

7/31/2020

To: All Parishes, Schools and Agencies
From: Steve James, Purchasing Manager
Re: Changes in Business Model for Archdiocesan Purchasing (APD)

With the new fiscal year comes changes for Archdiocesan Purchasing Department (APD). We are moving into a guided self-service approach with most of our vendors. This e-mail will be a useful tool in helping you to still take advantage of the many savings APD has negotiated over the years. In the process, we believe it will allow the acquisition of the products in the same timeframe or quicker, in some cases.

We also want you to know that I will still be here at the Archdiocese to assist you with large scale purchases, and I will be available to answer questions as we move forward.

We worked with most of our vendors regarding this change in purchasing. Those listed below have agreed to keep discounting their products to you at or lower than our existing programs. They know that you will be making direct contact regarding your orders. In addition, these vendors will begin billing you directly. Each parish/school/agency will need to pay these invoices directly, as we will not bill the invoices through Archdiocese Office of Accounting Services. Here is the list of vendors and categories most of you have been ordering through my office.

Catholic Purchasing Services- This is our national catholic buying group. Their products are itemized in the catalog or catalogs you receive each year from them. The catalogs are geared either towards school related items or religious and church related products. A series of monthly flyers also will come to your location from Catholic Purchasing Services. Your parish/school/agency should already be in their customer database. They have great prices on PPE (personal protective equipment). You can also contact them for altar bread, candles, incense, and palms. Their website is www.catholicpurchasing.org. Their phone is 800 237-4125.

Orders can be placed with Kathy Bowles x550 or Kevin Compagna at x540. Their emails are kbowles@catholicpurchasing.org or kcompagna@catholicpurchasing.org.

The following vendors have existing contracts that can be accessed through Catholic Purchasing Services:

Oco, Dadant Candles, Emkay Candles, Will and Baumer Candles, Catholic Book Publishing, Liturgy Training Publications, Demetz Statuary, Xerox, Sherwin Williams, Hon, Annin Flags, Canon, Ghent, National Public Seating, Virco, Jonti-craft, Joy Carpet, Fireking, Crown Matting, ADP, Alviti Creations, Abbey Brand, Luxor, Toomey, Oklahoma Sound, BSN Sports, US Games, and many more. Go to the Catholic Purchasing website to see the opportunities each of these companies has to offer.

Office supplies and equipment: These companies are competitively priced and have done a good job for us in the past. Please contact the following:

Office360 Ben Brown 317 378-8610, b.brown@office3sixty.com. They are a full service and furniture company. They also have a great selection of PPE and chemicals.

ICC Business Products David Bosell 317 697-6112, dbosell@iccbpi.com. Full service, furniture, and a great selection of PPE. Also, a great price on copy/print paper.

Circle Office Supply Jan Kilies 317 248-7900, jkilies@circleos.com. Full service and PPE selection

Complete Office Supply Dan Ihrie 317 437-1146, dani@completeos.com. Full service and furniture

Janitorial Supplies: These companies have served the Archdiocese very well in the past.

Kinney Paper: Jim Coddington 317 908-3196, jcoddington@kinneypaper.com. Full service and PPE.

Ferguson Supply: Matt Krouse 317 626-8214, mkrouse@ferguson.com Full service, PPE and equipment.

Cathedral Candles Contact Jane at **Krieg's** 317 638-3416. Krieg's also has access to other sacramental and liturgical products.

Root Candle Contact Jeff Giehl 513 964-4656, jgiehl@rootcandles.com. You can see their product line at www.rootcandleschurch.com

Central Supply Contact Joe Craney 317 695-0137. Central Supply is a full-service electrical supplier. They also handle our national contract with Sylvania for replacement lamps/bulbs.

Grainger Contact Jason Miller 317 417-7112, jason.miller@grainger.com. If you use our account # 854511318, you get our discounted prices, free shipping, and access to our own rep (Jason).

Air Filters two companies listed:

Filter Services of Indiana 317 264 -2123

Discount Filters Nick Scoville 317 374-8889

Culture Lighting 317 471-1129 Full-service lighting and electrical

Sharp Copiers: 317 844-0033 Great prices and service.

While the above list covers most items, please contact me if you need some direction of where to place orders. I want to be sure your needs are being met. Please remember if you are planning a large-scale purchase of classroom furniture, new or replacement church pews/seating, or large orders of office furniture, I will assist you with pricing from our vendors and with order placement. Doane Keyes is a great source with very low freight. I will still handle orders from them. I will also be involved on orders from Sauder for worship furniture and pews. You can still reach me by email sjames@archindy.org or by phone 317 236-1451 or 800 382-9836 x1451.

I will no longer be using our Amazon account or our USCCB account for purchases for parishes/schools/agencies. You will need to access both directly, if you wish to place orders.

We thank you for your many years of service that you have allowed us to perform for you. If any questions or concerns with this new direction for Archdiocesan Purchasing, please contact me to discuss in detail.