



2003 NASPO
Cronin Club
Gold Winner



Procurement Services

Weekly Information Newsletter

09/03/04

Volume 163

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



Save the Date!
CT Shops 2004
November 9, 2004!

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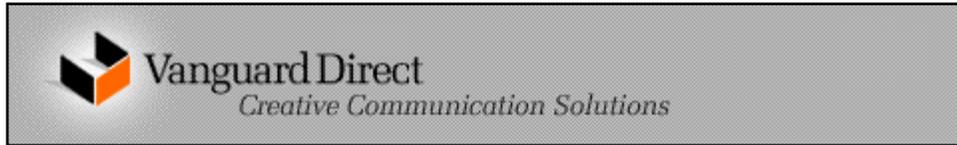
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NEW Total Forms Management Contract now Available!



DAS is pleased to announce that **Vanguard Direct** has been awarded the **Total Forms Management Services** contract, [04PSX0010](#). The award will be in effect from September 1, 2004 through August 31, 2009 and is available to All Using State Agencies, Political Subdivisions and Not-for-Profit Organizations!

This new contract offers expanded options for customizing printed forms and products and we recommend that you read all of the new contract terms and conditions thoroughly. Here are some highlights of the new contract:

- New pack quantities and pricing for statewide forms
- Increased size and quantity ranges for flat forms
- New pricing structure and many more specific options for custom items
- 5% discount off the forms pricing matrices for items that only require the printing of the item (refer to section 2.a.iv. of the contract terms and conditions).
- Discount for direct ship, agency-specific printing
- Custom print projects complete from design to delivery (as long as the print project falls within the scope of the contract).



Vanguard is ready to work with you and your agency/organization to handle your specific printing needs. Contact John Tuozzo of Vanguard at 860-563-1054 x 101 or john@vanguarddirect.com. Questions regarding the contract may be directed to DAS Contract Specialist, Linda LoShiavio at linda.loschiavo@po.state.ct.us 860/713-5078.

MRO Contract Partially Awarded!



MRO? What is MRO you ask? MRO stands for **Maintenance, Repair & Operations** and a new contract for MRO products has been partially awarded. DAS Procurement Services, in conjunction with the Buy Smart, Buy Together (BSBT) Team, has created this unique one-stop-shop contract, **Maintenance, Repair & Operations Products**, contract number [04PSX0028](#). This contract is in effect through July 31, 2008 and is available to All Using State Agencies and Political Subdivisions and Not for Profit Organizations.

The MRO contract award will consist of 5 major categories: **Janitorial, Industrial, Electrical, HVAC** and **PVF** (Plumbing Supplies).



The final award will consist of 8 vendors in total. For those agencies or organizations that need to reach Set-Aside goals, you will be glad to know that 4 of the awarded vendors will be Small Business Enterprise (SBE) and Minority Business Enterprise (MBE). Here is the listing of the awarded vendors and the products they have on contract.

Janitorial Supplies	Eastern Bag & Paper C&C Janitorial ¹
Miscellaneous Supplies	Eastern Bag & Paper
Industrial Supplies	Brack Supply dba Johnstone Supply ¹ *Grainger PSI ¹
Electrical Supplies	Northeast Electrical *Grainger
PVF Supplies	Shetucket Industrial Supply ¹ *Torrington Supply Co
HVAC Supplies	Brack Supply ¹ *Grainger

¹ SBE vendors

*Vendors will be on final award

Click on the contract number, [04PSX0028](#) and take look at some of the items these vendors offer. Notice the improved pricing that translates into bigger and better \$avings for you! Keep in mind that the contract is presently partially awarded and that it will be finalized within the next two (2) weeks.

Questions may be directed to the specific vendors listed on the contract or contact DAS Contract Specialist, Pam Anderson at pamela.anderson@po.state.ct.us or 860/713-5088.

Contractor Prequalification Workshops Begin

The Contractor Prequalification Unit recently began conducting workshops for Contractors interested in becoming prequalified through the Department of Administrative Services' Contractor Prequalification Program.

During the workshops, which run approximately three hours, contractors are provided with an overview of the Contractor Prequalification Program and then guided through the entire e-application where they actually input their company specific information into the system. Contractors left the workshops with a jump-start on getting their applications completed and with clarification on any questions that they might have had regarding the application process.



Future workshops are being scheduled for the month of September and dates for these will be announced through the Contractor Prequalification Program's E-Alert System. For more information on the Contractor Prequalification Program or Prequalification Application Workshops, please call the Contractor Prequalification Unit at 860-713-5280.

Need more information on the Contractor Prequalification Program? Use the following link to go to our home page and find out more about this program, FAQ's, forms and more!

http://www.das.state.ct.us/Business_Svs/PreQual/Prequal.asp



If you can't find the information you need from the above link, Help is just one call away! Contact the Contractor Prequalification Unit at **860/713-5280** and one of our helpful representatives will be happy to help you

ePartners



New London Schools \$ave Money by using the Milk & Dairy Products Contract!



School openings were just around the corner when Jim Gotta, Contract Specialist at Procurement Services, received a call from Marie Pattie, Director of Food Services for New London schools. Marie was interested in saving money on her dairy product purchases, especially milk, and she decided to find out if she could save by using the state contract. Marie provided product requirements, delivery times and locations and Jim got the pricing. The result? We are happy to report that New London's nine (9) schools are now using the Milk and Dairy Products contract, [03PSX0297](#) and report significant savings!

The contract was awarded to Guida's Seibert Dairy and New London schools realized an average savings of 8¢ per half pint. Multiply that times their milk requirements for the school year and the state contract for milk & dairy products is **saving the New London school system \$47,320!**



We want to congratulate Marie Pattie for taking the initiative to seek a new way to purchase dairy products. By using our state contract she is saving time and money. In addition, because we administer the contract she can count on our help and support for her dairy needs. Marie has graciously agreed to release her email address so other schools may contact her about her experience using this contract. You can reach her at pattim@newlondon.org

Could your school system achieve savings through this contract? Why not find out by contacting Jim Gotta today at jim.gotta@po.state.ct.us or 860/713-5074. There's nothing to lose and money to gain!

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/epartners>.

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

Sending out an S.O.S!



Jeff Culbertson of Lutheran Home of Southbury responds to our call!

Thank you Jeff, for answering our S.O.S! In case you didn't know, **S.O.S** stands for **S**tories **O**f **S**avings. We love to hear from municipalities, schools or not for profit organizations that saved money by using the contracts and services we provide through our ePartners program. Read on to see how much money Jeff saved the Lutheran Home of Southbury by utilizing the DAS fuel contracts. Here is Jeff's **S.O.S!**

I am relatively a newcomer to this industry, so each year I have found alternative ways to meet the demands upon our Support-Services Dept. in the Skilled Nursing Homes. My mission is to provide the very best environment for residents to live in and for staff to deliver care to them for period of their stay with us. A bedridden Grandmother or a veteran who fought for our freedom as a teenager nearly sixty years ago deserves the highest regard a society could offer. From the way we prepare and deliver the meals to the quality of indoor air to the softness of the linen should all display how much we care for the residents.

The challenges are big, the industry is highly regulated and on the revenue side we can say there is no surplus. **A few things have helped me keep budget increases under control** from 2004 to 2005. One has been through group purchasing and the second has been the ability to **"piggy-back" on the State of CT DAS Services contracts**, in particular the contracts for propane and fuel oil. **Propane has been a savings of nearly \$9,200 annually and Fuel Oil approximately \$16,800.** It has taken some effort to get to this point; State buyer Paul Greco has been very helpful. I guess my real desire is that collectively we can save real dollars that can be invested for the future of Long Term Health Care.

Since we can all benefit from others experiences, send us *your* S.O.S. so we can share it with others! Email them to the ePartners email address below and we will print them in WIN to share with everyone!

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 email ePartners@po.state.ct.us or call Maureen Friedman 860/713-5069.

Security and Safety Tips for Students!



The final segment of our 3-part series, Security and Safety Tips for Students concludes with [“Students That Are Away At College.”](#) Please take a minute to click on the link to read it. Share it with your children who are away at school as well as those who are home, friends and family. It contains some important and useful advice and tips. In case you missed the first two articles, click on the following links to read: [“School Safety Tips for Students”](#) and [“Guidelines for Parents”](#)

Once again, thank you to **Securitas Security Services**, one of the vendors on the **Security Guard Services Contract 00PSX0001**, who has sent in these important safety tips to share with our WINners.

CT \$hops 2004 Updates

Calling All State of Connecticut Agencies, Cities, Towns, Schools, Not-for-Profit Organizations and Private Institutions of Higher Education!



**CT \$hops 2004
on November 9, 2004
8:30 a.m. to 3:30 p.m.
CT Expo Center in Hartford**



Have *YOU* Registered to Attend CT \$hops???

What are you waiting for??? **TAKE**  **NOW!**

That’s all it takes! One minute! Click on the following link:

http://www.das.state.ct.us/CTShops/ctshops_attendee_info.asp

to access the CT \$hops 2004 webpage for more information and to register to attend!

Never been to CT \$hops? You don't know what you've been missing and you won't want to miss CT \$hops 2004! CT \$hops is Connecticut's product show for all State of Connecticut contract vendors and suppliers. This is your chance to personally meet vendors and see the products and services they can offer to you at the great prices the state has negotiated.

The show is **free**, parking is **free** and did we mention that lunch is **free**? Wow! Anyone that pre-registers on our website will be get lunch at no charge! Unfortunately, we cannot offer the same for those that register on the day of the show. So, come on! What are you waiting for? It only takes a minute! **Register now!**



Use the following link http://www.das.state.ct.us/CTShops/ctshops_attendee_info.asp to access the CT \$hops 2004 webpage for more information and to register to attend!

Contract Users: Help your contract vendors! When you talk to them, ask if they are participating in this year's CT \$hops. Tell them how successful CT \$hops is and how you are looking forward to meeting them face-to-face! Help them to help their business grow. They will appreciate it!

If you don't find the information you need, contact Erin O'Neil or Beth Pancavage at (860) 657-3331 or ct.shops@po.state.ct.us

CT Contract Vendors and Suppliers:



25 Days Left to Register!



Booths are going fast! Don't miss out on this great opportunity to be a part of CT \$hops 2004! **All Connecticut contract vendors, their suppliers, not for profit organizations and state agencies are invited to purchase booths at our overwhelmingly successful product show.** We encourage all CT contract vendors and suppliers to take this once a year opportunity to become a sponsor or reserve a booth(s) while there still is a great selection of prime booth spaces.

Use the following link to go directly to the CT \$hops web page to register your company and/or to find out more information about CT \$hops!

http://www.das.state.ct.us/CTShops/ctshops_exhibitors.asp

If you don't find the information you need, contact Erin O'Neil or Beth Pancavage at (860) 657-3331 or email to ct.shops@po.state.ct.us

CT Environmentally Preferable Purchasing

Did you know?



If all the passenger vehicles in the United States were lined up bumper to bumper, they would reach from the earth to the moon and back! The amount of fuel consumed in these vehicles each year is enough to fill a swimming pool as big as a football field that is 40 miles deep!



For more information and energy facts go to www.eia.doe.gov

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.



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 08/30/04

Contract #	Contract Name	For:	Contract Term
04PSX0168	Sealing of Joints and Cracks in Highway Pavement	DOT, All Using State Agencies and Political Subdivisions of the State	August 1, 2004 Through July 31, 2005
04PSX0010	Total Forms Management Services	All Using State Agencies, Political Subdivisions and Not-for-Profit Organizations	September 1, 2004 Through August 31, 2009
04PSX0028	Maintenance, Repair & Operation Products	For all Using State Agencies and Political Sub-Divisions	From date of Contract Award through July 31, 2008
04PSX0190	Rubbish Removal Services for the CT Mental Health Center located at 899 Howard Ave, CT.	CT Mental Health Center	September 1, 2004 through August 31, 2006
04PSX0217	Removal and Disposal at CT DOT Facilities located in Wallingford and New Canaan CT.	CT Department of Transportation	Date of Purchase order to completion of required service.
04PSX0239	Photocopying Services for CT Mental Health Center	CT Mental Health Center All Using State Agencies and Not-for-Profit Organizations	Notice Of No Award

Contracts Expiring

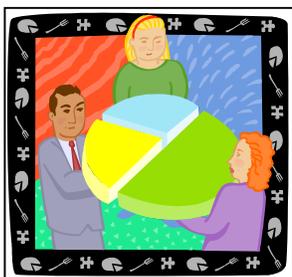
Did you know that our state contracts are reviewed one to three months prior to the actual expiration date? During this review process, the contract specialist examines the specifications and products/services included within each contract

[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!

Dear Peppy,

(Concerning CT \$hops) Is there an ethics ruling regarding state employees receiving a free lunch and other “freebies” from the vendors? HELP!



Dear **Marjorie**,

I know you were expecting to hear from Peppy but he’s on a well deserved vacation this week. In his absence, I am taking care of the “Ask Peppy” column. First, allow me to introduce myself. I’m Eddie Ethics and the subject of ethics is near and dear to my heart.

Marjorie, I’m sure there are many others like you that want to be certain they abide by the Code of Ethics but are not sure what is and is not permissible when you attend CT \$hops. I presented your question to my friends at the Ethics Commission and got the following response.

Marjorie Heap



“Generally, if a state employee or public official is receiving a benefit from a restricted donor, such as an entity regulated by, doing business with or attempting to do business with the state agency or if the entity is a registered lobbyist, then the strict gift limits of the Code apply. This means that meals must be limited to less than \$50 in the aggregate from any one source in a year and tangible items must be limited to items worth less than \$10 up to an aggregate of \$50 from any one source.”

Ethics Commission Legal Staff

Okay, so how does this apply to CT \$hops specifically? Let’s examine the “free lunch” issue first. The Ethics Commission’s response regarding meals is specific to meals that are provided by companies doing business or attempting to do business with a state agency. Lunch for attendees at CT \$hops 2004 is provided by the Department of Administrative Services. Therefore, you and everyone else that attends can comfortably partake in the CT \$hops cuisine knowing that it is ethically acceptable.



Regarding “freebies” (referred to as “tangible items”), the Ethics Commission’s response indicates that they must be limited to items worth less than \$10. To further assist you I am providing a link to the CT \$hops Gifts and Donation Policy where you find more detailed information.

[CT \\$hops Gift and Donation Policy](#)

Marjorie, I hope this information is helpful for you and others. Now that you are “ethically informed”, I trust that you will enjoy your time at CT \$hops 2004. Thank you for submitting this important question to Ask Peppy!



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.

Peppy’s Points to Ponder...



“You cannot do a kindness too soon, for you never know how soon it will be too late.”

- Ralph Waldo Emerson

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.

Ordering Boise Colored Papers



Purchasing users: Boise has given us incorrect ordering numbers for 5 colored papers. They are described as:

"MULTI-PURPOSE COLORED PAPER -, QUANTITY 500 SHEETS/REAM, SIZE 8-1/2 X 11, WEIGHT 20 LB."

The 5 colors of the paper are: Cherry, Celery, Cream, Coral and Canary

The part number that you take right from the Boise paper catalog begins with "P1MP2201" (final numerals zero, one). Unfortunately, we were given "P1MP220I" (final letters o, i) which were loaded into the Core-CT catalog.

We are working with the vendor to make the changes. For the time being, order using the "P1MP220I" (final letters o, i) format. We will let you know when the file is fixed.

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](#)



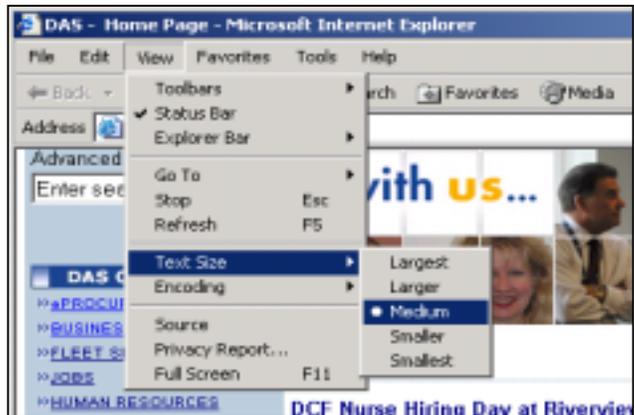
Tech Talk with Ms. Bits n' Bytes

Increase or Decrease Font Size

Did you ever open a document, web page, or WIN newsletter for that matter, and wish the font could be **bigger** or smaller?

To increase or decrease your font size in either Internet Explorer or Outlook Express, just hit the View menu, Text Size and choose the size you would like. The procedure is usually similar for other e-mail clients and web browsers.

For those of you who have wheels on their mouse, this is the neatest trick! You should be able to change the font size this way. All you need to do is hold the CTRL key down and scroll the wheel up to increase it or down to decrease it. Try it. Isn't that cool??



Thanks to www.worldstart.com* for this neat tip.

**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.*

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.

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>