New Business Card & Stationery Vendor

Purchasing Resource Services and University Services are pleased to announce a new contract and vendor for business cards, letterhead, envelopes, and other printed stationery items. After a thorough and competitive bid process, Corporate Business Cards (CBC) was awarded the contract which began on November 1st.

CBC has an online ordering system that allows you to enter your information, see a proof, and order using a chart string in a few easy steps. The interface for the CBC system is the same as the interface for the system with our former vendor, Triangle Printers. Anyone that was registered to use the system with Triangle Printers will be able to log into this system using the same log-in name and password. Existing users may access the site from the Printing Products and Services web page.

If you were not a user on the old system, you can register by sending an email request to support@corpbuscards.com.

If you are interested in printing items other than NU stationery, consult the list of Printers (excluding NU stationery) web page.

We are confident that you will enjoy the easy transition and lower prices over our previous contract. If you have any questions regarding the new vendor or contract, please contact Tom Luczkowiak, Senior Manager, University Services at 1-8411 or t-luczkowiak@northwestern.edu.

Coca-Cola and Canteen Come to Campus

University Services and Purchasing Resource Services recently collaborated on a thorough bid process that resulted in new vending contracts with Coca-Cola and Canteen. New energy-efficient vending machines for beverages and snacks have now been installed around campus.

Canteen is NU’s new Food Vending Service provider for snacks, coffee and fresh food. Canteen offers a broad range of snack and fresh food choices, including more healthy alternatives. The beverage pouring rights contract has been awarded to Coca-Cola.

If you have questions or problems with the new machines or inventory, call the phone number on the machine and provide the machine number. To communicate your food or beverage preferences, use the survey cards found at vending locations or email uservices@northwestern.edu.

For added convenience, most new beverage and food vending machines will accept credit/debit cards in locations where a cellular signal is available. In locations where a cellular signal is not available, vending machines will continue to accept the WildCARD cash stripe. All machines will also accept cash. For more information, visit the Vending Services website.
Sheridan/Foster Shuttle Stop Change
Between mid-November and March, the southbound Sheridan/Foster Shuttle stop will be relocated approximately 100 feet south from its current location to allow for water pipe installations. Some Sheridan Road lane closures will occur during this work. All shuttle routes and timetables will remain the same.

Lab Gas Safety Tips
Lab Services provides gases and dry ice for laboratory use. Following are some helpful tips for safe handling and use of specialty gases:

1. Know and understand product properties, uses, and safety precautions before using any gas, gas mixture, or chemical. Review the MSDS for safety information. Visit the Lab Gases/Products web page for a link to MSDS sheets.
2. Check equipment by leak-testing lines and make sure your regulator/gauge is functioning properly. Ensure that the gas canister is secured or anchored properly to avoid tipping.
3. Know your laboratory emergency plans.
4. Wear protective clothing, appropriate gloves, and face protection when handling gases and chemicals. Never wear open-toed shoes while working in a laboratory.
5. Follow all federal, state, and local regulations when handling gases and chemicals.

If you are not sure whether your tank connection is set up correctly, we can schedule a specialist to make a site visit. Contact Eric Middleton at e-middleton@northwestern.edu to set up an appointment.

Postal Rate Increase Delayed
In the Summer issue of First Choice, we told you that overall postage rates were due to go up in January. However, the Postal Rate Commission, the political body that approves rate increases, has since denied the Postal Service request.

The Postal Service appealed the ruling and must now present a case to the Postal Rate Commission to allow the increase. The best estimate at this point is an increase will take place in May 2011, but we don’t yet know the size of the increase that will be approved.

While the overall postal rate will not increase, select rates related to shipping, such as Express Mail, Priority Mail, Parcel Select and International Shipping Services will increase an average of 5% on January 18, 2011.

We will monitor the rate increase process and will keep you updated on further developments. For questions, contact Tom Luczkowiak at 1-8411 or t-luczkowiak@northwestern.edu.

Convenient Shower Facilities
Are you looking for a shower after biking to work or exercising during your lunch break? In Chicago, shower facilities are available free of charge at the Lake Shore Chicago Park District facility at 808 N. Lake Shore Drive. Visitors must sign in at the front desk. This is available all year round EXCEPT during its six weeks of summer camp and when they are closed for holidays. Note: This does not give anyone permission to access other parts of the facility unless they are a member of CPD, or are a member of NU’s Chicago fitness club (The River East Club), or have an NU intramural card.

In Evanston, the shower facilities are in a restricted area, so you will need to register with University Services in order to use them (free of charge). Contact Brian Peters at b-peters2@northwestern.edu for details.
Moving Procedures on the Chicago Campus

Moving Services facilitates internal moves between locations on the Chicago campus. To request moving services or miscellaneous jobs, complete the online Moving Job Online Request Form. Note: On the Evanston campus, contact Facilities Management at 1-5201 for your moving needs.

Some helpful tips for the Chicago Campus:

- If the move entails disposal of a refrigeration unit, contact Facilities Management for removal of the freon, and then submit a moving request for removal.
- In addition to the moving request, contact Erich Nelson at ehn@northwestern.edu for scheduling easels and boards.

Charter a Bus with US!

Need to move a lot of people at once? Charter a bus with University Services! University departments, schools and student groups requiring special transportation for business or school-related trips may charter transportation through University Services.

To make a reservation, contact University Services at 3-8129 with your request or complete the online Vehicle Reservation Form. Once the request has been validated and approved, University Services will schedule the driver and vehicle.

For more information, contact University Services at 3-8129.

Alternative Transportation: PACE Rideshare

Northwestern University, in conjunction with PACE, offers a Rideshare program for all full-time employees. Carpooling is an economical, convenient and environmentally-friendly way to commute to work. This program was developed in partnership with the Rehabilitation Institute of Chicago, Northwestern Memorial Hospital, and Northwestern Medical Faculty Foundation on the Chicago campus, and the City of Evanston and Rotary International on the Evanston campus.

Benefits of participation in the Rideshare program include:

- Reduce gas, toll, maintenance and insurance costs
- Help reduce traffic congestion
- Conserve energy and improve air quality
- Reduce stress by sharing driving responsibilities

Full-time Northwestern employees who plan on carpooling at least 3 times a week and live outside the parking boundaries for their campus are eligible for the program. Northwestern has also created an Emergency Ride Home Program (ERH) for registered PACE Rideshare participants from NU in the event of a personal and urgent emergency. Qualified ERH reimbursements will cover taxi rides and single Metra, Pace, or CTA tickets home.

For more information and registration forms, visit the Rideshare page on our website.

*Parking Boundaries: Chicago – North of North Ave, West of Halsted and South of Congress; Evanston – North of Central, West of Ridge and South of Lake

Contact Brian Peters at b-peters2@northwestern.edu for details.
Purchasing Resource Services News

Barnes & Noble Removal from iBuyNU

Due to unforeseen circumstances, Barnes & Noble decided to terminate all business-to-business contracts with organizations such as SciQuest and no longer supports eProcurement platforms such as iBuyNU. The cancellation was effective November 30, 2010, and Barnes & Noble is no longer available in iBuyNU.

For any questions or concerns about orders placed before November 30, contact Barnes & Noble’s general customer service by calling 1-800-THE-BOOK (843-2665) between 7:00 am and 6:30 pm CST Monday through Friday.

Purchasing Resource Services remains dedicated to providing valuable contracts to help departments and schools make informed purchasing decisions. Unfortunately, there are some factors that are simply beyond our control. We are actively looking for other alternatives for your book, CD, and DVD purchases. In the meantime, consider contacting the Barnes & Noble bookstore at Norris University Center for your book, CD and DVD needs. We appreciate your patience and understanding in this matter.

If you have any questions, or would like any additional information, please feel free to contact PRS at 1-8120 or purchasing@northwestern.edu.

United Way Campaign

The NU United Way Campaign has raised almost $220,000 and is still going strong. We need your help to reach our goal of $300,000! United Way links thousands of non-profits, businesses, institutions and millions of individuals to each other, creating a network of support for individuals and families.

Every contribution, large or small, can make a difference in the lives of people who need our help.

The annual United Way Silent Auction was held in early November. Over 200 people participated in this year’s auction and raised more than $12,500, nearly a 50% increase over last year. Some of the valuable prizes included a private trolley tour, Apple iPad, sports memorabilia, and tickets to see the Bears, Blackhawks, and Bulls.

If you haven’t donated yet, there’s still time to give back to the community. When you contribute to the campaign before the end of the year, you will be automatically enrolled in our Year-End Raffle. We have some terrific prizes for this year’s Raffle, including Best Buy gift cards, Visa gift cards, NU memorabilia, and gift certificates to local restaurants.

To donate, visit the NUUnited Way website. Donations may be made via check, payroll deduction, or online with a credit card. For your convenience, we will also be sending one more campus mail solicitation envelope in the first week of December.

WildCARD Expiration Notices

WildCARD expiration email notices have begun going out to those whose cards have expired or will expire in 2010. The notices remind the WildCARD holder to renew his or her card to ensure access to certain campus buildings. In addition, without a valid WildCARD, faculty and staff will not be able to ride NU shuttles or use library privileges.

You can replace your ID at no charge (a replacement fee applies if you do not return the expired WildCARD) in either of the two WildCARD offices:

Evanston Campus
Norris University Center
1999 Campus Dr.
Underground level
847-467-6843
Office hours: Monday - Friday
8:30 a.m. - 5 p.m. during the academic year*

Chicago Campus
Abbott Hall, Room 100
710 Lake Shore Dr.
312-503-0548
Office hours: Monday - Friday
8 a.m. - 5 p.m. year-round (except during University holidays)

*Additional hours of operation: during the first two weeks of each quarter (beginning with the first day of classes), the WildCARD offices will close at 6:30 p.m. Monday - Thursday. When classes are not in session, WildCARD offices have normal business hours.

If you receive a notice in error, please notify us at wildcard@northwestern.edu so that we may update our database.
Nationwide Hotel Discounts

Whether you’re traveling for business or pleasure, Travel Services has negotiated hotel discounts at several nationwide chains.

Starwood
Save money on both business and personal travel with Starwood’s special discount for NU employees. Save 15% on all Starwood Hotels for both business and personal travel (discount is reduced to 5% in the Asia Pacific). Starwood Hotels include such chains as Sheraton, Westin, W Hotels, Le Meridien, St. Regis, The Luxury Collection, Four Points by Sheraton, Aloft, and Element Hotels.

Club Quarters
Northwestern University is a Member of Club Quarters, which has locations in New York, Boston, Washington DC, Philadelphia, San Francisco, Chicago, Houston, and London. Club Quarters are full service hotels for the exclusive use of guests and employees of member companies. NU staff, their families and guests may use Club Quarters for personal overnight stays, wedding and special events at low rates 365 days a year at all 13 locations.

Red Roof Inn
Red Roof Inn offers a 20% discount to students, faculty, adminstrators, and families of the Big Ten Schools.

For more information on how to obtain these discounts, visit the Nationwide Hotel Discounts Travel web page.
New Business Reply Mail Barcode Requirements

If you use Business Reply Envelopes and postcards to solicit a response from mail recipients, the barcode in the lower right corner of your printed stock will no longer be valid on envelopes placed in the mail stream after May 1, 2011. That barcode, called a postnet barcode, is being phased out by the Postal Service and replaced with an Intelligent Mail Barcode, or IMB. The next time you have Business Reply envelopes or cards printed, contact Tom Luczkowiak at t-luczkowiak@northwestern.edu (or 1-8411) a few weeks in advance so he can order the new barcode for your address.

Mileage Rate Reimbursement

Effective Jan. 1, 2011, the rate of mileage reimbursement will increase to $.51 per mile. This rate is based on U.S. Federal Government reimbursement rates. This reimbursement covers all fuel, maintenance, insurance, transportation, and operating costs. Fuel costs are included in the per-mile reimbursement rate and are not reimbursed separately for use of privately owned vehicles.

University Services Welcomes New Employees

Evan King, Motor Pool Attendant:
Evan comes to the Motor Pool with 10 years of experience in the auto industry. Evan has an Automotive Associates Degree from Triton College and has continued his education by taking courses related to his work while working at car dealerships. Evan also spends part of his time helping in the computer recycling department when help is needed for a large pickup.

Samantha Kustra, PRS Department Assistant:
Purchasing Resource Services is pleased to welcome Samantha Kustra as Department Assistant. Samantha comes to Northwestern with a financial background in the insurance industry and recently earned her MBA in Marketing from Dominican University.

Mark Your Calendars for the Annual Vendor Expos

Does your department or school need new furniture? Looking to save some money on coffee service or catering? The University Services Vendor Expos are your annual opportunity to meet NU Preferred Vendors. From furniture to food to software to lab supplies and more, you’ll find it at the Expos.

Evanston Expo: March 22, 2011 11:00 am - 2:00 pm
Lab Vendors: Tech Lobby
All Others: Norris Center, 2nd Floor

Chicago Expo: March 24, 2011 11:00 am - 2:00 pm
Rubloff Atrium & Lurie Atrium

University Services Directory

Brian Peters, Director 1-8420
Chicago Campus Fitness & Recreation
Jeff Levin 1-5993
Laboratory Supplies
Chicago Stockroom 3-7520
Evanston Stockroom 1-8621
Stockroom Billing, Ellen Barnes 1-3274
Gases, Tank Rental & Dry Ice 3-8828
Calibration Services, Ellen Barnes 1-3274

Mail & Shipping
Tom Luczkowiak 1-8411
Marketing & Communications
Jessica Jacobs 7-2491

Moving Services
Chicago Campus 3-8129
Evanston Campus, Facilities Management 1-5201

Office Supplies & Equipment
Copier Management Program, Tom Luczkowiak 1-8411
Equipment Maintenance Program, Ellen Barnes 1-3274
Surplus Property Exchange, Jessica Jacobs 7-2491
Computer Recycling Program, Ellen Barnes 1-3274

Printing, Duplicating, & Copyright Clearance
Tom Luczkowiak 1-8411
FedEx Office Evanston 1-3113
FedEx Office Chicago 3-8995

Purchasing Resource Services
Jim Konrad 1-8121
iBuyNU, Keith Paddy 7-6963

Shipping & Receiving
Chicago 3-8500
McCormick 1-5424

Trademark Licensing
Ellen Barnes 1-3274

Transportation & Parking
Shuttles 3-8129
Motorpool, Tom Luczkowiak 1-8411
Chicago Campus Parking 3-1103
Bus Charters 3-4147

Travel Services
Jeff Levin 1-5993

WildCARD
Art Monge 7-3135
Evanston Campus 7-6843
Chicago Campus 3-0548

WildCARD Advantage Program
Jessica Jacobs 7-2491

Vending
Ellen Barnes 1-3274