

THE CART

Special COVID-19 Edition

March 25, 2020

HOKIEMART REMAINS AVAILABLE FOR ALL PURCHASES

HokieMart remains the required and most efficient method to place orders with vendors for goods and services during the COVID-19 crisis. The system is a web-based system available 24/7. Our technology partner who provides the HokieMart platform for the university, Jaggaer, has robust contingency plans in place for keeping the system up and running. Virginia Tech has seen no degradation of service since the COVID-19 crisis began. Orders are still flowing through the system efficiently and quickly.

Please continue to NOT use the university's pcard except for situations where there is no other alternative and a HokieMart order cannot be placed. During times of crisis, there is an increase in scams and fraudulent activity relating to the use of credit cards. Please keep the university protected by placing orders through the e-procurement system, HokieMart, and not through your university pcard.

In addition, HokieMart's strategic suppliers (our punchout vendors) are continuing to make available inventories to the university and to know the most up to date availability of product, departments should rely on those punchout catalogs.

www.procurement.vt.edu

AVAILABILITY OF INVENTORY OF PERSONAL PROTECTION EQUIPMENT (PPE) TO ASSIST MEDICAL STAFF AND FIRST RESPONDERS

The procurement department is capturing data regarding available PPE inventory. Should your department have available N95 Respirator Masks, Surgical Gowns or Surgical Gloves in inventory, you are asked to let the procurement office know immediately. If any department has hand sanitizer that is in their inventory but will not be used while the university is offering limited services, please also let the Procurement Office know.

PROCUREMENT DEPARTMENT COVERAGE DURING CRISIS

As with all departments on campus, things may change day to day. At the time of publication of this version of The Cart, Procurement staff are mostly working remotely with two staff covering the on campus office each day.

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PROCUREMENT DEPARTMENT COVERAGE DURING CRISIS

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Please remember that even though departments have delegated authority during the crisis, the procurement staff is a great resource if a department is having trouble finding stocked products. The procurement department has access to multiple national contracts and other connections to source available product. We can also help when university departments have staff who are unavailable to place orders. Feel free to contact us at procurement@vt.edu. All Procurement Staff are still answering their direct extension phone numbers while working remotely.

HOKIEMART HELP LINE

Hokiemarkt Helpline is still operational but only through email at this time. Please send all your questions to hokiemarkt@vt.edu

PACKAGE DELIVERIES DURING COVID-19 CRISIS

University Mail Services will be operating a central drop off for UPS, Fedex, USPS and DHL packages during the COVID-19 crisis. Please refer to their website for up to date information regarding package receiving: <https://mailservices.vt.edu/index/mailCOVID19.html>

Please remember that we cannot add personal or home addresses as ship-to addresses in HokieMart and that you can pick up packages at the mail facility if necessary.

AMERICA TO GO SHOULD BE USED TO ORDER DEPARTMENTAL FOOD/CATERING NEEDS DURING CRISIS

The America To Go program continues to function as the most efficient and safest way to order catering during the crisis for departments who need to feed faculty, staff, etc during the crisis. All other business meal rules still apply during the

crisis. Access the America To Go punchout through HokieMart to place orders. All invoicing will be handled electronically. Receiving is still required to be recorded in HokieMart once the catering order has been delivered.

IMPORTANT REMINDER FOR SCHEV

Important reminder for SCHEV/ETF Funding: the deadline for SCHEV/ETF funded purchases remains the end of FY20 and will NOT be extended due to the current Covid-19 crisis. All SCHEV requisitions submitted need to have the

ETF # listed in the external notes section. Equipment purchased using SCHEV funding must be delivered and invoiced no later than June 19th, 2020.



CONTRACTS CORNER

VIRGINIA TECH NEW CONTRACTS:

VTS-1347-2020: ServiceMaster Commercial Cleaning for on-demand cleaning services

VTS-1346-2020: Can Do Enterprises LLC for on-demand cleaning services

VTS-1341-2020: Your Event Source LLC for entertainment and hospitality equipment rental and services

VTS-1339-2020: AAA Entertainment for entertainment and hospitality equipment rental and services

VTG-1306-2020: Neptune Garment Company Inc for Corps of Cadets Garments

VTG-1306-2020: Global Printing & Packaging for graduate diploma covers

VTG-1305-2020: Jostens Inc for graduate diploma covers

UCPUMW-19-931: Fantasy World Entertainment for entertainment and hospitality and rental services

VTC-01-72: NewEgg Business Inc for computer peripherals and accessories