

BuyLines

DEPARTMENT OF ADMINISTRATIVE SERVICES

FEBRUARY 2010

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Spending Freeze Still in Effect

During a January P-Card Coordinator's meeting, hosted by DAS and the Comptroller's Office, several important issues were discussed. As a follow up, DAS is sharing the following reminders to all P-Card holders.

Please be advised that the Governor's spending freeze is still on – “except for those (purchases) deemed as absolutely essential to the operation of each agency.”

Regarding this directive of using the P-Card for essential purchases, please keep in mind the following:

Contract Awards need to be utilized – a link is copied here for your convenience – once you click on the link, type in a “keyword” of what you wish to purchase. For example, if you type in “tools,” a list of tool contract vendors will appear for you to look over. If you have any questions about the particular contract award, please contact the Contract Specialist (name and phone number will be listed once you click on a particular contract award). Access the DAS Contracting Portal [here](#).

Updated regulations are in place to assure all purchases are in compliance with General Letter 71 (GL-71) and this includes purchases with the P-Card. Selecting a contract award vendor is a key element – if you selected a state contract award vendor with item #1 above, you are all set. In instances where there is no contract in place, this is when GL-71 comes into play. Essentially, P-Card purchases will fall under GL-71a or GL-71d (attached is a link for GL-71), so please become familiar with sections “a” and “d.”

If you have any questions, please direct your questions to your agency P-Card coordinator or DAS/Procurement staff.

Questions about service vendors or any other frequently asked questions (FAQ's) can be found at this link: [Frequently Asked Questions](#).

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Contracts over the last 15 Days

*Click on the category to see the contract
Adobe Acrobat Required*

09PSX0361 - Connecticut Department of Transportation's requirements for engineering paper.

09PSX0290 - All inclusive contract for the service and maintenance of elevators in Windham and Tolland Counties.

09PSX0291 All inclusive contract for the service and maintenance of elevators in Fairfield and Litchfield Counties.

09PSX0309 - Platform body and 70 foot over center aerial bucket for tree maintenance work.

For more information visit: www.das.state.ct.us

State Hosting Surplus Property Auction

The State of Connecticut will be hosting a surplus property auction on February 20, 2010 at 9:30 a.m. at the State Surplus Facility, 60 State Street in Wethersfield. Take I-91, Exit 26, follow auction signs.

Inspection is the day before auction from 11:30 a.m. to 3:30 p.m. as well as the morning of the auction at 8:00 a.m.

Unsolicited Emails Marketing Goods and Services

Recently there have been many unsolicited emails to state agencies attempting to market various goods and services that may or may not be from valid statewide contracts. Due to today's technology, many companies and scam type companies are emailing purchasing officials deals, products and services that their company provides.

If you should receive any of these emails, it is important that you review the contract in question to determine if the information is valid or not. It's important to know that even vendors that hold a valid state contract should not be marketing any goods and services that are not a part of their state contract award nor should they be attempting to market any special pricing or sales that are not listed in the contract price schedule. If DAS establishes a special deal or pricing incentives through a state contract, this information will be communicated to you through a contract supplement and through the BuyLines newsletter.

Please forward any questionable marketing emails to the appropriate Contract Specialist at DAS Procurement and then delete the email from your inbox. DAS Procurement will ensure that others are notified of any scams through a BuyLines article. Please do not be fooled by any of these emails and if ever in doubt or have any questions regarding any communication from the vendor community, do not hesitate to contact DAS Procurement.

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