

## How to Buy Light Bulbs and Ballasts:



The University of Nebraska-Lincoln has established a prime vendor contract with Voss Lighting Co. for incandescent, fluorescent, specialty light bulbs and ballasts as a result of a competitive bid process. Voss Lighting Co. offices and warehouse is located at 5200 South 16<sup>th</sup> Street, Lincoln, NE 68512.

You can phone in your order 328-2283 and go to their warehouse located at 5200 South 16<sup>th</sup> Street, Lincoln, NE for items to be picked-up that day or phone in your order for delivery the next business day. When placing orders, clearly identify yourself and the UNL department you are placing the order for. Let the order taker know this is an purchase for the University of Nebraska-Lincoln and you would like our contract pricing applied. There will be no charges assessed for deliveries.

Warehouse hours are 8:00 a.m. – 5:00 p.m. Monday thru Friday.

We encourage you to make payment via the University's P-Card.

Primary use of this contract is for our UNL Departments that routinely purchase and replace their own light bulbs. If your department does not routinely purchase and replace light bulbs, please contact the Facilities Department for assistance.

### PRICING:

Items are priced on a fixed UNL annual contract price.

**RETURNS / CREDITS:** Contract John Widhalm for returns/credits cell (402) 416-4051. Be sure to have your order/invoice number and the item number of product ready. Items should be returned within 30 days of purchasing – in original packaging.

### CONTACT INFORMATION:

**Our Voss Lighting Co. Representative:** John Widhalm Cell (402) 416-4051. E-Mail [johnwidhalm@vosslighting.com](mailto:johnwidhalm@vosslighting.com)

**University Contact:** Lonnie Honeycutt 2-6307. E-Mail [lhoneycutt1@unl.edu](mailto:lhoneycutt1@unl.edu)

Description	Vendor	Bid/Quote #	Contract Period
Light Bulbs (incandescent & fluorescent) and ballasts	Voss Lighting Co.	#11006	December 1, 2006 November 30, 2009. (two one year renewal options) * Contract renewed for one year. New contract expiration date will be November 30, 2010.