



Procurement Services

Weekly Information Newsletter

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2003 NASPO Cronin Club Gold Winner

(You can go directly to the DAS Procurement web page by clicking on the DAS logo above!)

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## Noteworthy News

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### 2004 Ford Crown Victoria Police Cruisers are out on the Street!



**Calling all Political Sub-Divisions in the State of Connecticut!** DAS is very excited to announce the contract for Police Cruisers has been awarded to **Warnock Ford**. This is the first contract that has been awarded for the ten product and service categories covered through our Buy Smart...Buy Together initiative. "The completion of the contract for **2004 Ford Crown Victoria Police Cruisers [04PSX0007](#)** is a great example of the departmental efforts to help agencies reduce costs and save the state money through state contracts. The procurement staff has worked diligently to make things happen and we expect to be sharing many more stories like this one in the upcoming months," offered Carol Wilson, Assistant Procurement Manager. According to Jill Belisle, Contract Specialist, "Depending on what options the buyer chooses, there is the potential to save up to \$3,000 compared to the last contract." To get in on these savings, keep in mind that the Manufacturer's 2004 Production Model Year Build-Out Date is **MAY 21, 2004** or until the Warnock's stock is depleted. Contact Phil Silletti of Warnock Ford, 1-877-KOP-KARS or email him at [ctsales@warnockauto.com](mailto:ctsales@warnockauto.com). Questions regarding this contract may be directed to Jill Belisle at [jill.belisle@po.state.ct.us](mailto:jill.belisle@po.state.ct.us) or 860-713-5064.

Did you read the press release "State Saves \$742,000 on Police Cruisers After "Buy Smart" Program Drives Down Costs?" Great! If not, we have provided a link to the press release:

[http://www.das.state.ct.us/news/news\\_display\\_doc.asp?F\\_ID=52](http://www.das.state.ct.us/news/news_display_doc.asp?F_ID=52)

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### Enterprise wants to know... "How's our driving?"



Toyota Prius

Actually "How do **YOU** like driving **OUR** cars?"

**Attention: All Using State Agencies and Political Sub-Divisions!** Can you believe it has been approximately four (4) months since the **Rental of Vehicles Contract [03PSX0308](#)** has gone in effect? How is it working for you? Are you pleased with the service that Enterprise is providing? Have you had any issues that needed to be resolved? Were they handled in a prompt and courteous manner? Please let us know. We realize everyone is extremely busy, so we made a quick and easy 6-question survey. All you need to do is click on the link Enterprise Survey below, complete it, and return it to Jill Belisle by April 16, 2004. Thanks in advance for taking the time to help us help you!!

[Enterprise Survey](#)



Please note: The **new** contact person for Enterprise Rent-A-Car is:

**Jim Jurek**, Corporate Sales Manager  
CAMRAC, Inc. dba Enterprise Rent-A-Car  
8 Ella Grasso Turnpike, PO Box 3268  
Windsor Locks, CT 06096

Phone: 860-627-8080 x214  
Fax: 860-627-8686  
Email: [jjurek@erac.com](mailto:jjurek@erac.com)



## **EPartners... Town of Wethersfield saves \$\$\$ by using DAS contract!!**

The ePartners program services Connecticut municipalities, schools and not-for-profit organizations by offering products and services to save time and money. To schedule a presentation with Barbara, contact her at [barbara.moser@po.state.ct.us](mailto:barbara.moser@po.state.ct.us) or 860/713-5081.

### **Department of Administrative Services News Release**

For immediate release/March 26, 2004

Contact: Adam Liegeot Phone: 860-713-5199 or [Adam.Liegeot@po.state.ct.us](mailto:Adam.Liegeot@po.state.ct.us)

## **State Saves Wethersfield \$39,000 on Shelving Purchase**

Department of Administrative Services (DAS) Commissioner Barbara Waters announced today that the state has assisted the town of Wethersfield in saving approximately \$39,000 on its purchase of industrial shelving for an upcoming renovation to the town maintenance garage.

After hearing of the benefits of purchasing off of discounted state contracts, Wethersfield decided to buy the shelving from a vendor on the state's approved vendor list. While a prior bid had come in at approximately \$60,000, the town was able to purchase the shelving from a vendor on the state's bid list for just \$21,000.

"We are always encouraging Connecticut municipalities to do their buying off of state contracts, because piggy-backing onto our contracts allows towns to buy new items for the price of used," Waters said. "Especially these days, towns are looking to save time, money and get the products they need. Not only did we save the town of Wethersfield \$39,000, we also are pleased to see a Connecticut small business get the opportunity to do the work."

Musano, Inc. of Wolcott will be installing the industrial shelving.



**How about your town?** What about other cities, schools, state agencies and not for profit organizations throughout Connecticut? Have you saved money and/or time by using our contracts? Share your savings with us and we will share your story in a future issue of WIN. Send them in to: [peppy.procurement@po.state.ct.us](mailto:peppy.procurement@po.state.ct.us)

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## Updated News from Corporate Express



- On Tuesday March 30, the 2004 Corporate Express catalog file was successfully loaded into the Core-CT system. All sell prices, units of measure and product codes are now current and appear on your order entry screen.
- The data entry team manually applies an 8 digit Corporate Express shipping account number to Core-CT orders. So that we may expedite your order quickly, please include your account number in the "Line Comments" for the first item ordered on your requisition or online PO, then select the check box "Send to Vendor" field when processing your requisition or online PO.
- Order confirmations can now be emailed or faxed directly to our customers as soon as the order has been received and processed by Corporate Express. Delivery information, order date, delivery date, product codes/descriptions, pricing and billing information will appear on all confirmations. Please remember... we process and deliver ALL orders within 24 hours after receipt. If you do not receive your CORE-CT transmitted order please check with your approver.
- If you would like to email our customer service department...email us at [STATECT@cexp.com](mailto:STATECT@cexp.com). We will respond immediately to your inquiry.
- DAS Procurement Services has authorized a Corporate Express "Pricing Only" and "On Line Catalog" web site for contract users (you can review product information and pricing but you *cannot* place orders through this site).  
[www.eway.com](http://www.eway.com) id: **state** (lower case) password: **contract** (lower case)
- Corporate Express accepts credit card transactions. These transactions are outside of the Core-CT system, as Core-CT does not have the capability to transmit credit card data. For your records, we will be happy to include contract pricing on your packing slip.

### IMPORTANT NUMBERS:

**State Contract furniture orders, local  
accounting dept, marketing:**

Corporate Express  
400 Long Beach Blvd.  
Stratford, CT 06615  
Fax # 800-613-7988  
Tel # 888-330-5908

### Office Supply Orders:

Corporate Express  
28 Eastmans Rd  
Parsippany, NJ 07054  
Fax # 800-445-4977 or 973 434-4952 (direct to  
Silver Team)  
Tel # 800-351-1499

If you would like to receive any of the Corporate Express value added services mentioned above, please contact Karen Grow, Account Manager, at [Karen.grow@cexp.com](mailto:Karen.grow@cexp.com) or 800-926-1100 x4273. Please be sure to leave your 8-digit account number and the phone number where you can be reached.

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## CT Environmentally Preferred Purchasing



“Save Energy, Save Money!”

***If we told you there was a way you could save energy and money anytime you ran equipment*** such as monitors, laser printers, vending and snack machines would you be interested in knowing how?

We thought you would. You will be pleased to know we have a contract that will allow you to do just that. **Power Controllers for Monitors, Laser Printers, Vending Machines and Snack Machines**, contract [03PSX0370](#). By installing PlugMiser™, MonitorMiser+™, LaserMiser™ and other Miser™ products into your facility, you will drastically reduce your energy consumption, which in turn will save you money.

For example, a screen saver does not save energy. MonitorMiser+ is a device that automatically switches computer monitors “off” and “on” based upon keyboard or mouse activity. With energy costs as high as \$0.13/kwh, Monitor Miser+ **can reduce electricity costs by as much as \$130 annually per monitor!** Multiply that by the number of monitors in your facility. How is that for savings?

**Conservation Solutions Corporation** is ready to help your agency, school, political subdivision or qualified not for profit organization. Once you contact them, a CSC representative will evaluate your energy efficiency measures and provide you with an energy analysis. Call:

Marion D. Cook  
Conservation Solutions Corporation  
162 Great Road  
Acton, MA 01720

888-266-19455 or 978-266-1900  
Fax 978-266-1976  
[marion@conservationsolutions.com](mailto:marion@conservationsolutions.com)



CT DAS state contracts offer a number of environmentally preferable products and services, many of which can save you money by using less energy. For more information on how you can purchase or use environmentally preferable products and services where you live and work, contact CT EPP at [Barbara.moser@po.state.ct.us](mailto:Barbara.moser@po.state.ct.us) or call at (860) 713-5081.

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## Janis Nome Donor Education Day to be held 4/29/2004



Last week we told you to look for a story about two DAS employees - one an organ donor and the other an organ recipient. Click on the link below to read the amazing and inspiring Ray Bailey and Jeanne Gray story. You won't want to miss it!

["One in a Million"](#)

## Updated Information for Janis Nome Donor Education Day

In case you haven't heard, the Janis Nome Donor Education Day will be held on April 29, 2004. Janis S. Nome, former Chief Counsel for DAS and dear friend to many of us in DAS, passed away on January 19 after a long illness.

In honor of Janis, the State of Connecticut is partnering with the National Kidney Foundation to provide information about their organ donation program. This important program will be hosted at three different locations from 8:30 AM to 4:30 PM on April 29, 2004.

- State Office Building, 165 Capitol Ave. Room G-38B
- Capitol Community College (Old G. Fox Building), 950 Capitol Ave., 7<sup>th</sup> Floor
- *Information about the third location will be announced soon*

The purpose of the program is to educate people about the organ donation program. There are a lot of myths, misinformation and fears surrounding organ donation that may discourage people from choosing to be a donor. We encourage you to go to one of the program locations to listen to speakers, talk to friendly representatives, ask questions, grab information handouts and learn about the importance of this vital program. You can even get your blood pressure taken and have a glucose test.



The Red Cross will be here to have donors sign a “promissory note” to donate blood at a drive that will be held here at the State Office Building in the near future.



The Department of Public Health (DPH) is very excited to join in on the day. They are hoping to have a location at their facility and plan on providing glucose testing and blood pressure readings.



There will be many speakers that day and a formal agenda will be announced soon. So far, the speakers will include a liver transplant recipient, someone who will educate us on the signs of liver ailments, explanations of the different types of procedures, and more.

Refreshments will be available at all locations! A special guest, Lt. Governor Jodi Rell will be at the State Office Building at 12:30 to support the event! Don’t miss this opportunity to learn about a life saving program that could save your life someday!

For more information about the Janis Nome Donor Education Day contact either Jeanne Gray at [jeanne.gray@po.state.ct.us](mailto:jeanne.gray@po.state.ct.us) or 860/713-5227 or Ray Bailey at [ray.bailey@po.state.ct.us](mailto:ray.bailey@po.state.ct.us) or 860/713-5212

## Contract Information:

### DAS Contracts

The following is a listing of contracts issued during the week of 03/29/04

| Contract #                       | Contract Name   | For:  | Contract Term  |
|----------------------------------|---|---|--|
| <a href="#"><u>03PSX0437</u></a> | Maintenance and Repairs of Connecticut River Ferries Operated by the Department of Transportation                     | Department of Transportation  | March 24, 2004 through November 30, 2004   |
| <a href="#"><u>04PSX0004</u></a> | Purchase of Crushed Stone, Screened Gravel, Processed Aggregate, Grits and Rip Rap, Picked up and Delivered           | Dept of Transportation, All Using State Agencies and Political Subdivisions   | April 1, 2004 Through March 31, 2005   |
| <a href="#"><u>04PSX0007</u></a> | Police Cruisers-2004 Ford Crown Victoria  | Police Cruisers-2004 Ford Crown Victoria                                      | Manufacturer's 2004 Production Model Year Build-Out Date is MAY 21, 2004, or until Contractor's Stock is Depleted. |
| <a href="#"><u>04PSX0013</u></a> | Various Crash Cushion Attenuating Systems for the Department of Transportation  | Dept of Transportation, All Using State Agencies and Political Subdivisions   | April 1, 2004 to March 31, 2007, three (3) years   |
| <a href="#"><u>04PSX0023</u></a> | Application of Non-Selective Herbicides for Rights of Way and Specific Locations for the Department of Transportation | Department of Transportation  | March 26, 2004 through January 31, 2006  |
| <a href="#"><u>04PSX0024</u></a> | Application of Non-Selective Herbicides on Divided Highways for the Department of Transportation                      | Department of Transportation  | March 26, 2004 through January 31, 2006  |
| <a href="#"><u>04PSX0031</u></a> | Bridge Localized Field Painting Services for the Department of Transportation District 1                              | Dept of Transportation, All Using State Agencies and Political Subdivisions   | March 31, 2004 through December 31, 2004   |
| <a href="#"><u>04PSX0037</u></a> | Furnishing and Installation of Epoxy Resin Pavement Markings for the Department of Transportation                     | Dept of Transportation, All Using State Agencies and Political Subdivisions   | March 24, 2004 through February 28, 2006   |
| <a href="#"><u>04PSX0040</u></a> | NON-OEM Tractor Replacement Parts for John Deere and New Holland  | Dept of Transportation, All Using State Agencies and Political Subdivisions e | April 1, 2004 Through March 31, 2006   |
| <a href="#"><u>04PSX0043</u></a> | Genuine OEM Heil Dump Body Repair Parts   | Dept of Transportation, All Using State Agencies and Political Subdivisions   | April 1, 2004 Through March 31, 2006   |
| <a href="#"><u>04PSX0050</u></a> | Cut Sheet Check Stock   | Office of State Comptroller   | March 25, 2004 through March 31, 2006  |
| <a href="#"><u>04PSX0053</u></a> | Court Reporting/Transcription Services for the Department of Banking  | Department of Banking   | April 1, 2004 through March 31, 2007   |
| <a href="#"><u>04PSX0090</u></a> | Landscaping services for various Department of Motor Vehicles locations   | The Department of Motor Vehicles  | April 1, 2004 through March 31, 2005   |

## Contracts Expiring

Did you know that our state contracts are reviewed one to three months prior to the actual expiration date? During this review process, the contract specialist examines the specifications and products/services included within each contract

### [Contract Search](#)

Click on the list of “Contracts Issued/**Expiring** In Last/Next 30/60/90/120 Days”. Choose the radio button marked “**Expiring** Contracts” and select the time frame. Then click “Get Contracts”. That’s all there is to it!

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## Bid Notice Postings

To view the entire DAS bid notice listing, click on the following hyperlink to go to our web page. [DAS Bid Notices](#)

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## Core-CT Information



### Catalogs Updated

The catalogs from Suburban Stationers, US Food, and Corporate Express have been updated with current pricing. Happy ordering!



### ePROCUREMENT ALERT

Several items from the Corporate Express Catalog contain the incorrect unit of measure. These items are listed at [http://www.core-ct.state.ct.us/fin-golive/daily/20040401\\_x.doc](http://www.core-ct.state.ct.us/fin-golive/daily/20040401_x.doc) Please do not order these items from Corporate Express using the Item Catalog. We are in the process of inactivating these items from the Item Catalog.

The correct item, with the proper unit of measure, is already available for ordering in Core-CT.



### Looking for Catalog Items in Core-CT/PeopleSoft?

Use the following link to access the listing of the vendors, contract number and contract name that have been loaded into the **Core-CT** catalog.

### [Core-CT Catalog](#)



## Getting Help Quickly And Easily

Click on the “help” link to access all the **Core-CT** help links and phone numbers that are available to you.

[Help](#)

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## “Certification Central”



The link below lists the name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week. Contact Meg Yetishefsky with any comments or suggestions at [meg.yetishefsky@po.state.ct.us](mailto:meg.yetishefsky@po.state.ct.us) or (860) 713-5228.

**Newly Certified!** – [03/22/04 through 03/26/04](#)

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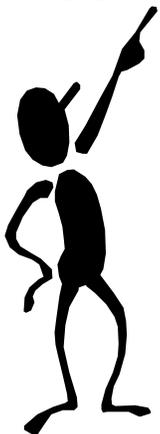
## Vendor Spotlight???



**Who would you like to see in the “spotlight?”** We want to give our vendors an opportunity to “shine” and “broadcast” the products and services they provide. Let us know what contracted vendors/businesses you would like to see featured in this new addition to our newsletter. Vendors, here is a great opportunity to be on center stage and let your products and services be known! Contact Teresa Dupont at [teresa.dupont@po.state.ct.us](mailto:teresa.dupont@po.state.ct.us) with your requests and suggestions.

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## Peppy’s Points to Ponder



***Due to circumstances beyond our control, there will not be any Points to Ponder this week! April Fools! (A day late!)***

Gotcha! Of course we are only kidding! We know how much you look forward to this column each week. Since we pulled an April Fools prank, did you ever wonder where and when this holiday began? If you are curious to know, click the following link to read:



[\*\*The Origin of April Fools Day\*\*](#)

**Thanks to all my loyal WINners for submitting all these great quotes. Keep them coming!** Don't be shy! Please take a minute to send them to me at [peppy.procurement@po.state.ct.us](mailto:peppy.procurement@po.state.ct.us) and watch for them to appear in future issues of WIN.

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# Peppy's Toolbox

Click on the "toolbox link" at the right to help yourself to any of the helpful "tools" (electronic forms) that are available to you.



## Ask Peppy!

Do you have a purchasing question and you can't seem to find the answer? Send it to me at [peppy.procurement@po.state.ct.us](mailto:peppy.procurement@po.state.ct.us) and I will do my best to find the answer for you and post it in a future issue of WIN.



## Tech Talk with Ms. Bits n' Bytes

Last week we shared some important information on [Internet Safety for Children](#). **Securitas**, one of the security guard services contractors sent us these tips and guidelines for us to share with our WIN readers. **This information is extremely important and will help to ensure online safety for children.** Please take a moment to review this guidance, some of which you may have heard before. However, in order to minimize the risk exposure of children on the Internet, these ideas are well worth repeating.

### Internet Safety for Children Part II



The FBI has provided the following Internet safety tips for children (K-5th Grade). As you will see, these tips contain good advice for all children. You might consider printing a copy of the following tips and reviewing them with your children. If possible, post a copy of these tips near your home computer as a reminder to your child. (Excellent idea!)

- **Never give out personal information such as your name, home address, school name, or telephone number in a chat room or on a bulletin board.**
- **Never send a picture of yourself to someone you chat with on the computer without your parent's permission.**
- **Never write to someone who has made you feel uncomfortable or scared.**
- **Do not meet someone or have him/her visit you without your parent's permission.**
- **Tell your parents/guardians right away if you read anything on the Internet that makes you feel uncomfortable.**

- Remember that everything you read online may not be true. For example, people online may not be who they say they are. Someone who says that she is a 12-year-old girl could really be an older man.
- Introduce a new online friend to your parent.
- Follow the online rules set by your parents/guardians and teachers.

Teenagers are more at risk of being a target of exploitation on the Internet because they often use the computer unsupervised and because they are more likely to participate in online discussions. For more information, see Teen Safety on the Information Highway at [www.missingkids.com](http://www.missingkids.com) or order a free copy by calling 1-800-843-5678.

Learning to make good choices on the Internet can serve young people well. This skill can help them to think critically about numerous choices they will face in the future.



**Please remember many state agencies have policies for Internet usage, do not click on links at work. Jot the address down and enjoy it from home.**

Please write to me and let me know if you have a computer question, problem or perhaps just something you would be interested in learning about. You can email me at: [maureen.blackburn@po.state.ct.us](mailto:maureen.blackburn@po.state.ct.us)



Keep up to speed with what's happening in the

Department of Information Technology



## Contracts & Purchasing Division Information



Need to contact someone at **DOIT**? Click here to link to the [DOIT Contact](#) Information page of their web site.

## DOIT Bid/ Proposals

- Click on the following hyperlink [DOITBidPostingNotices](#) to jump to DOIT's Bid Posting Notices section of their web page.

## DOIT Contract Awards

- Click on the following hyperlink [DOITContractAwards](#) to jump to DOIT's Contract Award section of their web page.

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## Contact Us

If you know someone who may be interested in receiving this newsletter, have him or her send an email with the following information:



**Name:**  
**Job Title:**  
**Agency/Organization Name:**  
**Mailing Address:**  
**City/State/Zip:**  
**Phone:**  
**Fax:**  
**Email:**

Send it to Teresa Dupont at [teresa.dupont@po.state.ct.us](mailto:teresa.dupont@po.state.ct.us) or fax it to her at 860-622-2940. Once she gets the information, they will be added to the “WINner” list!

Likewise, if you do not wish to receive WIN, send us a note and your name will be removed.

Questions? Call Teresa at 860-713-5073.