



Procurement Services

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

2003 NASPO
Cronin Club
Gold Winner

Weekly Information Newsletter

10/29/04

Volume 171

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

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Contractor Performance Evaluations Now On-line



Perhaps you've already been requested to fill out a Contractor Performance Evaluation where you are asked to evaluate a contractor on the performance of a project that they've completed for you. Up until now you have only been able to fulfill a contractor's request for a performance evaluation by filling out a hard copy document and then either mailing it or faxing it back to the requesting contractor. But now you have the ability to perform the Contractor Performance Evaluations right on line.

Here is how the process works:

You will receive an email from the DAS Contractor Prequalification Program referencing the name of the Contractor that is requesting that 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.

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/>



Surplus Property Public Auction



DAS Surplus Property Unit will be conducting a public auction on November 6. Save the date and plan to "come on down" and take advantage of this great opportunity to get some really good deals. Check out the list below to see some examples of the items that will be auctioned off on:

Surplus Property Public Auction
Saturday, November 6, 2004 at 9:30 AM

LOCATION:

- State Surplus Facility, (rear of D.M.V.) 60 State Street, Wethersfield. Directions: I-91, Exit 26, follow auction signs.

AUCTION SUMMARY (Partial Listing):

- **Electronics:** 50" Panasonic television w/5-disc hanger & H.D. sound; 21" Panasonic TV. w/CD player; (3) Nikon 35mm cameras & others; Camcorders; Electric Guitar;
- **Tools:** Delta 12" port. Planer; Laser Alig. Beacon; Milwaukee chop saw; Pallet jacks; Lots of power tools; pallet full of new elect. Motors in boxes; New Weather Guard truck boxes; Auto parts; Ladders; Whelen strobe lights; Lots of new electronics in boxes; 770CDX & 611XL;
- **Kitchen Equip:** -Hobart potato peeler; S.S. refrig.; Pitco double fryalator; Alto food carts; Legion mixing bowl & more; New G.E. space maker washer;
- **Lawn Equip:** Turf Blazer 727 Diesel lawn mower; Gas leaf blower; Tennant walk-behind sweeper;
- **Recreational:** Quad; Honda Elite Scooter-year 2000; Ski-Doo 300 snowmobile; Outboard motors; Generators; Mountain bikes; Gym equip.
- **Office Equip:** Lektriever S. 80 document storage sys Tie Phone system (large amt.); Printers, Office furniture;
- **Miscellaneous:** (2) Legend elect. vehicles; U.S. Electicar; & N (15) (2)Hamada printing machines, New Dept. 56 collectables;
- **Many more items too numerous to list.**

INSPECTION

- Day Before Auction from 12 noon to 3:30 p.m. & MORNING OF AUCTION from 8:30 A.M.

TERMS OF SALE:

- 10% Buyer's Premium, Payment by Cash or Bank or Certified Check Only (**No Personal Checks or Credit Cards** will be accepted). A 20% CASH DEPOSIT of purchase price will be collected at time of knockdown-balance to be paid within one business day of auction. **ALL SALES ARE FINAL!**

THE STATE RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS

WINning Ways!



Janice Snyder of DOT sent in the following to thank Theresa Anderson of DAS Procurement Services for her "WINning Ways." Theresa assisted Janice with a standardization transaction request for rebuilt cylinders.

Hi Theresa,

Thanks so much for your quick and prompt action, you have no idea what a relief this is to have it processed so quickly. We will be transferring our 14 cores to the vendor today or tomorrow and hope to have them done before the snow.

Thanks again!

Carol Wilson - Huge congratulations to Theresa for a fantastic job. Theresa dealt with my issue promptly, professionally and courteously. She acted in less than 24 hours and DOT is forever grateful for her quick and expedient manner. Please consider this a commendation for Ms. Anderson and sincere thanks for her tremendous support and assistance - it is greatly appreciated.

**Janice Snyder - Asst. Dir. Purchasing & Materials Management (ACT)
Department of Transportation - Bureau of Finance & Administration**

Congratulations Theresa! Thank you Janice, for taking the time to write to let us know of this great customer service. 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 to see 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.

CT \$hops Updates!

The Countdown Continues!

11 days to...



Calling All State of Connecticut Agencies, Cities, Towns, Schools, Not-for-Profit Organizations and Private Institutions of Higher Education! Did you know you could use the contracts DAS Procurement Services has negotiated? You can!

Attend CT \$hops 2004 on November 9, 2004 at the Connecticut Expo Center from 8:30 to 3:30 and see how you can save time and money by utilizing State of Connecticut contracts!

Join the 1,400+ people who have already registered for CT \$hops!

Time is running out!

Only 6 days left to register!

Did you know that everything is **FREE**? Attendance at the show is **FREE**, parking is **FREE**, continental breakfast is **FREE**, a CT \$hops 2004 tote bag is **FREE**, information sessions are **FREE** and lunch is **FREE** (but only if you pre register online by November 4!)

Use this link to register right now!!!

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

What? You've never been to CT \$hops? You don't know what you've been missing and you won't 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.



Remember!



Attendance at CT \$hops

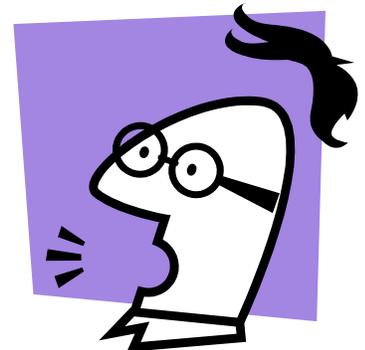
DOES NOT VIOLATE ANY ETHICS LAWS!"

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!

Climate Change Showcase Will WOW You!

And we're not kidding! The entire back corner of the expo center will be dedicated to this unique showcase and that means lots of climate change experts with lots of information, not to mention lots and lots of fun and interesting products for you to see and touch!

What kinds of products? Wish we could tell you this week but to build the excitement we decided to save it for our last issue of WIN before the show! All we can say is.... **WOW!**



CT \$hops Informational Sessions

CT Shops 2004 Agenda



Look what else you will find at CT \$hops! All for free! Plan to attend as many of the sessions as you like. Listed below are all of the interesting and informative sessions that will be going on throughout the day! (All sessions will be held in the Expo Center meeting rooms)

To view the agenda along with a description of each session, please click on this link: <http://www.das.state.ct.us/rfpdoc/InformationalSessions.doc>

FoodShare Reminder!



We will once again be helping out *FOODSHARE* by conducting our CT \$hops annual food drive on the day of the show. Please bring a non-perishable food or toiletry item to help out those who are less fortunate.

Contact Erin O'Neil or Beth Pancavage at (860) 657-3331 or email to ct.shops@po.state.ct.us with any CT \$hops questions you may have.



EPartners



Remember - Savings Can Be Found at #516!

We all have lots of numbers to remember. Numbers for telephones & cell phones, bank accounts, credit cards, birthdays and much more! Well at CT \$hops 2004 on November 9 there are just 3 little numbers you should remember so you can learn about the many ways your city, town, school or not for profit organization can save time and money through DAS' ePartners program. The numbers are:

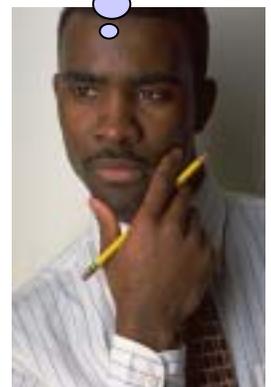
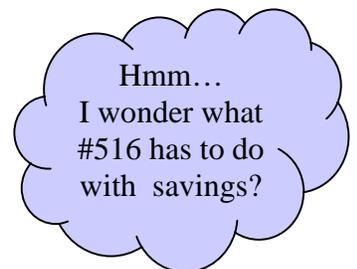
516

That's right, 516 is the ePartners booth number and we will be waiting for you with information about a wide variety of great contracts and exciting free services that you can use in your organization. Don't miss this opportunity to learn about the ePartners program, get handouts, request an ePartners presentation for your group and meet the friendly people from DAS Procurement Services! Now what was that number again???

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 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 or call Maureen Friedman 860/713-5069.

CT Environmentally Preferable Purchasing

Greening the Fleet

There's a new RFP for Lease Vehicles for DAS/Fleet designed to make Connecticut one of the leaders in Greening the Fleet. RFP No. [04PSX0336](#) asks for proposals on Flexible Fuel Vehicles (FFVs) and Gasoline Hybrid Electric Vehicles (GHEVs) to meet the needs of state agency employees that are assigned vehicles through DAS Fleet. The FFVs can run on E85 (a fuel comprised of 85% ethanol and 15% gasoline) or gasoline, while the GHEVs run on regular unleaded gasoline while getting exceptional gas mileage and emitting a minimum of pollutants.

Why go FFVs and GHEVs? Well, the federal regulation commonly known as EPAAct (10 CFR 490) requires state fleets of a certain size to purchase 75% of their light duty vehicles as Alternate or Flexible Fuel Vehicles. FFVs running on **E85 can reduce our dependence on foreign oil by replacing 85% of the gasoline with ethanol that is made from corn grown**



right here in the United States of America. For the remaining 25% of vehicles needed under this contract, DAS is looking for Gasoline Hybrid Electric Vehicles because not only do these vehicles get better gas mileage and pollute less, but they also can save us money in fuel costs. By looking for the vehicle models specified in this RFP, DAS is complying with both the letter and intent of P.A.04-231 by specifying the vehicles that obtain the best achievable mileage per pound of carbon dioxide emitted.

While we're talking fuel economy, consider these facts when purchasing or leasing your next vehicle:

- You can save \$300 to \$500 per year in fuel costs by choosing the most fuel-efficient vehicle in a particular class.
- You can strengthen our national energy security by choosing a more fuel-efficient vehicle because doing so decreases our dependency on foreign oil.
- You can protect the environment in a variety of ways by shopping for a vehicle with fuel economy at the top of your list because burning of fossil fuels adds greenhouse gases, including carbon dioxide, to the earth's atmosphere. Also,

using less fuel decreases the likelihood that we'll need to find more oil in nation parks and wildlife areas.

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.



Did you know that 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 10/25/04

Contract #	Contract Name	For:	Contract Term
04PSX0069	Consulting services for the Department of Criminal justice in Case Presentation.	Department of Criminal Justice	November 1, 2004 through October 31, 2005
04PSX0183	Purchase of Tandem Axle Truck Tractor	Department of Environmental Protection	October 22, 2004 through October 31, 2005
04PSX0214	Photography Preservation Services for the 1934 Aerial Survey of Connecticut	Connecticut State Library	October 22, 2004 through October 31, 2006
04PSX0280	Purchase of Keyboard Trays and Accessories	All Using State Agencies, Political Subdivisions of the State, and Not-For-Profit Organizations of the State	November 1, 2004 through October 31, 2006
04PSX0302	Window cleaning for the Hartford Armory	Military Department	November 1, 2004 through October 31, 2009
04PSX0328	Legal Services - Legislative Drafting Attorney	DAS on behalf of Governor Rell's Contract Reform Task Force	No Award
04PSX0287	Miscellaneous Library Supplies	All Using State Agencies, Political Subdivisions of the State, and Not-For-Profit Organizations of the State	October 28, 2004 through September 30, 2007

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.

Peppy’s Points to Ponder...

John M. Brunetti for the Newington Board of Education sent in this old standby with a new twist! Thanks John. I totally agree!

***“It might be better late than never,
yet not better than never late!”***



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.

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

Saving Power



Want to leave your computer on but don't want to use all that extra electricity? Windows provides an easy way to reduce the power your system consumes when you are not using it.

The easiest way to get to these options is to **right click** an empty space on the desktop and select **Properties** in the menu that appears. This takes you to the "Display Properties" window from which you will click on the "Screen Saver" tab. On the bottom of the window there should be a button labeled "Power". Click this button and a new window opens up with the header "Power Options Properties".

- The first option tells the computer to turn off the monitor after a set period of inactivity. You can set the time period by clicking the arrow in the drop down box and choosing the time you want from the ones listed. This time should be the shortest of the four options. This way if you leave your computer the monitor will turn off after say, **10 min.** and when you return and move the mouse or hit a key it will turn on again. This is a nice option.
- The next option allows the computer to turn off the hard drives after a certain period of inactivity. You can set the time in the same way you did for the monitor. Again, after you return the computer will turn everything back on again. This is not the best option because it's not going to save very much power and will cause a short lag when you come back to your machine. It makes more sense to just put the computer in Standby.

Set this option to "**Never**" to turn it off. If you do want to use this option a good recommendation is between **30 min. to 1 hour** for the inactivity time.

- The third option will put the system in a **Standby** mode designed to use a small amount of power. Set the required inactivity time in the same way as before. If you use this option you will have to press the power button on your computer to "revive it". It should come back pretty quickly. This is probably the best option because it will save a lot of power while still providing relatively short start up time. A good recommendation is an hour time setting here-if you're not back to your computer in an hour it's probably going to be a while. But of course feel free to go with more or less time depending on how you use your computer.

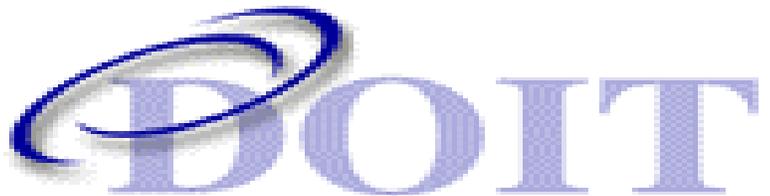
Thanks to <http://www.worldstart.com> * for sharing this information!



*** 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

Department of Information Technology



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.

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 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>