Orbitz For Business Named Preferred Vendor for Northwestern Travel Services

Program Rollout Planned for Fall 2013

After an extensive competitive bid process, University Services and Purchasing Resource Services, with the help of a formal evaluation committee consisting of representatives from several departments and schools, have selected Orbitz For Business to replace Tower Travel as NU's primary Preferred Vendor for Travel Services.

Prior to awarding the contract, the Travel Services Bid Committee completed a thorough, open and participatory review of NU travelers’ needs and business office requirements. With that research and feedback in mind, the committee reviewed proposals from more than a dozen travel agencies.

Following are some of the reasons that the Travel Services Bid Committee selected Orbitz for Business:

• Robust online booking tool that provides access to comprehensive travel options
• Industry-leading use of state-of-the-art technology
• Proven results of obtaining lowest fares without shopping elsewhere
• User-friendly, automated processes and services customized for NU
• Agent-assist options

The implementation and transition plan is being developed now, and we expect to launch the Orbitz For Business program in five to six months. More information will be provided in the next issue of Dollars & Sense, the Purchasing Resource Services newsletter.

Travel 100 Group and Intra World Travel will also be included in the travel program as agent-assist only options for departments and schools. Until the transition to Orbitz For Business occurs, you can continue to use Compass online reservations and Tower Travel as you normally would.

For questions about the bid process, contact Betsy Costello, Procurement Administrator, at 7-0590. For questions about Travel Services, contact Jeff Levin, Travel Program Manager, at 1-5993.
Local Restaurants Offer NU Fixed-Price Menus

Did you know that several restaurants in Evanston offer fixed-price menus for Northwestern faculty and staff that stay within NU entertainment guidelines? The price is $65 per person, which includes tax and tip. Please note: This pricing is intended for business use only.

Some restaurants have restrictions regarding minimum group size, room size, and/or days of the week on which the fixed-price menu is available. Contact the individual restaurants for details. Items on the menus vary, so call ahead to find out what is on a fixed-price menu at any given time.

Evanston Restaurants:
- Quince at The Homestead
  1625 Hinman Avenue, 847-570-8400
- Bistro Bordeaux
  618 Church Street, 847-424-1483
- Campagnola
  815 Chicago Avenue, 847-475-6100
- Jilly's Cafe
  2614 Green Bay Road, 847-869-7636
- Oceanique
  505 Main Street, 847-864-3435
- The Stained Glass Bistro
  1735 Benson Avenue, 847-864-8600

In Chicago, several Preferred Vendor hotels have restaurants that also offer discounts for NU business use. (Show your WildCARD to obtain the discount.) We are also working on adding fixed-price menus at these restaurants as well—watch upcoming newsletters for details.

Chicago Preferred Vendor Hotel Restaurant Discounts:
- Allerton Hotel: M Avenue Restaurant - 20% Discount (excludes alcoholic beverages; open for breakfast and lunch only)
- Doubletree Hotel: Markethouse - 10% Discount (excludes alcoholic beverages)
- Hyatt Chicago Magnificent Mile: Caliterra Bar & Grille (closed for renovation, will open mid-June 2013) - 20% Discount (excludes promotional menus including “Perfect 10” lunch)
- MileNorth Hotel: C-View Rooftop Indoor/Outdoor Lounge - 10% Discount (excludes alcoholic beverages)
- Omni Chicago Hotel: 676 Restaurant & Bar - 15% Discount (excludes alcoholic beverages)
- Peninsula Chicago Hotel: Shanghai Terrace; The Terrace; The Lobby; Pierrot Gourmet - 20% Discount (excludes alcoholic beverages)

For more information and future updates, visit the Travel Services Dining Discounts web page.

Shuttle Advertising Guidelines Revised

In March, we launched an interior shuttle advertising program on the NU shuttles busses. After receiving questions and feedback, we have revised the Shuttle Advertising Guidelines. Please always refer to the guidelines on the Shuttle Advertising web page for the most current rates and policies.

Transportation News

TEMPORARY LOYOLA STOP CHANGE ON INTERCAMPUS SHUTTLE

Due to construction work on Sheridan Road, the southbound Intercampus Shuttle stop at Sheridan/Loyola has been temporarily relocated. The temporary stop is located approximately one half-block south at the CTA stop in front of Tricoci University. (Please note: There is no NU signage at the temporary stop.)

This construction project may impact travel times for the Intercampus Shuttle, especially during rush hour times. While we make every effort to adhere to the shuttle schedule, please allow for extra travel time. This construction project is scheduled to be completed by May 20.

NEW SHERIDAN/LINCOLN SHUTTLE STOP

In response to student requests, we added a new southbound Sheridan/Lincoln shuttle stop on the Campus Loop and Chicago Express shuttle routes. This new stop will help with capacity issues on evening shuttles headed to downtown Evanston.

SPAC STOP RELOCATION

The SPAC stop location on the Campus Loop and Chicago Express routes has been relocated to the temporary SPAC entrance on the south side of the building.

BIKE COMMUTERS LISTSERV

Do you ride your bike to work and want to get tips and updates from others who bike? Sign up for the new NU listserv for bike commuters. To sign up:

1) Send an e-mail to listserv@listserv.it.northwestern.edu
2) Leave the subject line blank.
3) Type the following command in the message:
   SUBSCRIBE bike-commuters Firstname Lastname

For questions, contact Elizabeth Adamczyk at e-adamczyk@northwestern.edu or 3-6379.
Phishing Emails Can Lead to Security Breaches

Emails that ask for confidential information can lead to security breaches in email accounts and other systems such as Compass travel reservations, FASIS and NUFinancials. These breaches occur when an NU employee receives a spam “phishing” email that asks the employee to enter his or her username and password. This information is then used to access confidential NU systems.

Phishing is explained in detail on the NUIT website:

Email scams and malicious email, sometimes called phishing, are types of electronic fraud commonly carried out through requests to gather personal information. These types of emails appear to come from reliable sources like Northwestern or your banking institution, and often contain urgent requests that require the recipient to provide personally identifiable information — passwords, credit card account numbers, and Social Security Numbers — by either replying to the email directly, or by entering this information on a bogus website.

Always be cautious when you receive emails that ask for confidential information. Refer to the NUIT website for tips on how to spot a phishing email including recent examples of such emails on campus.

Show Spirit With NU License Plates

Did you know that you can get an Illinois license plate with a Northwestern logo on it? Check it out on the Illinois CyberDrive website! Click on a car and then the Collegiate series to see the NU plate.
Secure Your Copier Hard Drives

Most copiers supplied by NU Preferred Vendors are actually Multi-Functional Devices, or MFDs, that scan, fax, print and copy. To accomplish this range of tasks, MFDs contain hard drives. When a piece of paper is scanned, or a file is sent to the device to print, the images are held on the hard drive until the command is given for these images to either print out or be dispatched as a fax or email. In the past, many of these images were retained on the device until they were manually wiped off.

All of our current Preferred Vendors, Ricoh Business Solutions, Regal Business Machines, and Gordon Flesch, perform a hard drive “wipe” on all copiers returned to them at the end of a lease. In most cases, the new equipment that they are currently placing comes equipped with security measures that will wipe the hard drive after every single print/copy/scan/fax. To find out if the make and model you have or are looking to purchase or lease has this feature, talk to your Preferred Vendor sales representative.

Our Preferred Vendors will continue to wipe the hard drives of all copiers returned at the end of a lease. However, if you are concerned about possible hard drive data on an older leased machine that you are about to turn in, or an owned machine that you are disposing of, the ultimate security measure would be to have the hard drive removed and destroyed. Our vendors will do that for their older equipment upon request. There may or may not be a charge for this depending on the vendor and depending on whether or not you are starting a new lease with that vendor. Again, talk with your Preferred Vendor sales representative.

NUIT has developed a set of recommendations regarding security for networked printers, scanners, copiers and fax machines.

Stop By the Bike Commuter Stations in June

The Chicagoland Bike-to-Work week is June 8-14. To celebrate, we will host Bike Commuter Stations on June 10 and June 12. Bicyclists will be able to purchase Kryptonite locks at cost from University Police, and bike mechanics will be on hand to offer a free safety check or lube and air. And of course, refreshments will be provided. For more details on the day’s activities on each campus, visit the University Services–Bicycle web page.

June 10 – Chicago Campus
7:00 – 9:30 am
Lurie Center

June 12 – Evanston Campus
3:00-5:30 pm
Jacobs Center

We also encourage NU employees to register for the Active Transportation Alliance’s Bike Commuter Challenge. This is a fun opportunity to compete with other Chicago organizations to see who can be the greenest and healthiest.

Long-Time Employees Recognized

Several University Services employees will be honored at the NU Staff Recognition Luncheon for their years of service. We thank them for their dedication and hard work over the years:

• Elvis Acuna – 45 years
• David Kite – 30 years
• Sherry Spencer – 25 years
• James May – 20 years

VILLAGE CYCLE OFFERING SPECIAL TUNE-UP PACKAGE

In honor of National Bike Month, Village Cycle Center is extending their Active Transportation Tune-Up special just for Northwestern University. They are offering a May Tune-Up Package for $70. It includes a tune-up ($90 value), 1-year ActiveTrans membership ($30 value), ActiveTrans water bottle, and Chicagoland bike map. For those who are Active Trans members already, get the tune-up for only $50! See www.villagecycle.com for details. Offer expires 5/31/13.
Vendor Expos Featured Sustainable Products & Services

Thank you to everyone who attended the 2013 Annual Vendor Expos in March. More than 75 vendors participated in the Expos, displaying a variety of products and services from computers to office supplies to travel services. The Expos are always a terrific opportunity for University employees to interact with vendors and ask questions about their services.

This year’s Expos featured a “Focus on Sustainability”. NU Preferred Vendors provided information about the sustainable aspects of their products and services. Attendees could easily spot sustainable vendors by looking for a sign on the vendor’s table and an icon of a green leaf on the vendor’s name tag. Service vendors such as Aramark and Fluorecycle were also on hand to talk about other sustainable initiatives on campus such as green cleaning and fluorescent light bulb recycling.

We consistently work with our partners to find opportunities to improve the sustainability of our operations through the procurement of products and solutions that are more environmentally friendly. We also seek to work with vendors who have committed to environmental sustainability in their operations by reducing their ecological footprint. On the manufacturing and management side, this could be through the reduction of energy use and greenhouse gas emissions, improvement of logistics and transportation, or by the reduction of packaging and waste. On the product and services side, this could be through the sales of products that are less harmful to the environment, products that are composed of recycled materials, products that can be completely recycled, and products designed to reduce consumption.

For questions about Preferred Vendors’ sustainable practices, visit the Preferred Vendor Matrix and look for the green leaf (see screenshot below).

Save Money with Lab Laundry Services Provider

Crothall Laundry Services (formerly named HLS) provides laundry services for the labs and research community in Evanston and Chicago. Once enrolled in the program, you can charge the service to your NU chart string.

Crothall will pick up and deliver customer-owned garments to each user group. Lab coats will be cleaned, pressed, and hung. Rental garments including scrubs, towels, bedsheets and rental lab coats will be cleaned, folded, and bagged. A delivery ticket will be placed on all delivered garments.

For more information, contact Theresa McClain at 3-0510. For enrollment instructions, visit the University Services Lab Laundry web page.

Register for Mettler-Toledo Calibration Week

Mettler-Toledo will be holding its quarterly Balance Calibration Week from May 20–24. If your lab has balances or scales, they can be maintained through Mettler-Toledo’s calibration program. Mettler-Toledo can service a variety of manufacturers’ devices—see the list on our Lab Services News web page.

Preventative maintenance includes balance/scale cleaning, calibration, adjustments and minor repairs. Service is billed at $75/unit to your department/school chart string.

Pre-registration is required by completing the online pre-registration form by Thursday, May 16. Upon receipt of the form, a technician will contact you to schedule an appointment. If the timing of this event doesn’t work for your lab, the next Calibration Week will be held in August. For questions about calibration services, contact Ellen Barnes at 1-3274.

U.S. Cellular Discontinuing Chicagoland Service

U.S. Cellular has been one of three NU Preferred Vendors for cellular phones. U.S. Cellular recently sold its Chicago market to subsidiaries of Sprint Nextel Corporation. After the sale is final (expected to be sometime in May), customers will have 90 days to decide whether to stay with Sprint or move to a new carrier. Customers should receive letters from U.S. Cellular detailing the options and procedures. Their U.S. Cellular phones will still work during this transition period.

We encourage NU customers to move their service to one of the other two Preferred Vendors, AT&T or T-Mobile. For information on these vendors, visit the AT&T Vendor Profile or T-Mobile Vendor Profile.
Spring Cleaning to Summer Shredding
FREE for one day only! Cintas Document Management (formerly ShredX), Northwestern’s Preferred Vendor for document destruction, will have document drop-off trucks posted at convenient locations on each campus. Bring sensitive materials from your department/school for free shredding. Please note: Materials must be from a Northwestern department or school. Personal documents will not be accepted. Following are some reasons why you should shred NU documents:

- Reduce risk
- Comply with university guidelines regarding confidential information
- Prevent consumer fraud and identity theft
- Clear out your office
- Conserve paper - 100% of shredded paper is recycled

July 16: Chicago Campus
11:00 am - 12:45 pm - Rubloff Dock
1:15 - 3:00 pm - Tarry Dock

July 17: Evanston Campus
11:00 am - 12:45 pm - 720 University Place (outside Human Resources)
11:00 am - 12:45 pm - 2031 Sheridan Rd. (outside Shanley Hall)
1:15 - 3:00 pm - Hogan Dock
1:15 - 3:00 pm - Norris University Center Dock

Note: Materials may or may not be shredded on-site, depending on drop-off location and truck type. If you have more frequent shredding needs, contact Cintas Document Management at 708-345-8392 to arrange regular service at a competitive rate.

For more information, visit the Purchasing Resource Services News web page and the NU Retention of University Records Policy. For questions, contact purchasing@northwestern.edu.

U.S. Bank Branch Moved to New Location in Norris Center
The U.S. Bank branch office in Norris University Center has relocated to a larger space on the ground level of Norris (in the former FedEx Office location). This move allows U.S. Bank to provide more space and privacy to accommodate banking customers.

You are invited to attend the grand re-opening celebration of the U.S. Bank branch on Wednesday, June 5 from 11:00 am – 12:00 noon. Speakers will include Patricia Telles-Irvin, Vice President for Student Affairs, Kelly Schaefer, Executive Director of Norris University Center, and U.S. Bank representatives. Cake, refreshments, giveaways and prizes will be available.

For more information on U.S. Bank services and linking your WildCARD to your U.S. Bank checking account, visit the University Services website.