



# Procurement Services

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

2003 NASPO  
Cronin Club  
Gold Winner

## Weekly Information Newsletter

10/08/04

Volume 168

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

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## Important Message from Governor M. Jodi Rell



**STATE OF CONNECTICUT**

**EXECUTIVE CHAMBERS**

**To: Vendors Conducting Business with the State of Connecticut**

**From: M. Jodi Rell, Governor**

**Subject: State Ethics Policy**

**Date: September 28, 2004**

As you are undoubtedly aware, state government is striving to improve how it conducts its business. The task force charged with analyzing the state contracting process recently recommended to me several areas, which require improvement. I expect to implement a number of those recommendations. Your assistance is needed in order to facilitate change.

While the state ethics code does not prohibit gifts to state employees altogether - for example, the law permits employees to accept a gift in celebration of a major life event and up to \$50 per calendar year in food and beverage - the intent of the code is clear. State employees should not just avoid impropriety, but even the mere appearance of impropriety, and should forego accepting gifts from those with whom the state does business.

I would also call your attention to section 1-84(m) of the Connecticut General Statutes, which prohibits state employees from accepting gifts from those who do business, or seek to do business, with the employee's agency or department. Vendors and prospective vendors are also prohibited from knowingly giving gifts to state employees in violation of this section.

My request to you is this, no matter how well-intentioned or appreciative you may be of an employee's assistance, I would ask that you refrain from offering a state employee a gift of any kind, including, but not limited to, meals and beverages. Offering a gift to an employee puts the employee in a rather uncomfortable position of having to decline the gift or ascertain its monetary value and consult with an attorney and/or the State Ethics Commission.

I expect - and indeed the residents of this state deserve - state government employees to adhere to the highest ethical standards, which may entail more stringent practices than even the ethics code provides. With your assistance, the state should be well on its way to restoring the public's faith in state government.

Thank you for your cooperation and understanding.

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## Changes in Procurement Services Staff

### New Assignments for Jim Passier and Carol Wilson



*From the desk of:  
Commissioner Barbara Waters*

As you know, Governor Rell has made contract reform and restoring public confidence in the integrity of state government a priority of her administration. I was a member of the Contract Review Task Force and Jim Passier served as our sub-committee chairperson. We are now at the critical stage of implementing the Task Force recommendations. This will be a challenging and time-consuming job. I have asked Jim to take a leave from his role as Procurement Director to represent DAS and me on the implementation team. Jim's broad procurement experience and excellent business skills make him the logical choice for this important assignment. He will have my proxy with full authority to act on my behalf. I expect that this assignment will last at least through the next legislative session. We have much to do.

I have also asked Carol Wilson to take on the role of acting Director of Procurement while Jim is on this assignment. I have the utmost confidence in Carol's leadership abilities. Carol will be a member of the senior staff team while she serves in this role.

Thanks to both Jim and Carol for their willingness to take on these challenges.

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### Ada Rivera joins Procurement Services Unit

DAS Procurement Services would like to welcome the newest member to our staff. Ada Rivera, who has been working on the Core-CT project for the past 2 years, will be bringing her expertise to the Core-CT/Supply Management Team here in Procurement. She will also be assisting with the P-Card Team.

Please do not hesitate to contact Ada with any questions you may have. She can be reached at 860/ 713-5048 or emailed to [ada.rivera@po.state.ct.us](mailto:ada.rivera@po.state.ct.us)

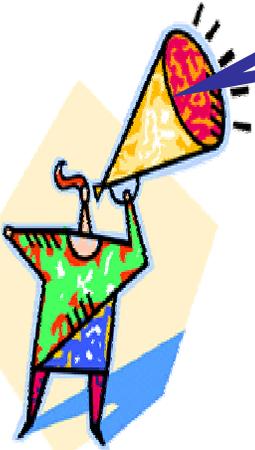


# CT \$hops 2004 Updates

## Informational Sessions Agenda



Announcing CT \$hops 2004  
**Special Guest  
Speaker!!!**



We know you have been patiently waiting to learn about our CT \$hops 2004 informational sessions and we thank you! A variety of topics are on the agenda and we just know you will be thrilled with our special guests lineup. Link to the CT \$hops 2004 Informational Sessions schedule below and use it to help you plan your day at CT \$hops 2004!

[http://www.das.state.ct.us/rfpdoc/CT\\$hopsInformationSessions2004.doc](http://www.das.state.ct.us/rfpdoc/CT$hopsInformationSessions2004.doc)

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## Old Man Winter is Waiting Just Around the Corner!



**Brrrrr!** Are you ready? If you are like most of us, then your answer will probably be “NO!” Give me spring, summer and fall any day! Unfortunately, New England weather brings us...Winter! We can't help you with the weather but we can help handle what Old Man Winter brings. There are (2) two new contracts that are available to **Department of Transportation, All Using State Agencies, Political Sub-Divisions of the State and Not for Profit Organizations!**

**Sand for Snow and Ice Control**, contract number [04PSX0160](#) is now in effect until June 30, 2005. There are 34 vendors on this contract, 8 of which are small businesses. Once you look at the contract, locate your town and you will find pricing listed for “Pick up” and “Delivered.” Call the respective contractor to place your order or with any questions you may have.

DAS Contract Specialist Janet Delgreco recommends that you place your orders early to be sure your sand needs are met. Contact Janet at 860/713-5079 or email her at [janet.delgreco@po.state.ct.us](mailto:janet.delgreco@po.state.ct.us) with any questions you may have regarding this contract.





Participating cooperative municipalities will be happy to know they can begin to utilize the **Road Salt for Snow and Ice Control**, Contract number [04PSX0209](#). This contract will remain in effect until June 30, 2005. When you access the contract there are 2 things you need to do.

1. Locate your store area under the Municipal Requirement section of the contract award
2. Find your stores area/location under the "Pricing" section and contact the awarded contractor for that particular stores area.

Pricing is available by "Delivery" and "Pick Up" per ton. **Be sure to get your order in soon to ensure your salt requirements will be met.**

Questions regarding this contract DAS Contract Specialist Sue Thomas can be reached at 860/713-5091 or email her at [susan.thomas@po.state.ct.us](mailto:susan.thomas@po.state.ct.us)

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## Paper Prices Take a Nosedive!



Effective October 8, 2004, we are pleased to announce that Boise/OfficeMax has reduced pricing on some of the most frequently purchased papers under the current contract award for General Office Supplies, Paper and Toner (04PSX0016). Please review the attached spreadsheet to see if the paper that you now purchase is one of the items that have been reduced.

<http://www.das.state.ct.us/rfpdoc/BoiseAugust232004.xls>

If you use Core-CT to place your orders, prices will be adjusted in the system as well. If you find that you have been charged the higher price on orders placed on or after October 8, 2004, please contact Boise/OfficeMax's Customer Service Department at 1-800-472-6473 to settle any discrepancy.

Boise/OfficeMax will be issuing a supplement to the printed pricer to advise customers of the price reductions. In the meantime, please use the attached spreadsheet as a guide.

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## ePartners



## Bakery Products Contract Offers Variety & Value

The state contract for perishable bakery products offers everything from bread and rolls to cookies and cakes. As a municipality, school or not for profit organization, you too can purchase a wide variety of baked goods at state contract prices. The contract, **Bakery Products (Perishable), Bread & Rolls** [01PSX0209](#) is awarded to the **Chas. Freihofer Baking Co., Inc.** and is in effect until May 31, 2007.

Here are just a few examples of what you can expect to pay:

- White Bread \$ .64
- Dinner Rolls, 12/pack \$ .66
- Seeded Italian Bread \$ .85
- Hamburger Roll, 16/pack \$ .90
- Powdered Donuts, 12/pack \$2.00



Supplement #8 contains a complete list of the bakery products offered by Freihofer. Why not take a look to see if you can save some “bread” on your next purchase of bakery products?

For additional information about this contract, contact Jim Gotta at [jim.gotta@po.state.ct.us](mailto:jim.gotta@po.state.ct.us) or 860713-5074.

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.asp>

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

### **Sending out an S.O.S. to our ePartners!**

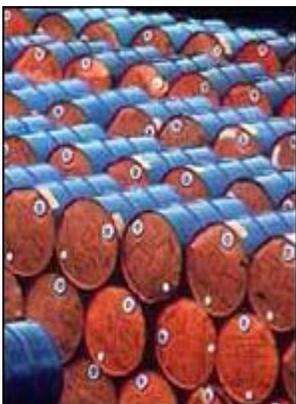


**S.O.S** stands for **Stories Of Savings**. Since we can all benefit from others experiences, send us *your* S.O.S. so we can share it with others! Have you saved time or money by using our contracts? Have you found success by posting your bids on our web site? **Let us hear about it! Send *your* S.O.S 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](mailto:ePartners@po.state.ct.us) or call Maureen Friedman 860/713-5069.

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## **CT Environmentally Preferable Purchasing**

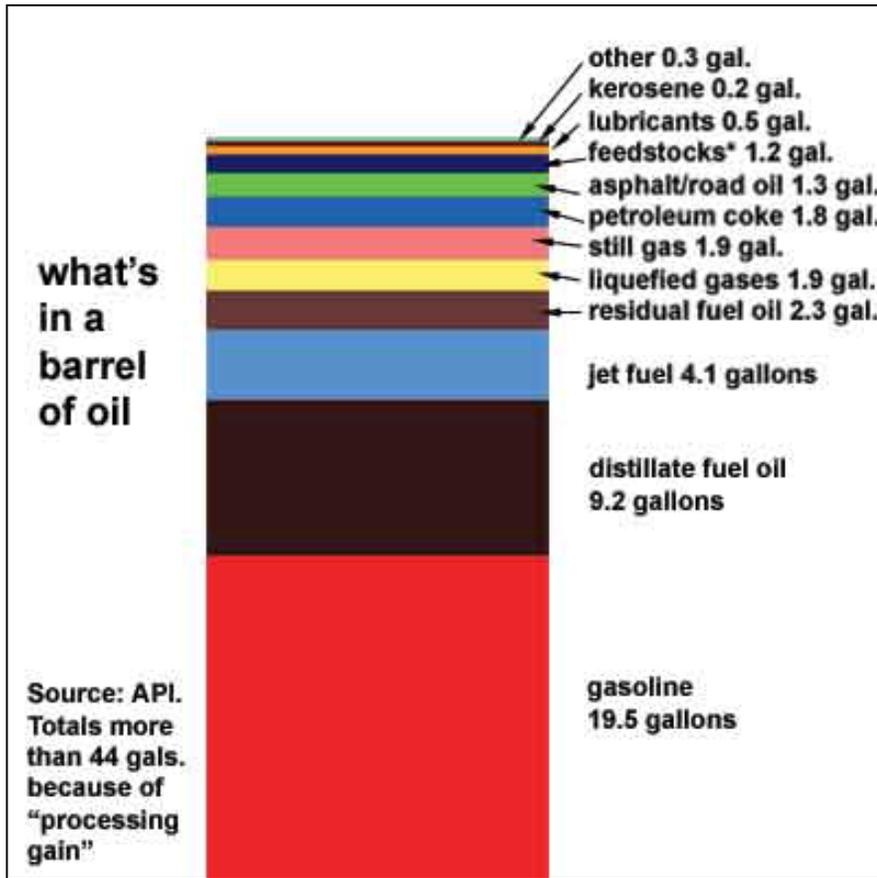


### **Did You Know?**

Those of us living in the United States consume 19,761,000 Barrels / Day of petroleum.

Of that total, 8,848,000 Barrels / Day, which translates into 371.6 Million Gallons / Day, are in the form of gasoline. 20% of the petroleum products we use are imported from Persian Gulf countries; 40% is imported from OPEC.

The graph below shows us exactly of “What’s in a Barrel of Oil!”



To find out more information and energy facts go to [www.eia.doe.gov](http://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](mailto:Barbara.moser@po.state.ct.us) or call at (860) 713-5081.



## CT \$hops 2004 Sponsor List

Our special thanks goes out to the following Sponsors and Partners for supporting us with our CT \$hops 2004 show. Please make it a point to stop by their booths to say hello and to see the products and services they can provide to you.



### Platinum Sponsors 2004



**OfficeMax**



### Gold Sponsors 2004



## Silver Sponsors 2004



## Special Thanks to our CT \$hops 2004 Partners!

Correctional Enterprises of Connecticut  
Marcus Communications & Electronics, Inc.  
The Carrington Company  
Office Max, a Boise Company  
Vanguard Direct



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## **Attention: CT Contract Vendors!**



You'd better ***hurry*** to reserve your booth! This is your **LAST CHANCE to register for CT \$hops 2004**. Due to technical problems we had experienced with our servers, we have extended the deadline to **MONDAY, October, 11, 2004**. Don't miss out this year! Register TODAY by clicking on the following link to access the CT \$hops Registration page.

[http://www.das.state.ct.us/CTShops/ctshops\\_exhibitors\\_info.asp](http://www.das.state.ct.us/CTShops/ctshops_exhibitors_info.asp)

Contact Erin O'Neil or Beth Pancavage at (860) 657-3331 or email to [ct.shops@po.state.ct.us](mailto:ct.shops@po.state.ct.us) with any questions you may have.

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## CT \$hops Attendee Registration



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

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



***Attendance at this event does  
NOT violate any ethics laws!***

**Use this link to register today!!!**

**[http://www.das.state.ct.us/CTShops/ctshops\\_attendee\\_info.asp](http://www.das.state.ct.us/CTShops/ctshops_attendee_info.asp)**

Contact Erin O'Neil or Beth Pancavage at (860) 657-3331 or email to [ct.shops@po.state.ct.us](mailto:ct.shops@po.state.ct.us) with any questions you may have.



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### **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 10/04/04

Contract #	Contract Name	For:	Contract Term
<a href="#"><u>04PSX0167</u></a>	Contaminated Soil Management Services for the Department of Transportation	The Department of Transportation	September 17, 2004 through July 31, 2006
<a href="#"><u>04PSX0208</u></a>	Signs, Roll-UP (NCHRP Test Level 3) for Department of Transportation	Department of Transportation All Using State Agencies and Political Subdivisions and Not-For-Profit Organizations	October 1, 2004 through September 30, 2006
<a href="#"><u>04PSX0209</u></a>	Road Salt for Snow and Ice Control	Department of Transportation All Using State Agencies and Political Subdivisions and Not-For-Profit Organizations	September 20, 2004 through June 30, 2005 (with the option to extend)
<a href="#"><u>04PSX0223</u></a>	Guide Railing Parts – Purchase of – for the Department of Transportation	Department of Transportation All Using State Agencies and Political Subdivisions and Not-For-Profit Organizations	October 1, 2004 through September 30, 2006
<a href="#"><u>04PSX0230</u></a>	Snow Removal Services for Special Revenue	Division of Special Revenue	November 1, 2004 through October 31, 2006
<a href="#"><u>04PSX0255</u></a>	Purchase of Custom Wash Down Autopsy Sink - Office of the Chief Medical Examiner	Office of the Chief Medical Examiner	September 9, 2004 through March 9, 2005
<a href="#"><u>04PSX0267</u></a>	Snow Removal Services for DMR West Region Torrington	DMR West Region	Notice Of No Award
<a href="#"><u>04PSX0301</u></a>	Custodial Services for 1642 Bedford Street, Stamford, CT	Department of Social Services	October 1, 2004 through September 30, 2005 (with the option to extend)
<a href="#"><u>04PSX0303</u></a>	Custodial Services for CT Department of Social Services Danbury, CT	Department of Social Services	October 1, 2004 through September 30, 2005 (with the option to extend)
<a href="#"><u>04PSX0305</u></a>	Custodial Services for 559 Hartford Pike, Suite 202 Killingly, CT 06239	Department of Social Services	October 1, 2004 through September 30, 2005 (with the option to extend)

### 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!

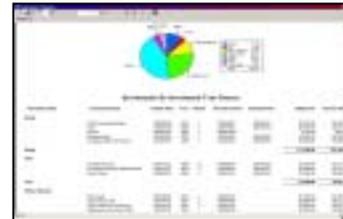
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## “Certification Central”

**DAS Supplier Diversity** account managers have begun scheduling meetings with agencies to discuss small contractor and minority business enterprise goal calculations for FY05. Agency goal calculations, as well as first quarter utilization reports, are now due for all agencies and political subdivisions that report on a state fiscal-year basis.

All completed quarterly report forms (DAS/CHRO-1 & DAS/CHRO-2) should be e-mailed to **Mark Carroza** at [mark.carroza@po.state.ct.us](mailto:mark.carroza@po.state.ct.us). Agencies without electronic capabilities may send the reports to:

**DAS Supplier Diversity**  
**165 Capitol Avenue**  
**Hartford, CT 06106**  
**ATTN: Mark Carroza, Program Manager**



Mark will forward copies of all reports to the Commission on Human Rights & Opportunities, as well as the Planning & Development Committee. For those who choose to continue correspondence with the CHRO, please be advised that Ron Fletcher of the Contract Compliance Unit has retired. All reports and compliance-related correspondence with the CHRO must now be forwarded to Gayle Hettrick, Administrative Assistant.

### **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](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](mailto:meg.yetishefsky@po.state.ct.us) or 860/713-5228.

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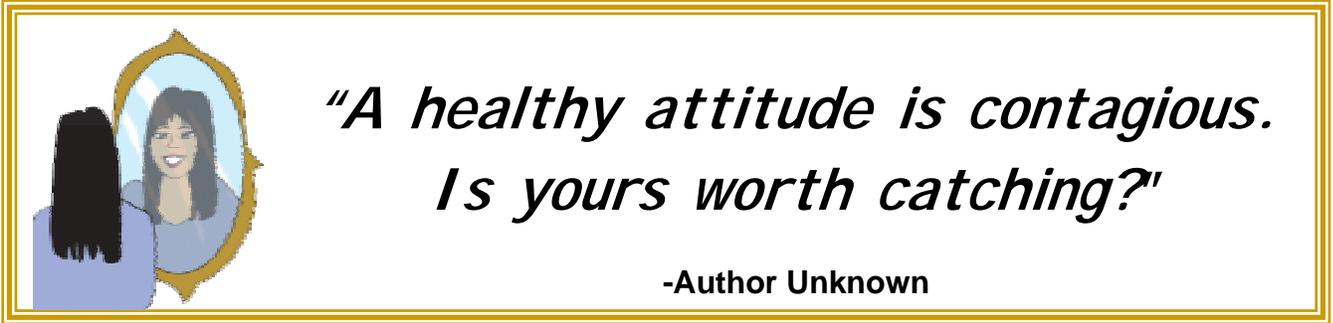


## Peppy’s Toolbox

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

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## Peppy's Points to Ponder...



**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](mailto:peppy.procurement@po.state.ct.us) and watch for them to appear in future issues of WIN.

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## Core-CT Information



### Fax and Email Purchase Orders Inadvertently Re-Dispatched



**Due to a technical problem on Thursday October 7**, a batch process was inadvertently started that re-dispatched a significant number of purchase orders to vendors. We are contacting those vendors to notify them of this issue, instructing them to disregard duplicate orders and to contact the applicable agency to verify any questionable POs. This will apply to only to vendors that receive POs via the e-mail and fax methods. Below is a copy of the notice that is being sent to the vendors:

Dear Vendor,

The State of Connecticut experienced a technical problem Thursday October 7, 2004 when processing purchase orders. This problem sent previously dispatched purchase orders to vendors a second time creating a duplicate order.

Please do not automatically fill the orders sent October 7th without carefully evaluating if they are new purchase orders vs. duplicates. Duplicate orders must be disregarded. If any purchase orders are questionable, please contact the sending agency to confirm that the order should be filled.

We apologize for any inconvenience caused by this problem and we are taking action to avoid these issues in the future.

### 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](#)

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## Tech Talk with Ms. Bits n' Bytes



### Why do you get links you can't click?

**Q:** I sometimes get URLs (website links) in my e-mail that isn't highlighted and I can't click. How can I get to the site?

**A:** I know our more experienced web users are maybe giggling to themselves at this point, but I tell ya, we get this question a lot. When you come across a link you can't click, **copy & paste** it into your web browser, then hit **Enter**. You should be zipped away to the site in question.

If you wondering how you do the copy and paste thing, head to:

<http://www.worldstart.com/tips/shared/copypaste.htm>

In most cases it has more to do with your e-mail client than the person who sent you the message. For example, AOL won't show a clickable link unless the link is written in HTML code. Netscape Messenger 4.x won't show the link as clickable unless it starts with http://.



Outlook Express, one of the e-mail clients, will show a link as clickable as long as it looks like a valid web address, regardless of whether it has http:// in front of the address or is HTML formatted.

Thanks to worldstart.com for this information

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](mailto:maureen.blackburn@po.state.ct.us)

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## Contracts & Purchasing Division Information

### DOIT Contacts

- Click on the following hyperlink [DOITContacts](#) to jump to DOIT's Information section 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 would like to subscribe, or if know someone who may benefit by receiving the WIN newsletter, send an email to Teresa 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](mailto:teresa.dupont@po.state.ct.us) or fax it to her at 860-622-2940. Once the information is received, 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>