



Procurement Services

Weekly Information Newsletter

03/26/04

Volume 140



2003 NASPO Cronin Club Gold Winner

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

TABLE OF CONTENTS

NOTEWORTHY NEWS2
Department of Administrative Services News Release2
ePartners Continues Outreach to Not-for-Profits!3
Are You in Need of Durable Furniture?3
The Janis Nome Donor Education Day is April 29, 20044
US Foodservice Price List for Week of March 26, 20045
CT ENVIRONMENTALLY PREFERABLE PURCHASING...5
The Environmental Cost of Junk Mail5
SMALL BUSINESS IS BIG NEWS!6
“CERTIFICATION CENTRAL”7
BID NOTICE POSTINGS7
CONTRACT INFORMATION:8
DAS Contracts8
Contracts Expiring8
CORE-CT INFORMATION8
Looking for Catalog Items in Core-CT/PeopleSoft?8
Getting Help Quickly And Easily8
PEPPY’S TOOLBOX.....9
PEPPY’S POINTS TO PONDER.....9
WINNING WAYS!.....9
ASK PEPPY!.....9
VENDOR SPOTLIGHT...10
TECH TALK WITH MS. BITS N’ BYTES10
Internet Safety for Children..... 10
DEPARTMENT OF INFORMATION TECHNOLOGY12
Contracts & Purchasing Division Information12
DOIT Bid Proposals12
DOIT Contract Awards12
CONTACT US12

Department of Administrative Services News Release



For immediate release/March 23, 2004

Contact: Adam Liegeot

Phone: 860-713-5199 or Adam.Liegeot@po.state.ct.us

State Improves Opportunities for Small and Minority-Owned Businesses with “Buy Smart” Initiative

Governor John G. Rowland and Department of Administrative Services (DAS) Commissioner Barbara Waters announced today that as part of the state’s new “Buy Smart, Buy Together” initiative, DAS is taking a major step toward improving opportunities for Connecticut’s small and minority-owned businesses (SBE/MBEs).

Under the Buy Smart initiative, DAS is reviewing the state’s major buying categories and examining ways in which buying can be improved. Categories under review include office supplies, advertising, document management services, and waste removal.

Prior to Buy Smart, the majority of the state’s spending with SBE/MBEs was going to a very small number of vendors.

For example, under the state’s current Document Management Services contract, there are 130 SBE/MBEs registered to do business with the state. Of those 130, 78 vendors (60 percent) received no business at all in fiscal year 2003, while just eight vendors were getting 68 percent of the state’s business.

Under the new Buy Smart contracts, the prime vendor that gets selected by the state will be unable to steer subcontracting work to favored subcontractors. That prime vendor must get competitive quotes from a number of other companies when subcontracting out work.

“We are pleased to announce that the playing field has been leveled, and as a result, opportunities for small and minority-owned businesses to provide goods and services to the state will increase,” Governor Rowland said. “In fixing this disparity, we are providing more opportunities for these businesses to compete for state work.”

States that have implemented Buy Smart programs also have successfully created more opportunities for SBE/MBEs. Delaware saw SBE/MBE participation increase by eight percent, while in Virginia, spending with SBE/MBEs increased from \$8 million to \$15 million.

“Under Buy Smart, there will be no possibility of prime vendor favoritism in the awarding of subcontracts,” Waters said. “All subcontracting will be open, transparent, and recorded. For all subcontracting work, competitive bidding is now required. This is great news for the small and minority-owned business community.”

While Buy Smart, Buy Together will expand opportunities for SME/MBEs, it will also save taxpayers money. Waters estimates that the initiative, which leverages Connecticut state agencies’ purchasing power, will create \$3.75 million in savings for taxpayers in fiscal year 2005 and save millions more over the next several years. For example, the state is already saving over \$742,000 annually on its purchase of police cruisers. The cost per cruiser has dropped by about \$3000 per cruiser, without sacrificing cruiser quality.



ePartners Continues Outreach to Not-for-Profits!

Barbara Moser, ePartner & EPP Advisor for Procurement Services, traveled to Trumbull on March 24 to offer a presentation to the Fairfield County Private Providers Coalition. Barbara informed the group about all of the products and services that DAS offers through the ePartners program to help “qualified” not-for-profit organizations save time and money. “Qualified” not-for-profits are defined as institutions or agencies which receives at least sixty per cent of its funding from the state or federal government. She discussed the benefits of using state contracts, the advantages of utilizing the DAS website, including posting their bids, the P-card (credit card) program and much more! Lastly, Barb introduced them to the WIN newsletter! We want to welcome our new subscribers!

- Katie Banzhaf, William Casaleand, Kenneth Piciano from STAR, Inc.
- Francis McCarthy for Marrakech, Inc.
- Barry Buxbaum of St. Vincent’s Special Needs Services
- Stuart Gordon of the Kennedy Center
- Mike Martone, lobbyist for the Fairfield County Providers Coalition



The ePartners program services Connecticut municipalities, schools and not-for-profit organizations. To schedule a presentation with Barbara, contact her at barbara.moser@po.state.ct.us or 860/713-5081.

Are You in Need of Durable Furniture?

Does your organization need furniture that is practically maintenance free, easy to clean; graffiti resistant yet is attractive and comes in a variety of styles and colors? Well, take a seat because you will be happy to know that a new contract has been awarded just for that:



Molded Plastic Furniture Contract [04PSX0048](#) is now available to All Using State Agencies and Political Sub-Divisions as well as Qualified Non-Profit Organizations!

We are happy to announce that the contract has been awarded to two (2) Connecticut certified Small Business Enterprises! **Insalco Corporation** and **Wyndham Corporate Interiors, LLC**, are both ready to provide you with your molded plastic furniture needs. Glasspec, Max-Secure Systems, Inc. and Norix are the manufacturers of the furniture on contract. They offer tables, chairs, including lounge & stacking, with & without arms, desks, and so much more! Depending on your choice of furniture and delivery options, **you can save up to 35% off of the manufacturer's list price!**

Contact one the vendors below for more product information and price lists. See how much money you can save by using the Molded Plastic Furniture contract!

Insalco Corporation

345 Highland Avenue, Suite 101
PO Box 434
Cheshire, CT 06410

Bob Ziedman
Ph: 203-272-4249
Fax: 203-272-2048
Insalco@snet.net

Wyndham Interiors, LLC

280 Providence Road
PO Box 600
Brooklyn, CT 06234

Mark McNally
Ph: 860-774-8110
Fax: 860-774-8131
MmcNally@buydesk.com



Any questions regarding this contract may be directed to DAS Contract Specialist, Don Casella. He may be reached at donald.casella@po.state.ct.us or 860/713-5151.



The Janis Nome Donor Education Day is April 29, 2004

Plans are moving forward for the donor education day named for Janis S. Nome, former Chief Counsel for DAS who passed away on January 19 after a long illness.

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., 7th 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 talk to the friendly representatives, ask questions, grab information handouts and learn about the importance of this vital program.

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!

Next week you will hear about two DAS employees - one an organ donor and the other an organ recipient. They share an inspiring story that you won't want to miss!

US Foodservice Price List for Week of March 26, 2004



To assist you with preparing for the orders you may place with US Foodservice next week, we are attaching an Excel file with the food and janitorial supplies prices that will be in effect for the week of March 26, 2004.

[Price List for Week of March 26, 2004](#)

CT Environmentally Preferable Purchasing...



The Environmental Cost of Junk Mail

Webster's II New College Dictionary (1995, Houghton Mifflin Company) defines junk mail as "Third-class mail, as advertisements, mailed indiscriminately in large quantities."

According to the U.S. EPA, **100 million trees** are used to produce junk mail; 250,000 homes could be heated with one day's supply of junk mail; and **Americans receive almost 4 million tons of junk mail every year**. Additionally, billions of gallons of water are used to process pulp into paper for junk mail, and the heavy metals associated with colored inks eventually make their way to our water and air resources.

Michael Worsham, in his 1995 article entitled, **Junk Mail: Unsolicited Advertising that Pollutes Our Planet and Invades Our Privacy**, estimates that each adult American receives an average of 41 pounds of junk mail every year. The biggest environmental impact associated with this industry is the air pollution emissions associated with the transport, delivery, and disposal of this unsolicited mail. We're talking about the particulate matter that causes lung disease, the **VOCs** that contribute to our summertime haze, and the greenhouse gas emissions that are changing our treasured New England climate. All for something we didn't ask for and will ultimately end up in the landfill to the tune of an estimated 93%.



Did I say landfill? Michael Worsham reports that only 200,000 tons out of 3.8 million tons of junk mail gets recycled. Never mind that we don't have any landfill space left and most of this paper will get burned in a trash to energy plant, let's just look at the tipping fees associated with discarding 3.6 million tons of paper. Using the National Solid Waste Management Association's average US tipping fee for 2002, \$33.70, **Americans spend about \$121 million dollars disposing of junk mail.** In New England, the tipping fees tend to run about twice the national average.

Looking for a way to save money by eliminating the costs associated with handling and disposing of junk mail, **DAS** is also aiding the environment by spearheading their "**Dunk the Junk**" campaign. Junk mail is collected and assigned Team Leaders are responsible for contacting the originators to get DAS off the mailing list. Way to go, **DAS!**

What can you do about junk mail? Luckily, there are a number of organizations dedicated to decreasing junk mail. www.StopJunk.com; www.privacyrights.com; and www.junkbusters.com are just a few of the on-line resources available to consumers looking for relief from the pile of mail they cart to the curb every week.

CT DAS state contracts offer a number of environmentally preferable products and services. For more information on how you can purchase or use environmentally preferable products and services where you live and work, you may contact CT EPP at Barbara.moser@po.state.ct.us or call at (860) 713-5081.



Welcome to "**Small Business is Big News!**" our newest feature in WIN! The Business CONNections Unit is responsible for certifying qualified Connecticut companies as small or minority business enterprises and connects these companies with potential opportunities for business. From time to time we will feature a certified company so you can learn about the products and services available to you from local small business vendors. If the featured vendor is on a current state contract, the contract name and number will be listed along with a link to the contract document. Enjoy!

Small Business is Big News!

Hosmer Mountain Bottling Company, in Willimantic, CT is a family-owned and operated soda business. Brothers **Andy, Bill, Chuck and John Potvin** have been producing over 30 flavors of beverages from their own private recipes for the past 40 years.

John Pacholski, of Procurement Services has been buying Hosmer soda for the past 25 years. Knowing they are a small business, John referred them to our Supplier Diversity Unit to apply for certification as a Connecticut Small Business Enterprise (SBE).

Last week, John and **Gregg Nome**, of Procurement Services, took a trip to Willimantic to present the Potvin brothers with their SBE certificate and to view their operation. What a wonderful nostalgic trip it was! They learned that Hosmer conducts their business in the old-fashioned, personal way. When you call Hosmer, you talk to a real person and



Gregg Nome presents Bill Potvin with the CT SBE certificate

chances are it will be one of the four brothers. Not only that, John and Gregg discovered that they still provide home delivery service. How's that for a trip down memory lane! With the goal of providing great customer service, prior to each delivery the folks at Hosmer personally call customers to confirm their choice of flavors and quantities.



A Hosmer truck gets ready to make a "home delivery"

Hosmer packages their soda in glass bottles and they claim the soda holds its "fizz" longer than the brands packaged in plastic. They even pick up the empty bottles and each has the potential to be reused up to 10 times! According to their website, "Our packaging is environmentally friendly because, frankly, we believe it should be that way."



Stop by Hosmer the next time you are in Willimantic and say "hello." And get yourself a delicious tasting; ice cold, old-fashioned Moxie, root beer or cream soda.

To learn more about the Hosmer Mountain Bottling Company, including additional product offerings, check out their website at <http://hosmer.pds2k.com/index.shtml>. They are located on 217 Mountain Street, Willimantic and have another store location at 15 Spencer St., Manchester. Call 860-423-1555 and one of the boys will be glad to hear from you!

"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 or (860) 713-5228.

Newly Certified! – [03/22/04 through 03/19/04](#)



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](#)

Contract Information:

DAS Contracts

The following is a listing of contracts issued during the week of 03/22/04:

Contract #	Contract Name	For:	Contract Term
04PSX0011	Replacement of Full-Depth Concrete Pavement	Department of Transportation All Using State Agencies and Political Subdivisions of the State	March 1, 2004 through February 28, 2005
04PSX0030	Tow Chain Accessories	Department of Transportation All Using State Agencies and Political Subdivisions of the State	April 1, 2004 through March 31, 2006.
04PSX0036	Pintle Chain & Assemblies	Department of Transportation All Using State Agencies and Political Subdivisions of the State	April 1, 2004 through March 31, 2006.

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!

Core-CT Information



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.

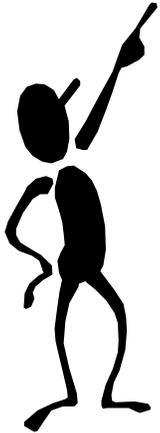
[Help](#)

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.



Peppy's Points to Ponder



"In the end, it's not the years in your life that count. It's the life in your years."

-Abraham Lincoln

WINners! Send in your favorite quotes, thoughts and "points to ponder!" Don't be shy! Please take a minute to send them to me at peppy.procurement@po.state.ct.us and watch for them to appear in future issues of WIN.

WINning Ways!



C'mon WINners. I know there are people who deserve to be recognized for a job well done. Is there a co-worker who always goes above and beyond to get the job done? Someone who is always willing to help out? Please take a few minutes to write and let me know about them. I know it would really brighten their day when they saw their name in our "WINning Ways" section of WIN and to see that their hard work and efforts were being recognized. Send your WINning Ways nominees to me at peppy.procurement@po.state.ct.us.

Ask Peppy!

WINners, 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 and I will do my best to find the answer for you and post it in a future issue of WIN.



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 with your requests and suggestions.

Tech Talk with Ms. Bits n’ Bytes



Securitas, one of the security guard services contractors sent in the following 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

Parents/guardians have more control over their child's Internet usage at home, but they also should be aware of how Internet usage is monitored and what online protection is offered in your child's school, library, and any other place where your child accesses the Internet. The following are some Internet safety tips for parents/guardians:

- Explore the Internet with your child whenever possible. This allows you to monitor the websites accessed by your child and immediately will alert you to any inappropriate information encountered.
- Discuss the inappropriate information with your child and contact your Internet Service Provider (ISP) to report the inappropriate information.
- Become computer literate and learn how to block objectionable material.
- **Keep the computer in a common area so you can easily watch and monitor your child.**
- Share an email account with your child so you can monitor messages.
- Bookmark your child's favorite sites for easy access.
- **Forbid your child from entering private chat rooms; block them with safety features provided by your ISP or with special filtering software.**
- Monitor your credit card and phone bills for unfamiliar account charges.
- Call the National Center for Missing and Exploited Children (NCMEC) at 1-800- 843-5678 if you become aware of the transmission, use, or viewing of child pornography online.

- **Contact local law enforcement or the FBI if your child has received child pornography via the Internet.**
- Get to know your child's online friends just as you get to know their other friends.
- Be aware of any policies your child's school has regarding student Internet use. Also, be aware of whether the school has a closed Intranet site or a website the public can access on the World Wide Web.
- **Establish online rules with your child. These rules should include the time of day that your child can use the Internet, how long they can use the Internet, and appropriate websites.**

If you have concern about your child's online activities, talk to them. Also, seek the advice of teachers, librarians, and other Internet users. How you respond when your child tells you of an upsetting online experience often will determine whether or not your child will confide in you the next time.

Watch for next weeks Tech Talk. We will provide advice from the FBI for kids K–12 as well as suggestions of filtering options for your home PC's.



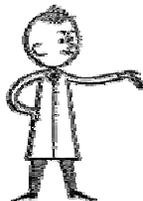
Website of the Week

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.

This is such a cool site! Remember making rubber eggs or dancing mothballs? Share this with your kids or just take a step back in time and have some fun with:

Bizarre Stuff to Make in your Kitchen

This site is a museum of classic home science experiments, mainly from the 1930's-1960. You can search the site either by the [categorical](#) listing of projects, or by the alphabetical [index](#). This site updated fairly regularly; any significant additions are posted on the ["what's new"](#) page. If there are any questions about the site or projects, please check the [FAQ page first](#).



<http://home.houston.rr.com/molerat/index.htm>

Do any of our Loyal WIN readers have website they would like to share? Send them in!

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



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.

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 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.