Volume 2 Issue 02

DEPARTMENT OF ADMINISTRATIVE SERVICES
JANUARY 13, 2006

BuyLines Weekly

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- REDUCE, RECYCLE, REUSE

DAS Central Printing

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DAS Contract Information

The following contracts were issued during the week of January 9, 2006

Contract Number:	Contract Name:	For:	Contract Term:
05PSX0144	Diversity Training	DAS Strategic Services, All Using State Agencies, Political Subdivisions, and Not-for-Profits	Date of Award through August 31, 2010
05PSX0224	Pre-Printed Reflective Sheeting for License Plate Production	Dept. of Correction and Dept. of Motor Vehicles	January 3, 2006 through September 30, 2008
05PSX0284	Uniforms including Outerwear, Jackets, Windbreakers, Hats, Etc.	All Using State Agencies, Political Sub Divisions, Schools and Not for Profits	Date of Award through October 31, 2010
05PSX0320	Polyethylene Corrugated Tubing	The Department of Transportation	Date of Award through December 31, 2007
05PSX0396	35 KW Mobile power generator on trailer.	Dept. of Homeland Security	One Purchase with possible one year term.
05PSX0400	Snow Removal Services	Military Department	January 6, 2006 through April 30, 2008
02PSX0148	Rental and Cleaning of Walk Off Mats and Mops	All Using State Agencies and Political Subdivisions and Not For Profits	July 1, 2002 through June 30, 2005
03PSX0105	On-Site and Off-Site Shredding Services	All Using State Agencies and Political Subdivisions and Not For Profits	February 1, 2003 through May 31, 2006
99PSX0049	Systems Furniture	All Using Agencies and Political Subdivisions	Date of Award through December 31, 2005

Contracts Expiring

Did you know that our state contracts are reviewed one to three months prior to the actual expiration date?
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! **Contract Search**

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.**

Certification Central

We have made it even easier for you to see which Connecticut vendors have recently become certified! Use the link we have provided to access the listing of **New Set-Aside Vendors certified in the last 7 days**. The link below lists the company name, contact information, product description and certification type for all Connecticut small businesses that were certified during the **previous** week.

http://www.das.state.ct.us/Purchase/ePartners/ep_whats_new.asp#Vendors

Questions regarding the Supplier Diversity Program can be directed to Meg Yetishefsky, Supplier Diversity Manager, at Meg.Yetishefsky@ct.gov or 860-713-5228.

Catalog Shopping?

Use this link to access the listing of the vendors, contract numbers and contract names that have been loaded into the **Core-CT** catalog.

Purchasing Card Program

The Purchasing Card Program (P-Card), which started out as a pilot program to streamline payment methods, has grown significantly over the past 8 years. Originally only covering three state agencies and their 100 credit cards, it now encompasses 83 state agencies with over 2000 state credit cards issued.

DAS' Kerry DiMatteo, the P-Card Program Administrator, has been with the program since its inception and sat down to talk about the success and growth of the program.

What significant changes have evolved with the program?
When it first started it was used primarily for emergency purchases and to help reduce the amount of low dollar purchase orders and petty cash requests. It was essentially an enhancement to the way we do business. Due to the ease and the convenience of the program, it is now the (preferred) way to do business; especially with the need to do business over the Internet.

How receptive was the vendor community in accepting the P-Card program?
It really took off quite quickly. Vendors are very familiar with the use of credit cards and prefer the card to other forms of purchasing, because they get paid within 24 to 48 hours.

What is the difference between a Travel Card and the P-Card?
There is one Travel Credit Card at each agency specifically for the purchase of airline and train tickets. P-Cards at each agency can be customized to meet the purchasing needs specific to the individual cardholder's job function within the agency.

So can I purchase plane or train tickets online?
You're going to need to check with your Agency P-Card Coordinator because each agency has its own travel procedures.

How do I find out more information about how my agency P-Card Program is set up?
You can contact your agency's P-Card Coordinator. To find out who this is at your agency, you can check the DAS website, or follow this link.

If I'm using my card and there's a problem, what do I do?
As with any other credit card, call the bank's phone number on the back of the credit card. Your card simply may not be set up to purchase whatever you're trying to buy, or the card may have reached its limit. Your very next call should be to your agency coordinator.

Can any state employee get a credit card?
You will need to go through your manager or supervisor and justify the request.

Do only state agencies have credit cards?
DAS and OSC are responsible for administering the P-Card Program for executive branch agencies. However, all other state agencies, municipalities, schools and not-for-profits can "piggy back" off of our contract with the bank to implement their own credit card program. Currently, we have 13 entities "piggy backing" off our contract, and three additional starting the implementation process.

How would an agency, municipality, school or not-for-profit get their own credit card program?
They can first check out our P-Card web page for information about implementation or by following this link. Once they've had a chance to review the information, they can then contact me with any questions or for assistance in getting started.

How does the state fiscally benefit from having this program?
The P-Card contract is constructed in such a way that the state actually receives a rebate depending on how much the cards are used. In 2004, Connecticut earned a $133,500 rebate.

What enhancements do you foresee in the Program?
As always, we look for better ways to monitor and maintain the program, as well as research new ways to better utilize what the program has to offer us.

DiMatteo will be partnering with the bank to enhance the current reporting/tracking system for the P-Cards, which will streamline the reconciliation process for the coordinators. "By educating the agencies on the benefits of the P-Cards, we can work together to fully utilize the program's potential," DiMatteo said.

And or course, protecting the integrity of the P-Card Program remains a constant priority.

Recently, DAS Procurement Services made organizational changes in an effort to improve customer service and better respond to rapidly changing procurement requirements.

In an effort to provide you with up-to-date information on who to contact, and team responsibilities, the following depicts Procurement's current organization and responsibilities.

DAS Procurement wishes all of our customers a healthy and prosperous new year. Please do not hesitate to contact us!

Carol Wilson, Director of Procurement 860-713-5093
Administrative Assistant, Maureen Blackburn, 860-713-5066

Devin Marquez, Procurement Attorney, 860-713-5381

Contracting Teams
Tony Deluca, Manager 860-713-5070

Contracting Team #1

Don Casella
Team Leader
860-713-5150

Team members:
Jill Belisle
Jim Gotta
Paul Greco
Cynthia Shea

Maintenance, Repair and Operational Supplies & Equipment, Food, Industrial Equipment, Fuel, Environmental Services, Cleaning Supplies, Scrap, Lawn/Power Equipment, Printing Services

Contracting Team #2

Tina Costanzo
Team Leader
860-713-5068

Team Members:
Pam Anderson
Theresa Anderson
Celeste Cashman
Pat DeConti

Vehicles, Professional Services, Kitchen Equipment, Roadway Markings, Transportation, Refrigeration, Conference/Travel, Landscaping & Snow Removal

Contracting Team #3

Maureen Friedman
Team Leader
860-713-5069

Team Members:
Mark Carroza
Ann Simeone
Susan Thomas

Pharmaceuticals, Building Mgmt Services, Medical Services, Pest Services & Removal, Portable Toilets, Lab Equipment, LabSupplies, Metals, Medical Supplies, Services for the Deceased, Medical Equipment, Custodial Services

Contracting Team #4

Joe Giliberto
Team Leader
860-713-5096

Team Leaders:
Linda LoSchiavo
Ada Rivera
Rob Zalucki

Office Equipment, Security Services, Communications, Signals, etc., Police/emergency Supplies and Equipment, Paint, Printing Equipment, Clothing, Textiles, Music, Rubbish Removal

Contracting Team #5

Cindy Milardo
Team Leader
860-713-5084

Team Members:
Janet Delgreco
Teresa Dupont
Susanne Hawkins

Office Supplies, Furniture, Floor/Window treatments, Mail & courier services, Athletic Supplies, Miscellaneous Equipment, Pre-printed publications, Advertising, Promotional supplies, lumber, Audio Visual Equip/Supplies, Photographic Equipment, Feed & Forage, Agricultural Supplies, Runway Maintenance, Building/Roadway Materials and Maintenance, Computer Supplies.

Supplier Diversity Team
Meg Yetishefsky
Manager
860-713-5228

Supplier Diversity Team Members
(860-713-5236)
Debby Hearl
Reuben Jonathan-Lusack
Gregg Nome
Charlene Lindee

more information on next page

Other Procurement Programs:
Carlos Velez, Manager, 860-713-5092

Contractor Prequalification Program
860-713-5280
Peter Hunter
Lynn Peccerillo

P-Card Program
860-713-5072
Kerry DiMatteo

Master Insurance Program & Financial Insurance Commodities
860-713-5250
Aimee Gagnon

State & Federal Surplus Program
860-571-7445
Jim Potyra, Supervisor
Kevin Backman
Holly Crandall

State Contracting Portal Info
Ada Rivera 860-713-5048
Linda Loschiavo 860-713-5078

Catalog Management Program
860-713-5094
John Pacholski, Team Leader
Julie Bernosky
Laurie Melesko
Mike Owsianko

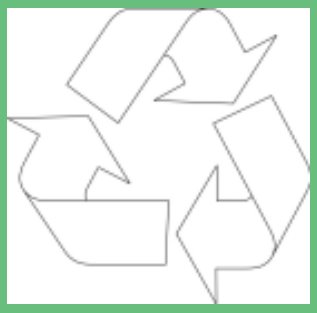
CoreCT Supply Chain Management Team
Joann Bellamo, Manager
860-622-2511
Team Members:
Kathleen M. Anderson
Steve Beaulieu
Noreen Camara
Amanda Starbala
John Winschel

Administrative Support Team:
Procurement Main Phone Number:
860-713-5095
Procurement Fax 860-713-7484
Lori Coleman
Ruthie Hatten
Eva Merriman
Arlene Watson

Reduce, Reuse, Recycle.

That's what the three curved arrows represent in the familiar recycle logo. In order to conserve valuable resources, you should first **reduce** what you use. For example, print double-sided copies to save on paper usage, shut off lights when leaving a room to save electricity, use a programmable thermostat to save on energy consumption. These simple, low or no-cost practices will save another valuable resource - Money!

What are some ways you can **reuse** what you already have? If you have single-sided copies of unwanted documents, use the clean side of the paper, cut into fourths and staple for a handy scratch pad. Take-home food containers can be reused to store food and office and hardware supplies. See how many creative ideas you can come up with to reuse what you already have.

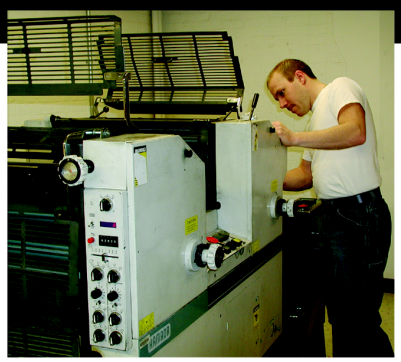


Don't forget to **recycle** resources, when possible. Below are some examples of organizations that are looking for what you no longer want or need. These organizations will reuse or recycle products and you will have the satisfaction of helping someone else while contributing to the conservation of the environment. For example, Nike has a Reuse-A-Shoe program that collects and recycles 1-2 million pairs of athletic shoes each year. The shoes are ground up and turned into sports surfaces such as basketball and tennis courts, soccer, football and baseball fields, tracks and playground surfaces. Nike has donated over 150 sports surfaces since the program began in 1993 to communities that would otherwise lack surfaces like these. One of the donated sports surfaces is the Granby Playground located at 5 North Granby Road in Granby, CT.

Read on to see how you can donate your stuff:

- **Put worn-out sneakers to good use**, by bringing them to Nike drop-off locations to be ground up to resurface ball courts and athletic fields (www.nikereuseashoe.com)
- **Donate old cell phones** to help domestic violence victims (www.calltoprotect.org or 888-901-SAFE)
- **Give used sports gear** to needy children via associations like the American Youth Soccer Organization's Suit Up program (www.soccer.org or 800-872-2976)
- **Box up books** for the Half Pint Library to bring to sick children (www.halfpricebooks.com or 800-883-2114)

DAS CENTRAL PRINTING



- Offset printing
- Digital copies
- Color copies
- Binding, finishing, addressing and mailing
- Delivery
- *Coming soon* - Online ordering

Letterhead, envelopes, business cards, announcements, forms, brochures, posters, booklets, manuals, cd covers and cds.

Ask about our graphic design, e-publishing, web design and Flash production services.

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566-4718 **713-5154** das.printshop@po.state.ct.us

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