



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, and 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 the PRS website at the link, "Buying at Northwestern":  
[www.northwestern.edu/userservices/Purchasing](http://www.northwestern.edu/userservices/Purchasing).

## COMPUTERS

**Dell:** *Contract features several versions of their Latitude laptop and Optiplex desktop computers.*

Vendor Number: V742616805K  
Contract #: PRSCONT 2006-007D  
Contact: Mark Brandon  
Phone: 800.274.7799 ext. 72.64274  
E-mail: mark\_brandon@dell.com

**CDW-G/Lenovo:** *Contract features several versions of the Lenovo Thinkpad laptop and Thinkcentre desktops.*

Vendor Number: V364230110B  
Contract #: PRSCONT 2006-007C  
Contacts: Angie Bania & Kelly Penney  
Phone: Angie: 877.826.1289  
Kelly: 866.723.2006  
E-mail: angiban@cdwg.com  
kellpen@cdwg.com

**Apple:** *Contract includes most products at an additional discount off the already discounted Higher Ed pricing.*

Vendor Number: V942404110M  
Contract #: PRSCONT 2006-007A  
Contact: Ty Beckmann  
Phone: 800.800.APPL (2775)  
E-mail: tbeckmann@apple.com

## OFFICE FURNITURE

### **Steelcase:**

Contractor/Dealer: Office Concepts  
Vendor Number: V3640229491  
Contract #: PRSCONT2006-003S  
Contacts: Brenda Nielson & Ann Welsh  
Phone: Brenda: 312.563.5242  
Ann: 312.563.5237  
E-mail: bnielson@officeconcepts.com  
awelsh@officeconcepts.com

### **Haworth:**

Contractor/Dealer: Kayhan  
Vendor Number: V363178094A  
Contract #: PRSCONT2006-003H  
Contact: Jennifer Wilson  
Phone: 847.843.5099  
E-mail: Jennifer.wilson@kayhan.com

### **Allsteel:**

Contractor/Dealer: Henricksen  
Vendor Number: V362649935  
Contract #: PRSCONT2006-003A  
Contact: Valerie Vidoni  
Phone: 630.775.7614  
Cell Phone: 847.977.3666  
E-mail: v.vidoni@henricksen.com

## BUSINESS CARDS & LETTERHEAD

### **Triangle Printing:**

Vendor Number: V362499833A  
Contract #: PRSCONT2006-005  
Contact: Steve Goerth  
Phone: 847.675.3700 ext. 265  
E-mail: sgoerth@triangleprinters.com

## LIGHT BULBS

### **Bright Electric:**

Vendor Number: V360838850  
Contract #: PRSCONT2007-009  
Contact: Brad Cohen  
Phone: 312.296.3652  
E-mail: bcohen@brightelectric.com

## SECURITY

### **Security Guards:**

Contact: Lieutenant Kenneth Jones  
Phone: 7-2069  
E-mail: k-jones@northwestern.edu  
If Lt. Jones is unavailable, please contact Dave Schultz at 1-3752 or d-schultz3@northwestern.edu.

## PRINTERS

### **Hewlett Packard Printers:**

Contractor: MCPC/HP  
Vendor Number: V941081436H  
Agreement #: PRSNEPA2006-007  
Contact: Cheryl Johnstone  
Phone: 800.444.0938 ext. 5200  
E-mail: cheryl.johnstone@mcpc.com

## CHICAGO HOTELS

### **Chicago Preferred Hotel Program:**

The Allerton Hotel  
Fairfield Inn and Suites  
Hilton Suites (formerly the Doubletree)  
Chicago City Centre Hotel & Sports Club (formerly the Holiday Inn)  
Omni Chicago Hotel  
The Peninsula Chicago  
Club Quarters (membership hotel)

Reservations: complete a Hotel Reservation Agreement form and fax or e-mail it to the hotel. All hotel and representative info, as well as the HRA form can be found on the Travel Services website at: [www.univsvcs.northwestern.edu/travel/hotel.htm](http://www.univsvcs.northwestern.edu/travel/hotel.htm).  
Contact: Jeffrey Levin at 1-5993 or [jhlevin@northwestern.edu](mailto:jhlevin@northwestern.edu).

A contract is established after a formal competitive bid process managed by PRS is conducted. Vendors who currently offer a product or service on campus are invited, along with other businesses, to submit a proposal. PRS involves various departments and schools in the decision-making process. The contract is then awarded to the vendor(s) that offer the best value to the University.

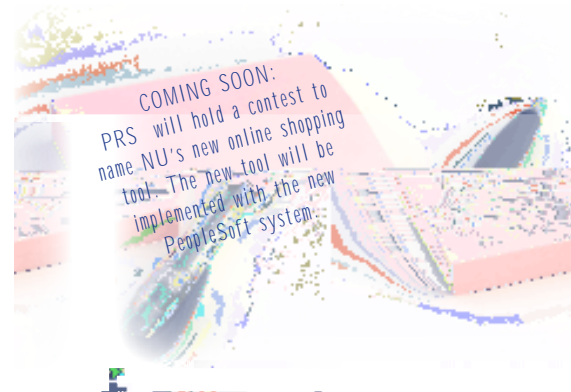
-or-

A pricing agreement is established based on a negotiation between a vendor and PRS, not a formal bid process. These agreements are established if it is in the best interest of the University. Some reasons for pricing agreements include: a low

amount per transaction; the product or service needed is proprietary, unique or exclusive in nature; or the University (or department) has a strong preference for a particular vendor.

Departments and schools are strongly encouraged to use Preferred Vendors for the following reasons:

**Best Value:** Preferred Vendor Contracts deliver the best overall value to the University based



**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

