



# Procurement Services

## Weekly Information Newsletter

01/16/04

Volume 130



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

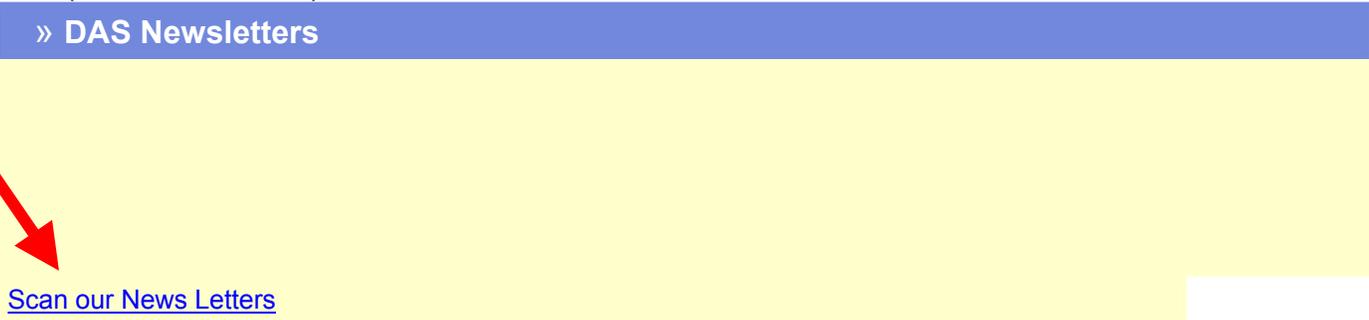


## Extra, extra, read all about it! WIN newsletter is now available on-line!

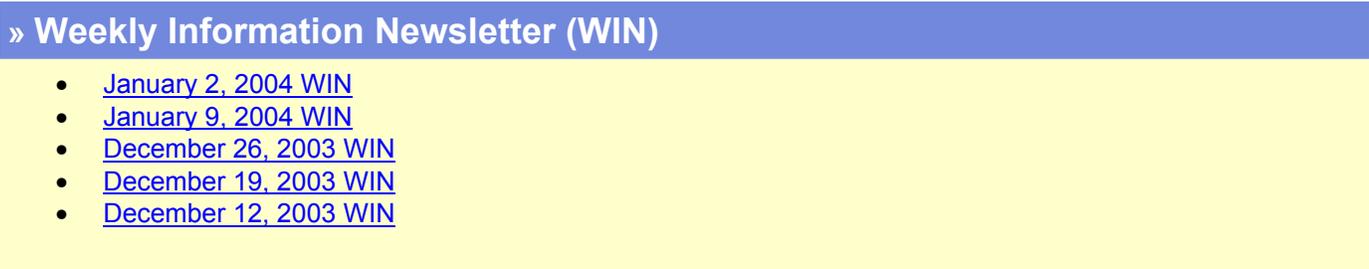
This is truly “hot off the press” news! Actually, WIN will now be available from the “Press Room” section of the DAS web page! To access the current issue online, simply go the DAS web page. (<http://www.das.state.ct.us/>) In the header section of the page there is a light blue line labeled “Make the Connection”. As you read across to the right, you will see the “Press Room” link; click on it and you will be on the “Press Room” page.



On the Press Room page, scroll down to DAS Newsletters, click on the “Scan our News Letters” link (as shown below.)



Once you are there, you will have access to all the DAS newsletters that are available, including WIN! All you need to do is click on the week you wish to read! We currently have the last six issues of WIN, but will have more past issues added shortly.



To make it even easier to access the WIN newsletter online, use the following link. Once you open it, simply add it to your “Favorites” and you will be able to read WIN with just a few clicks of the mouse!

<http://www.das.state.ct.us/News/NewsLetters.htm>

We hope you are just as thrilled to have WIN available online as we are. Let us know what you think. Send your comments to [peppy.procurement@po.state.ct.us](mailto:peppy.procurement@po.state.ct.us) .

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## ePartners

**Attention All CT Municipalities, Schools and Not for Profit Organizations!!!**



**“Partnering with Connecticut’s  
Municipalities, Schools and Not  
for Profit Organizations”**

**You are cordially invited to attend DAS Procurement Service’s**

**EPartners Forum  
February 3, 2004  
8:00 – 12:00  
West Hartford Meeting & Conference Center  
50 South Main Street  
West Hartford, CT**

Please join Procurement Services and your colleagues from around the state at a **free** forum designed just for you! Learn about the new contracts, programs and initiatives that affect you! Join us in a round table discussion about the issues that are important to your organization! Peruse information tables for products and services that are available to you!

Some of the educational topics include:

- New Contractor PreQualification Program
- New Indoor Air Quality Consulting and Remediation Contracts
- New Bid Posting Service
- New Environmentally Preferable Cleaners Initiative
- Supplier Diversity Program

And there’s more! Use the following links to access the full forum agenda and the registration form. The forum is **free** with ample **free** parking! Come early and enjoy a **free** continental breakfast! What are you waiting for, register now!

**[ePartners Forum Agenda](#)**

**[Registration Form](#)**

Please complete and return the completed registration form by **January 28, 2004**.  
Questions? Contact Laurie Melesko at [laurie.melesko@po.state.ct.us](mailto:laurie.melesko@po.state.ct.us) or call her at 860-713-5082.

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## US Foodservice Price List for Week of January 16, 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 January 16, 2004.

[Price List for Week of January 16, 2004](#)

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## CT Environmentally Preferred Purchasing

### Are “Sticky Notes” a problem for paper recycling, and if so, why?

Surprisingly enough, the commonly used “sticky note” does pose a problem for recycling efforts.

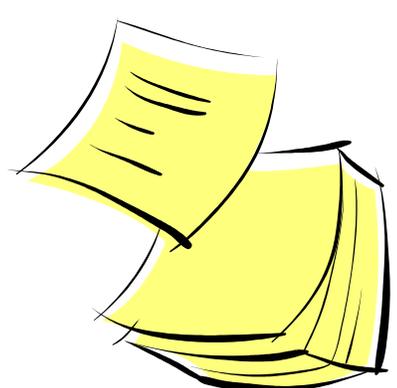
Sticky notes use a pressure-sensitive adhesive (PSA), an adhesive that doesn't require moisture to activate the adhesive. These PSA's are not soluble in water, and cause problems because papermaking facilities use water to break down used paper into the pulp that is used to make “new” recycled post-consumer waste paper products. Not being able to break down in water, the PSA breaks down into smaller particles that eventually lodge on the papermaking equipment or the paper itself.

The sticky particles continue to cause problems after the paper leaves the mill as well. Paper rolls are more likely to tear and pre-cut sheets of paper are more likely to stick together and jam copiers and papers.

Although somewhat successful sticky-removing technology does exist, most paper collectors and paper mills still treat sticky notes as a paper contaminant, thereby reducing the price paid for your high grade paper.

There are a few steps you can take to avoid contaminating your high-grade paper. First, if you have to use sticky notes, remove them before throwing scrap white paper into the recycling bin. Even better, don't use sticky notes. The clean side of scrap paper can be used for notes and secured with a paperclip. A swipe of a highlighter can draw attention to the note, and paper clips can be easily removed during the recycling process.

DAS state contract # [00PSX0088](#) offers recycled 30% post-consumer waste paper that won't stick to your copier, as well as all the paper clips you'll need to eliminate sticky notes from your office.



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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## 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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## Core-CT Information



### “Report Manager” Access Update

A Security Patch applied over the weekend has temporarily impacted Core-CT users' ability to access reports using the "Report Manager" on the My-Reports area of the Core-CT Home Page. We are working to fix the problem. In the meantime, please access your reports using the Enterprise Menu navigation path "Reporting Tools -> Report Manager"



### 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!** – [01/05/03 through 01/09/04](#)

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## Peppy's Points to Ponder

Special thanks goes out to **Rosemary Woods**, from **DPW**. She shared this week's quote with us in honor of Martin Luther King, Jr.'s birthday.

*The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy.*



**Martin Luther King Jr.**  
(1929 – 1968)

**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.



## 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](mailto:peppy.procurement@po.state.ct.us).

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## 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.



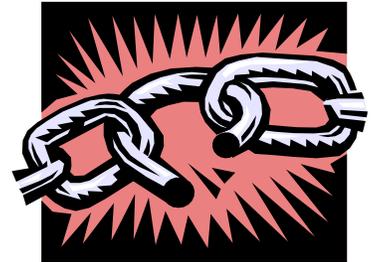


## Tech Talk with Ms. Bits n' Bytes

### Remove Many Links at Once

**Q.** *I regularly work with large Word documents that start out as HTML documents, and they contain hundreds of hyperlinks. I know how to remove one link at a time by moving the cursor to the link, hitting Ctrl-K to bring up the Edit Hyperlink dialog, and then choosing the Remove Link button. But when I have to remove hundreds of links, this takes a maddeningly long time. Is there a faster way to get rid of the hyperlinks?*

**A.** You can remove all of the links with just two keystrokes: Ctrl-A to select the entire document and Ctrl-Shift-F9 to convert all the links into text. This technique works with other fields as well, turning a field into text using the field result. For example, if you've inserted a date field to show the current date, selecting the field and pressing Ctrl-Shift-F9 will turn it into text so the date won't change from one day to the next.



If you have other fields in your document along with the hyperlinks and you don't want to convert those fields to text, you can select a portion of the document, being careful not to include the fields you don't want to convert, and then press Ctrl-Shift-F9, repeating as many times as necessary for the entire file. This isn't as easy as giving the command for the entire document at once, but it is still faster than removing each link individually. By the way, a somewhat quicker way to remove a single link than the Ctrl-K method is to right-click on the link and choose *Remove Hyperlink* from the context menu.

### Website of the week



**PLEASE REMEMBER MANY STATE AGENCIES HAVE POLICIES FOR INTERNET USAGE, DO NOT CLICK ON LINKS AT WORK. HOVER OVER THE LINK, THIS WILL SHOW YOU THE FULL WEB ADDRESS. JOT THE ADDRESS DOWN AND ENJOY IT FROM HOME.**

### [Lissa Explains it All](#)

Lissa, an eighth-grader in Florida teaches you how to build your own web page. She starts with basic definition of terms, explains HTML tags then moves on to frames and tables. More advanced learners can study her sections on cascading style sheets and Java.

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)



## 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 01/12/04:

Contract #	Contract Name	For:	Contract Term
<a href="#">03PSX0406</a>	Inspection and Maintenance of Sprinkler Systems for DMR, North Region	DMR, 270 Farmington Ave., Suite 245, Farmington, CT, AUSA and Pol. Subs.	January 5, 2004 through December 1, 2006 (three years)
<a href="#">03PSX0425</a>	Aircraft Training Engines, Lycoming & Continental. No Substitutions.	Department of Education	December 30, 2003 through December 30, 2004
<a href="#">03PSX0447</a>	Vibratory Soil Compactor	Department of Environmental Protection	30-60 Days ARO (Date of Award thru production model cutoff date)
<a href="#">03PSX0450</a>	Grave openings and closings and re-openings, as required for the state Veteran's Cemetery in Middletown, CT.	Department of Veteran's Affairs	January 1, 2004 through December 31, 2006
<a href="#">03PSX0459</a>	Custodial Services for the CT Air National Guard located in East Granby, CT.	CT Military Department	February 1, 2004 through September 30, 2009

### 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!



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 to [teresa.dupont@po.state.ct.us](mailto:teresa.dupont@po.state.ct.us) and they will be added to our mailing list. Likewise, if you do not wish to receive this email, send us a note and your name will be removed.