**SHUTTLE CHANGES**

This September, a number of changes were made to NU’s shuttle service. This was due to several factors, including ridership volume, construction projects and changes in service providers.

Shuttle America (formerly Royal American) won the bid to operate the entire intercampus route. Pace chose not to renew their contract. We have implemented several changes to help the service run more efficiently. Please consult the shuttle page for more information, updated maps and schedules: www.northwestern.edu/uservices/shuttles.

**NEW PREFERRED VENDORS**

Purchasing Resource Services recently awarded several new contracts in a variety of areas—computers; office furniture; business cards, letterhead and envelopes; light bulbs; and security guards. In addition to these new contracts, negotiated pricing agreements with several Chicago hotels as well as Hewlett Packard Printers were also established.

Dell, CDW-G/Lenovo and Apple were awarded computer contracts. Steelcase, Haworth, and Allsteel were awarded office furniture contracts. These contracts include the best pricing ever offered to the University.

Triangle Printers are contracted for business cards, letterhead, and envelopes. Triangle offers competitive pricing, with central billing and a convenient online store.

Bright Electric was awarded the contract for light bulbs, dramatically improving the University’s discounted rates.

A new University-wide contract for security guards was established for University Police. All requests for on-campus security services should be directed to University Police for review and approval. Direct departmental contracting or sub-contracting for security services is not permitted. University Police will work with departments to coordinate approved security services.

PRS and Travel Services created a Preferred Hotel Program for faculty and staff conferences, incoming guest speakers and visitors staying in Chicago. An extensive review process including input from several NU departments and tours of the properties was conducted before the final hotels were chosen. Six properties (two 3-star, three 4-star, and one 5-star)
were selected for the best overall value to the University, based on rate, proximity to campus, quality of the property, and past service.

A pricing agreement was established with Hewlett Packard for printers. This pricing agreement represents the best pricing the University has ever received on HP printers. Orders will be placed directly with HP, products will be shipped by them, and the University will pay them directly.

More detailed information regarding each contract can be found on our website at the link, “Buying at Northwestern”: www.northwestern.edu/uservices/Purchasing.

**PRS INFORMATION SESSIONS**

**Recently Awarded Contracts and Agreements**

Meet our new office furniture preferred vendors. Find out more about how your school or department can take advantage of the new pricing.

**Tuesday December 4, 2007**
10:00 - 11:30 am Thorne Auditorium, Rubloff Building, Chicago Campus

**Thursday, December 6, 2007**
10:00 - 11:30 am Chambers Hall (Transportation Center), Evanston Campus

**General Purchasing Information**

There has been a lot of buzz about the roll out of the new purchasing system. Find out about other, non-system related, changes to the purchasing environment including: new processes, procedures, policies, organizational structure and more.

**Tuesday, January 22, 2008**
10:00 - 11:30 am Kellogg Conference Center, Room 105, Chicago Campus

**Thursday, January 24, 2008**
10:00 - 11:30 am Chambers Hall (Transportation Center), Evanston Campus

**Going Global**

This November, the Evanston WildCARD office began offering passport photos. A new image system capable of producing standard format passport photos in a mere 5 minutes has been installed. The fee for this service is $10. The WildCARD office teamed up with the Office of Study Abroad to bring this program to fruition. This new service is available for the NU Community.

**NU United for this Year’s United Way Campaign**

As most of you know, the University’s United Way giving campaign is in full swing. University Services is managing this year’s campaign with the help of many dedicated campaign managers in each department. So far this year, the University has raised $220,453.00 to help the United Way continue to make a difference in our community. For more information on this year’s campaign, check out the website at www.northwestern.edu/unitedway. The Silent Auction kicked off on November 9th. Don’t miss your chance to bid on this year’s list of amazing items, including: a BigTen conference football signed by all of the 2006 head football coaches; a Kerry Wood, Jim Thome or Bobby Jenks autographed baseball; framed, signed memorabilia from Mike Ditka; tickets to see the Bears, the Bulls, the Wolves, the Rush or the Fire; Tickets to the Royal George Theatre and the Joffrey Ballet; laptop computers, a bike and much more! Check out the website and place your bid by noon on November 19th!
Fed Ex Kinkos is extending its low summer prices through February 2008. Black and white copies are only 2.7 cents a sheet, color copies are 35 cents a sheet and all finishing services are discounted as well. The discount applies to all University work charged to a CUFS number.

If you are a regular customer, it’s their way of rewarding your loyalty. If you’ve never tried them, save some cash and let them show you what they can do. Fed Ex Kinkos’ services are convenient and fit into your busy schedule—drop off the work, call for free pickup, or send it electronically (preferred).

FedEx Kinkos can also produce signs and banners of all sizes.
We are undertaking a website redesign to make the University Services' website more user-friendly. The redesign will be done in phases, moving a section over at a time. While you will notice vast improvements in the months ahead, all of the content you need will still be there. We’ve been working with an excellent team in Web Relations and we’re looking forward to sharing our new website with you.

Back to School

Fall marks the arrival of new students and one of the busiest times of year for our WildCARD offices. This year, over 2,800 WildCARDs were issued from the Evanston office during new student week. The Chicago WildCARD office issued over 900 WildCARDs for new graduate, law and medical school students. In addition, the custom conference ID Badges produced by the WildCARD office have become more popular than ever with over 5,200 produced this summer. To learn more about the ID badges, please contact Art Monge at 7-3135 or a-monge@northwestern.edu.

Starlight Shuttle Night

This year our Transportation Office worked with Student Affairs to hold our annual shuttle night event as part of new student week. Over 200 freshmen came out to ride the purple route, pick up shuttle maps and brochures, and learn more about NU’s transportation services while enjoying some pizza and music. SafeRide, University Police and the ReCylery were all on hand to keep our students aware of their transportation options and how to stay safe on campus.

FAQ: Who do I Contact for Office Supply Questions?

To follow up on a shipment, check inventory, or get help locating an item, contact the Corporate Express Customer Care Team at 888-238-6329.

For special quotes, contact Iya Goshchinsky at 630-783-7379 or iya.goshchinsky@cexp.com.

Facilities Supply questions should be directed to Fred Coha at 630-783-7216.

If you need a Tracer number, online ordering assistance, or have general program questions, please contact Sandra Davenport at 847-491-7569 or s-davenport@northwestern.edu.

Reminder About NU’s Trademark Licensing Policy

Only licensed manufacturers may reproduce the University’s name and trademarks. If you want a product from an unlicensed company, the Trademark Licensing Office will recommend a licensed company or license the company of your choice on a special, limited-term basis.

For more detailed information about the Trademark Licensing program and policies regarding reproduction of the University’s name, please visit: www.northwestern.edu/uservices/trademark
What is University Services?

This year, we attended several orientation sessions for both graduate and undergraduate students to answer that very question. But the services we offer aren’t just for students; they’re for staff and faculty as well. If your department would like an overview of our services, our marketing team is available to make a presentation at your next staff meeting. Contact Sarai Shacklett at 7-3771 or s-shacklett@northwestern.edu for more information. If you’d like to learn more about a particular service, please consult our resource directory or the listing at the end of this newsletter to contact the manager responsible for that program.

ONE MAN’S TRASH IS ANOTHER MAN’S TREASURE

Looking for lab equipment, a copier, office furniture, or even a car? Check out NU’s version of Craigslist, the Surplus Property Exchange: www.northwestern.edu/uservices/Purchasing/surplus.html

You can find a slew of University owned items at low cost or even free! On the flip side, looking to get rid of the old to make room for the new? Post items on the Surplus Property Exchange and help your fellow departments or schools who have a need for those items.

FEATURED WILDCARD ADVANTAGE MEMBER: TIMOTHY O’ TOOLE’S

Timothy O’ Toole’s has been a favorite of Northwestern students since it opened fifteen years ago, just blocks away from the Chicago campus.

With football season in full-swing and basketball season revving up, the Streeterville sports pub is at the height of its busy season. Fans flock to Timmy’s to catch their hometown heroes on one of the 52 television sets while enjoying some snacks and spirits.

Co-owner Sara Martinez says the Old Bailey Burger, piled high with cheddar and bacon is the most popular food item, while the “Holy Water,” featuring 12 different liquors and three juices, is the favorite drink off the tavern’s extensive menu.

Northwestern faculty, staff and students receive 10% off their total bill and $2 Miller Lite and MGD drafts when they show their WildCARD. So drop by this fall and cheer on your team while enjoying some delicious munchies and celebratory spirits.

For a complete listing of WildCARD Advantage members, please visit: www.wildcardadv.northwestern.edu.

Elizabeth Nachtwey is the new VWR Sales Associate for the Evanston campus. Please contact her with any requests or questions about purchasing lab supplies at 800-431-4132 ext. 6115 or elizabeth.nachtwey@vwr.com.

The Evanston stockroom has extended its hours. The new hours are:

- Monday-Wednesday
  9:00 AM-6:00 PM
- Thursday-Friday
  9:00 AM-4:00 PM

Save $$$ on Paper

Pricing has been reduced on Corporate Express branded copy paper. All paper typically ships within one business day. For more information, or to order copy paper at the new negotiated prices, log onto E-Way at www.eway.com.

First Choice-Fall 2007
BRATS AND CHEESE(heads)

On September 21st, Cheeseheads and Bears broke bread together, or brats rather, at a peaceful (minus the Brett Farve party favors and Packers’ cheers and chants soundtrack) lunchtime tailgate party behind 2020 Ridge. The food and fun was hosted by Cheeseheads from University Services, Facilities Management and Norris University Center, but as you can see, Bears fans were not shy about taking the opportunity to show their team spirit as well.

The real competition between NU Bears and Packers fans is heating up during this year’s United Way Silent Auction. Make sure to bid on the tickets for the Bears vs. Packers December 23rd game on the United Way Silent Auction website and place your bid before noon on November 19th. Visit: www.northwestern.edu/uservices/secure/uw.

WELCOME

Chelsea Wagenblast, Purchasing Resource Services Department Assistant. Chelsea joined University Services in May 2007. She recently graduated from East Carolina University with a degree in Communications and Public Relations. Chelsea’s excellent customer service skills will lend themselves well to her position in PRS and we are pleased to have her on board.

Universe Services Staff and Product Service Directory

Also available online at www.northwestern.edu/uservices/directory.pdf. Numbers beginning with 3 are Chicago listings; all others are located in Evanston.

Brian Peters, Director 1-8420
Ellen Barnes, Program Manager 1-3274
Laboratory Supplies 3-0263
Stockroom, Chicago 3-7520
Stockroom, Evanston 1-8621
Office Supplies 1-7568
Trademark Licensing 1-3274

Sarai Shacklett, Marketing Manager 7-3771
WildCARD Advantage Program 7-2491

Marge Grzeszczuk, Program Manager 3-5445
Internal Moves 3-8500
Lab Gases, Alcohol, & Dry Ice 3-8828
Parking (Chicago campus only) 3-1103
Shipping, Receiving, & Delivery (Chicago campus only) 3-8500
Transportation Services (Charter & Shuttle Buses) 3-8129

Jim Konrad, Purchasing Director
General Purchasing Questions and Contract Assistance 1-8120
Supplier Diversity 1-5321
Surplus Property Exchange 1-8120

Jeffrey Levin, Program Manager 1-5993
Business Office 3-0009
Calibration Services 1-5993
Computer & Peripherals Recycling 1-7569
Equipment Maintenance Program 1-6993
Fitness Center (Chicago Campus) 1-6993
Gas Cards 1-5993
Messenger Services 1-5993
Toner Program 1-5993
Travel Services 1-5993

Thomas Luczkowiak, Sr Mgr 1-8411
Copier Management Program 1-8411
Copy Center Chicago 3-8995
Copy Center Evanston 7-2020
Copyright Clearance 3-8995
Mail Services Chicago 3-8131
Mail Services Evanston 1-7227
Motor Pool (Chicago Campus) 3-8129
Motor Pool (Evanston Campus) 1-3560
Printing Services, Chicago 3-8137
Printing Services, Evanston (847) 675-3700, Ext. 265

Art Monge, Program Manager 7-3135
Vending Machines 7-6843
WildCARD, Chicago 3-0548
WildCARD, Evanston 7-6843

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