

DAS
Procurement Services
Weekly Information Newsletter
01/21/05 Issue 182



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Contractor Performance Evaluations:



When and How Do I Complete One?

As a project owner or awarding authority you will be asked by a contractor to complete a Contractor Performance Evaluation Form.

As stated in P.A. 03-215 as amended by P.A. 04-141, Contractor Performance Evaluations are required at 50% and 100% completion of a project where the use of a DAS prequalified contractor is required. But there are actually three circumstances under which a contractor can request that a Performance Evaluation be completed:

1. **Initial Application for Prequalification** - As part of their initial application for DAS prequalification, a contractor needs a completed evaluation for each of their three most recently completed projects that they've listed on their application. This is a critical component of the application and DAS relies on these evaluations to substantiate that a contractor has the experience that is needed to be prequalified in a certain classification.
2. **50% completion of a project** - At 50% completion of a project that you've awarded to a DAS prequalified contractor, the contractor will ask you to complete an evaluation of their performance on the project thus far. This evaluation is between you, the project owner and the contractor. DAS does not receive a copy of this form and it should be used as a tool to bring forth any problems or concerns with a contractor's performance.
3. **100% completion of a project** - Upon 100% completion of a project, the contractor will then again contact you to complete a performance evaluation. A copy of this evaluation will be sent to DAS and become part of the contractor's file. These evaluations will also be available to municipalities and state agencies for review.

As stated in P.A. 04-141, project owners have seventy days (70) after the completion of a project in which to complete the Contractor Performance Evaluation Form. Any public agency that fails to submit a completed evaluation form shall be ineligible for the receipt of any public funds disbursed by the state for the purposes of the construction, reconstruction, alteration, remodeling, repair or demolition of any public building or any public works project until such completed evaluation form is submitted.

Contractors can either request that you fill out a hard copy of the Contractor Performance Evaluation form or they can request an evaluation be completed electronically.

Here is how the electronic process works:

You will receive an e-mail from the DAS Contractor Prequalification Program referencing the name of the Contractor that is requesting a performance evaluation be completed. The e-mail will also provide you with directions on how to access the Performance Evaluation. You only need to click on the link that is provided in the e-mail and enter a password, which will then create an evaluator account for you. Now you will be able to view any evaluation requests that have been sent to you by a contractor. In order to complete the Contractor Performance Evaluation you must click on the Contractor's name and then answer all of the Sections of the Evaluation. Once you've completed the evaluation questions, just enter your name and click the "Yes" button on the line that says "Evaluation Complete" to submit your responses.

If you are filling out the hard copy of the Contractor Performance Evaluation, please make sure that you fill in the document completely and sign your name in the signature block.

If you need assistance or have any questions regarding the on-line Contractor Performance Evaluations please contact the Contractor Prequalification Unit at 860/713-5280 or visit our website: <http://www.pdc.state.ct.us/prequal/>

“State Contracting Portal”



More Customers have Signed Up...Have You?

You are probably already aware that Governor Rell’s Executive Order No. 3 states, in part, that all state and higher education agencies and institutions shall post all bids and requests for proposal on the State Contracting Portal. Since the issuance of the order, we have been contacted by a number of agencies and organizations to get signed up to post their bid opportunities online. We’d like to welcome the following new State Contracting Portal (SCP) customers:

Agriculture, Dept. of	Elsie Stempinski
Charter Oak	Laurence Wilkinson
CT State Library	Jenifer Miller
Children and Families, Dept. of	Judi Jordan
Comptroller, Office of	Brenda Halpin
Corrections, Dept. of	David Barry
CT State Library	Jenifer Miller
CT State University	Gary Ritchey
Education, Dept. of	Felicia Canty, John Corose
Public Health, Dept. of	Jim O’Connell
Labor, Dept. of	Tina Coiro, Cynthia Dennis
Mental Health & Addiction Services	Tracey Eckstrom
Policy & Management, Office of	Claire Nolin
Special Revenue, Dept. of	Bruce Kemble, Morie Stearns
Social Services, Dept. of	Dotti DiLernia, Deb McMullen
State Treasurer, Office of	Marva Balfour
Veteran’s Affairs, Dept. of	Briana Fuentes, Seb Lisitano

They join the many state agencies, schools, universities, cities, towns and not for profit organizations that are already registered to use the portal.

For a complete list of the organizations that are currently signed up for the State Contracting Portal, click on the following link:

<http://www.das.state.ct.us/rfpdoc/CurrentBidPostingEntites.xls>

For more information about the State Contracting Portal, contact Jim Passier at jim.passier@po.state.ct.us or 860/713-5086.

Roads in Need of Repair?

Then you will be happy to know that Bituminous Bids are **en route** and will be posted to the DAS web page very soon. Here is a list of the Bituminous Materials bids that will soon be hitting the **streets!**

- Materials, Manufacturer and Application Ultra Hot Thin Hot Mix Asphalt Materials (Novachip)
- Bituminous Concrete Materials and Bridge Deck Membrane Waterproofing (Complete in Place)
- Bituminous Concrete Materials and Bituminous Materials with Fibers
- Liquid Bituminous Materials



Questions regarding these bids should be directed to Janet Delgreco at janet.delgreco@po.state.ct.us or 860/713-5079.

Dietary Guidelines for 2005

Thanks to Jim Gotta, DAS Contract Specialist for the **Food Distribution Contract, 04PSX0033**, who has provided the following important information to share with our readers.

Tommy Thompson, Secretary of The US Department of Health and Human Services (HHS) recently held a press conference to release the new 2005 Dietary Guidelines for Americans. These new guidelines will help Americans to make better food choices and live healthier lives.



To view the press release as well as access the HHS web page that contains information on physical fitness, nutrition, making healthy choices and more, click on the link below (***Please remember many state agencies have policies for Internet usage, do not click on links at work.***) If necessary, copy the address down to view it from home.

<http://www.healthierus.gov/dietaryguidelines/>

CT Environmentally Preferable Purchasing

Why should I consider fuel economy when buying a vehicle?

Protect the Environment

The combustion of fossil fuels such as gasoline or diesel emits greenhouse gases, including carbon dioxide. Greenhouse gases trap heat and make our climate warmer by trapping infrared radiation from escaping into space. Vehicles with lower fuel economy burn more fuel, thereby emitting more carbon dioxide. For every gallon of gasoline you burn, your vehicle emits approximately 20 pounds of carbon dioxide into the atmosphere. Over the lifetime of your vehicle, choosing the model that gets just five miles more per gallon prevents the release of 15 tons of greenhouse gas emissions!



Strengthen National Security

Buying a more fuel-efficient vehicle reduces our dependence on foreign oil. Approximately half of the oil used to produce the gasoline you put in your tank is imported. Petroleum imports cost the United States about \$2 billion a week! That's money that could be used to fuel our own economy.

Save Money

You can save \$300 - \$500 in fuel costs each year by choosing the vehicle that gets the best gas mileage in the class you choose. Fuel-efficient vehicles come in many shapes and sizes, and more gas-saving gasoline-hybrid vehicles are becoming available for purchase. Check out the fuel economy before you buy.

Tips for improving fuel economy with the vehicle you already drive

- Keeping your tires inflated to the recommended pressure and using the recommended grade of motor oil can save you as much as 3 to 5¢ per gallon.
- Replacing a clogged air filter can improve gas mileage by as much as 10%.
- Keeping your car tuned can improve gas mileage by about 4%. If you have a faulty oxygen sensor, repairing it can improve fuel economy by as much as 40%.
- Plan and combine your trips. A warmed up engine runs more efficiently than a cold one. Many short trips taken from a cold start can use up to twice as much fuel as one multipurpose trip that covers the same distance. This also saves wear and tear on your car.
- Aggressive driving, for our purposes defined as speeding and rapid acceleration and braking, can lower your gas mileage by 33% at highway speeds and 5% around town. Each 5 miles per hour you drive over 60 mph is like paying an additional 10¢ per gallon.
- Don't idle; turn the car off! Idling gets zero miles per gallon!



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.

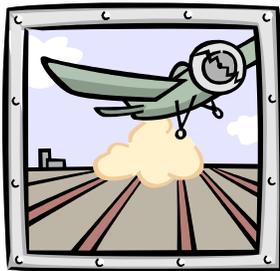


EPartners

Don't Be "On Ice" This Winter

When you're outside, do you find yourself looking down as you walk because you don't want to slip on icy sidewalks and driveways? Yes, this is the season for ice, which can cause unsafe conditions when using any mode of travel.

While we may not be able to help you avoid that patch of ice outside your door, we can help you keep the planes at your local airports safe to fly when conditions are icy. A new contract has been awarded for potassium acetate. Potassium acetate is the chemical name for runway de-icing fluid.



The contract, **Potassium Acetate – Runway Deicing Fluid, #04PSX0412** is awarded to Cryotech Deicing Technology and runs through July 31, 2008. Prices are based on a per gallon charge and there are no minimum guaranteed purchase amounts. In addition, the product must be available and delivered within 24 hours of notification to the vendor. Use the link provided above to access the contract document and see if you can benefit from this contract. Oh, by the way, watch out for those ice patches because you don't want to be "on ice" this winter!

For more information about this contract contact Sue Thomas at susan.thomas@po.state.ct.us or 860/713-5091.

The ePartners program services Connecticut municipalities, schools and not-for-profit organizations by offering products and services to save time and money. For more information about ePartners check out the webpage that was made just for you...our ePartners!

<http://www.das.state.ct.us/Purchase/ePartners/epartner.asp>

Questions, comments, suggestions? Send them to ePartners@po.state.ct.us or call Maureen Friedman 860/713-5069.



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 01/17/05

Contract #	Contract Name	For:	Contract Term
04PSX0359	Cloth Ticking for Mattresses	Dept. of Correction, Enterprises	14 January 2005 through December 31, 2008
04PSX0403	Installation of Extruded Concrete Curbing	The Department of Transportation All Using State Agencies and Political Subdivisions of the State	January 7, 2005 through November 30, 2006
04PSX0412	Potassium Acetate - Runway De-Icing Fluid	The Department of Transportation All Using State Agencies and Political Subdivisions of the State	January 7, 2005 through July 31, 2008 (with the option for extension)

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!

“Certification Central”

New Set-Aside Vendors!



Check this out! 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 last 7 Days**.

The link below lists the company name, contact information, product description and certification type of all the 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 Meg Yetishefsky, Supplier Diversity Manager, at meg.yetishefsky@po.state.ct.us or 860/713-5228.



Ask Peppy!

Brian Putnam sent the following to us in reference to a recent column in “Tech Talk”. Brian is a **Procurement Manager from Massachusetts OSD/MA State Purchasing**.

I often have to highlight large sections of excel spread sheets. The use of the F8 key to lock the beginning cell in the range has been a major help.

I started using computers before Windows existed and I thought I knew most of the old keystrokes having self learned Lotus-123 and D-Base 3. The use of F8 was one that I missed.

Bill Funk in MA receives WIN each week and passes it on to me.

Thanks again for the tip.

*Brian Putnam, RPH, MBA
Procurement Manager*

Brian,

Thank you so much for taking the time to write and let us know how helpful this was to you. It is always nice to hear from a subscriber that they learned something new in our newsletter. By the way, tell Bill, that we say “hello” and that he no longer has to forward his copies to you. You are now a true WINner and will receive your own copy of WIN each week!

Do you have a purchasing question and you can't seem to find the answer? Do you have a helpful tip that you would like to share with other WINners? Send it to me at peppy.procurement@po.state.ct.us and I will do my best to find the answer it for you and post it in a future issue of WIN.

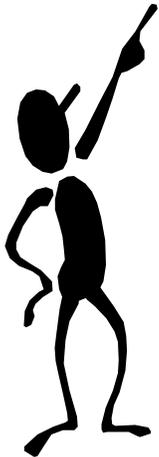
Reminder!



We are sending Brian **5 CT \$shops commemorative retractable name badge holders** because his feedback was published in WIN! If you want to find out how you too, can get these badge holders, click on the following link:

<http://www.das.state.ct.us/rfpdoc/WeHaveWays.doc>

Peppy's Points to Ponder...



*Life's most persistent and urgent question is,
"What are you doing for others?"*

Martin Luther King, Jr.

Come on WINners! Send them in! Thanks to all my loyal WINners for submitting all these great quotes. Keep them coming! 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.

Peppy's Toolbox



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

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

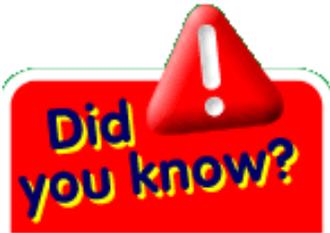


Click on the "Help" link below to access **ALL** the **Core-CT** help options that are available to you such as the Core-CT web site, current and past Daily Mail, help desk phone numbers, agency super users and more!

[Core-CT Help](#)

Tech Talk with Ms. Bits n' Bytes

Did you know...Serial Numbers



When entering the serial number for a program you're installing, use the number keys that are above the letter keys on your keyboard. Sometimes the numbers on the keypad at the right side of your keyboard are interpreted as different characters. This will prevent the serial number from being accepted even though it looks right.

Thanks to Worldstart.com for this helpful tip!

Don't forget to 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.
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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:

Email 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.

Miss a Previous Issue of WIN?

Use the following link to jump to the DAS Newsletters web page, scroll down to Weekly Information Newsletters (WIN) and click on the issue you missed!

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