years have been with Procurement. The majority of her time in Procurement has been as an integral part of the Financial Database Group (FDG). FDG is responsible for, among other things, processing New Supplier requisitions, as well as ensuring that vendor profiles are correct in the Financial Database.

To learn more about Wendy we asked her the following questions:

Favorite Sport/s to Watch:
“Anything on an amateur level. I think by the time people get to the professional level, it becomes a job. I like to watch people have so much fun, they lose track of the score.”

Favorite Holiday: “Halloween”

Hobbies or what do you like to do in your spare time:
“I enjoy reading and most music. I am a huge arts and crafts addict. My favorites are bead stitching, painting, and costume recreations. I plan to start quilting this winter.”

Favorite quote or saying:
“Falling down is an accident, staying down is a choice.”

What is your favorite phone App:
“Waze, it is much better than Apple or Google maps. I enjoy driving and it helps me find my way around any traffic issues.”

Where are you from and where all have you lived?
“I am a life-long local. I have lived all over the New River Valley. I have never lived outside of Southwest Virginia. I love to travel and visit new places, but I miss the mountains after a while.”

Current pet/s: “None, I love animals, but I have allergies.”

Favorite TV Show:
“I like most anything Sci’fi. My most recent binge watch was Carnival Row.”

If you had to pick one word to describe yourself what would it be?
“Friendly”

What is your idea of a perfect vacation:
“A cross country drive with unlimited time and funds. I have driven to, or though, over half of the states. My goal is to get to them all, at least once.”

Which do you prefer Summer or Winter? “Autumn”

UPCOMING EVENTS

LabConnect: April 1, 2020

Surplus 101: How to Surplus
Training

[Zoom Sessions Offered Now!](#)

FOLLOW US:

Facebook:

[@VirginiaTechProcurement](#)

Instagram: [@VT_Procurement](#)

Have Suggestions?

Tell us how we are doing by using
the link below:

[Give us your feedback](#)

LOOK OUT FOR

LabConnect

A laboratory resource and education network

The 17th Annual Laboratory Exposition (Lab Expo) will be held at The Inn at Virginia Tech on Wednesday April 1, 2020. Mark your calendar, save the date and plan to attend! Watch for related information in the upcoming months. This event is co-sponsored by the Procurement Department and LabConnect.



VT
PROCUREMENT
VIRGINIA TECH™