America To Go is a new catering punchout that will be coming very soon to Hokiemart. 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 made available for anyone who will be purchasing food or catering for their area.

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.

www.procurement.vt.edu
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.

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.

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

Blackboard expired July 31, 2019 and was not replaced.
PROCUREMENT SPOTLIGHT

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.

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 requests, 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.”

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”

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.”

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.
The 17th Annual Laboratory Exposition (Lab Expo) will be held at The Inn at Virginia Teach 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 LabCon-nect.

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Instagram: @VT_Procurement

Have Suggestions?

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

Give us your feedback