



Purchasing Post

March 2012

Purchasing, Contracting, E-Rate, Print, Mail & Warehouse Services Newsletter

Our Department

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Welcome to the first edition of the TRUSD "Purchasing Post"

We hope that this newsletter will be an added information resource for our customers.

Twin Rivers Purchasing Services is an umbrella for several critical district services. The departments of Contracting & E-Rate, Purchasing, Printing, Mail, and Warehouse Services provide the following through a centralized operation:

- Prepares and issues all Purchase Orders for public works, goods and services;
- Ensures legality of all contracts and purchases;
- Acts as a clearinghouse for vendors and vendor negotiations;
- Coordinates all comparative bids and advertised bids;
- Establishes purchasing standards and specifications;
- Administers the District's E-Rate program;
- Provides customer service and monitoring of all District Cell phones;
- Operates the District Warehouse, Mail Room, and Centralized Printing;
- Maintains an inventory control system for District furniture, equipment and property;
- Disposes of surplus, scrap, or obsolete materials;

Look for this newsletter and other important Purchasing Services information on the TRUSD Web Site.

Toner Cartridge Recycling

Twin Rivers is partnering with **T3 Toner LLC**, a local company, to recycle our used toner cartridges. This program is at NO COST to the District and provides a **GREEN** solution to disposing of our toner cartridges. In addition, each site will receive credit for what they recycle in CASH or CREDIT with the company for toner and office supplies. You may bring cartridges from outside sources to add to the recycle bins. Reporting of recycling efforts will be **by site** and T3 will send a summary of District wide recycling to the Purchasing Department for reference.

You may also drop off cartridges for donation at:

T3 Toner LLC

3339 Fitzgerald Road, Suite 9
Rancho Cordova, CA 95742

www.t3toner.com

Collection boxes can be delivered to your site by calling the Purchasing Department at 916-566-1618, or **T3** directly at 916-851-1099.

Thank you for your efforts in reducing our carbon footprint and keeping cartridges out of our landfills.



Purchasing:

- ◆ Copier, Riso & Complete Business Systems (Duplo's) Maintenance agreement requisitions are due to Purchasing by July 1
- ◆ Requisition deadline submission is March 29, 2012 (Categorical) & April 13, 2012 (all others)
- ◆ Raley's Cards or requisitions should be turned in to MaryAnn no later than May 15, 2012. Please email MaryAnn McCarty if you have any questions



Warehouse:

- ◆ Shred vs Recycle
 - ****recycle** is for homework, pictures, etc.
 - ****shred** is for students and/or parents personal information
- ◆ Year end will be upon us soon. Please submit all year end supply orders by May 1st. Warehouse Inventory must be at or below \$400,000 by June 15th.



Print Shop & Mail Room:

- ◆ Reminder Lump Sum does not require Preapproval. ALL others please have Pre-Approved by budget before coming to Print Shop
- ◆ PreSort Rate available for most posting is 42.4¢ per letter (saving 2.6¢ per letter)
- ◆ Full US Postal Rate for letters increased to .45¢ per letter as of January 2012



Contracting & E-Rate:

- ◆ Don't forget to renew any upcoming 2012-2013 contracts early to be ready for the new school year
- ◆ Free 411 service for information calls from cell phones. 1-800-463-6327. Each month our information charges add up to \$300.00
- ◆ Contingent upon Board approval, the District will be switching cellular service

DIRECTORS NOTES:

Ruth & Mary: We encourage our customers to contact us with questions and concerns at the beginning of the process so that we can minimize problems and provide a positive experience.

Our Department Goals Include:

1. Customer Service – Continually working to improve our services.
2. Standardization and Equalization – Saving time and money by standardizing quality goods and services to all sites.
3. Streamline the Process—Taking steps to make the process more efficient and available.

Look for information posted on our Web Page:

- ✦ Updates to the Leadership Handbook, Warehouse, Printing and Mail Room Services Handbooks.
- ✦ Forms and Instructions to order supplies and services.
- ✦ Detailed information on the purchasing process and the legal regulations that we must follow.
- ✦ Contact Information