

## How to Buy Building Materials, General Hardware Supplies and Power Tools:



*The University of Nebraska-Lincoln has established a prime vendor contract with **Home Depot** for Building Materials, General Hardware Supplies and Power Tools as a result of a competitive bid process. All items are available at contracted discount pricing along with free shipping and delivery.*

**PLEASE NOTE:** This contract was developed for primary use by University departments that have their own maintenance staff. If you are not a routine user of these types of items but occasionally need to purchase them, you **must** contact Lonnie Honeycutt 472-6307 **prior** to making your purchase.

### **PRICING:**

Items are priced on a 5% percent discount off shelf price.

### **5% DISCOUNT:**

UNL's 5% discount applies to all purchases (pick-up orders as well as delivered orders).

Single purchases with a high dollar volume or large quantities - UNL can request additional discounts in excess of the standard 5%. These discounts will be extended on a purchase by purchase basis and the discount amount will vary depending on the dollar amount or quantity of the purchase. Be sure and discuss these additional discounts with Shawn Ades or Dave Widman.

In the event the items purchased are on sale, the University will be allowed to take an additional 5% discount off the sale price.

### **ORDERING:**

**Orders for delivery** are to be placed through the "Pro-Desk" at Home Depot with Shawn Ades or Dave Widman 325-4502. The Pro-Desk hours of operation are 6:00 a.m. to 6:00 p.m. Mon – Fri. The "Pro-Desk" or "Contractor's Check Out Counter" is not in service on Saturdays or Sundays. To receive the University's discount, you will need to make your purchases between the hours of 6:00 a.m. and 6:00 p.m. Monday – Friday.

Orders for delivery can be placed by fax 325-4501 Attention Shawn or Dave.

Orders will be delivered to a dock area as determined by the UNL ordering department. Deliveries requested to be made to the job site will be made to curbside only. Home Depot is not expected to deliver building materials to UNL Building XYZ, 5<sup>th</sup> floor, room 515.

The UNL person placing the order will need to give Shawn or Dave the appropriate UNL Department's name to be billed, the UNL Purchasing card number the purchase is to be charged to and the name of the person placing the order. Examples of department names are: Housing Department – Harper, Athletic Department – Devaney Sports Center, Student Union-East Campus Union.

Upon request, Home Depot can fax you a "Confirmation Order" showing item description of materials purchased, Home Depot's SKU number, quantity purchased, price each, extended price, and appropriate UNL Department name. All prices on the confirmation order and billing invoice will include the University's 5% discount.

Orders placed by 3:00 p.m. will be delivered the next day in the a.m. (no deliveries on Sat, Sun or Holidays).

Be reasonable when requesting delivery service from Home Depot. Ordering a hammer and a box of nails is not an appropriate order for delivery. Delivery requests should be made when the order is for a large quantity of items or for large bulky building materials – lumber, dry wall, etc.

**Emergency orders** should be placed in the morning for same day delivery (M-F). If an item is needed immediately, Home Depot may be able to make delivery right away. Emergency delivery service should not be abused by UNL – every order can not be an emergency! Again we ask you to use common sense when placing orders for delivery - ordering a hammer and a box of nails is not an appropriate order request for delivery

There will be no charge for delivery services.

**HOME DEPOT'S WEB SITE:** [www.homedepot.com](http://www.homedepot.com)

UNL staff can access Home Depot's web site for product information and estimated price. Online prices will not reflect UNL's 5% discount or the correct price to UNL – Home Depot's web site should only be used to search product information and availability.

All purchases are to be made from the North Store (27<sup>th</sup> & Cornhusker). In the event an out of stock situation arises, UNL may make the purchase from the South Store (70<sup>th</sup> & Hwy 2).

**WILL CALL OR PICK UP ORDERS:**

UNL staff may go to the north store, 3300 North 27<sup>th</sup> Street, Lincoln, NE and purchase items on an as needed basis.

UNL staff may call the stores Pro-Desk (Shawn Ades or Dave Widman) and request the order to be ready for pick up upon their arrival or, the UNL staff member may go to the store, select the items for purchase and take them to the pro-desk for check out. The UNL staff member should present the pro-desk person with their UNL P-card, give the clerk the appropriate department name the purchase is to be charged to and show proof of identification (preferably UNL Identification Card). It would be best if the UNL staff person reminded the check-out person of UNL's 5% discount each time a purchase is being made.

**UNL staff are not to take their purchase to a regular check-out counter / person, they must go to the Pro-Desk to check-out.**

**RETURN OF MERCHANDISE:**

The University may return items purchased for a refund. The refund amount will be a credit applied to the original purchase against the appropriate UNL P-Card.

**PURCHASES IN EXCESS OF \$5,000.00:**

The UNL P-card can not be used for purchases in excess of \$4,999.99. Purchases in excess of \$4,999.99 will be accompanied by a UNL Purchase Order. After the items have been received by UNL, Home Dept will send a billing invoice to the appropriate UNL Department and a State of Nebraska check will be issued against the Purchase Order to Home Depot.

Be sure and get special pricing on any purchase over \$5,000.00

**REWARDS PROGRAM:**

The University may receive "reward points" for purchases made over a given period of time. A dollar amount will be applied to UNL's accumulated "reward points" and a check, credit or merchandise may be applied in compensation for our accumulated rewards points. Home Depot will explain how the reward points can be used in more detail at a later date.

**DISCOUNT PRICING EXTENDED TO UNL STAFF FOR PERSONAL USE:**

Home Depot has extended the University's discount pricing to UNL staff for personal purchases. University staff are to use the North 27<sup>th</sup> Street store when making purchases for personal use items. Personal use purchases must be taken to the Pro-Desk for check-out and payment. **Do not take items to the regular check out counters.**

The Pro-Desk hours of operation are 6:00 a.m. to 6:00 p.m. Mon – Fri, 7:00 a.m. to Noon Saturdays. At the time of purchase, let the pro-desk clerk know you are a University employee and you would like the University's discount applied to your purchase. You may be requested to show your University I.D. You may pay for your purchase by cash, personal check or personal charge card (not the University's charge card).

**RETURNS/CREDITS:**

Contact Shawn Ades or Dave Widman regarding return items. Be sure to have your order/invoice number and item number of product ready. Items should be returned within 30 days (in original packaging).

**CONTACT INFORMATION:**

**Home Depot Representative:** Shawn Ades @ Ph: 402-325-4502, Fax: 402-325-4501

**University Contact:** Lonnie Honeycutt @ Ph: 402-472-6307, Fax: 402-472-2246,

E-Mail [lhoneycutt1@unl.edu](mailto:lhoneycutt1@unl.edu)

Description	Vendor	Bid/Quote #	Contract Period
Building Materials, General Hardware Supplies & Power Tools	Home Depot	#11031	February 1, 2007 Thru January 31, 2010 with two – one year renewal options.

Updated: 6-25-2008