

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

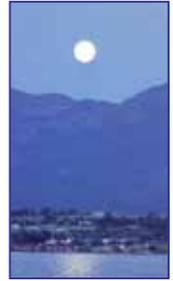


**Procurement Services**

**Weekly Information Newsletter**

**02/25/05**

**Volume 5 Issue 8**



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# Noteworthy News

## Attn: All State Agency Purchasing Staff



For anyone who is involved in state purchasing, please be sure to read the following clarifications for General Letter 71 as well as the Requirements for Standardization Transactions. Should you have any questions you may call Carol Wilson, Procurement Director at [carol.wilson@po.state.ct.us](mailto:carol.wilson@po.state.ct.us) or 860/713-5093.

### Clarification of Revised General Letter 71

**Date:** February 16, 2005  
**From:** Carol Wilson, Director of Procurement, DAS  
Holly Miller-Sullivan  
**Re:** Clarification - Revised General Letter 71

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Revised General Letter 71, subsection b, permits state agencies to make certain purchases over \$2,500 and up to \$10,000 without the prior and specific approval of either DAS or DOIT Procurement, provided that there is no existing DAS or DOIT contract for the particular goods or services being acquired.

***It is not permissible or appropriate, however, to use the authority granted through Revised General letter 71-b to make repetitive purchases for the same or similar goods or services on a periodic basis, as doing so would violate the competitive procurement requirements set forth in §4a-57(a) of the General Statutes .***

Agencies are reminded that DAS and DOIT Procurement may review purchases made at any time to ensure compliance with all provisions and limitations of Revised General Letter 71.

Should you have any questions concerning this memorandum, please feel free to contact either of us directly. Carol Wilson can be reached at 713-5093, or by e-mail at [carol.wilson@po.state.ct.us](mailto:carol.wilson@po.state.ct.us). Holly Miller-Sullivan can be reached at 622-2246 or by e-mail at [holly.miller-sullivan@ct.gov](mailto:holly.miller-sullivan@ct.gov).

### Requirements for Standardization Transactions

The following is the statute that guides the standardization process as well as what you need to provide to Procurement Services when requesting a standardization transaction for a purchase.

#### **Statutory Authority:**

**Sec. 4a-58. (Formerly Sec. 4-113). Standardization Committee. Waiver of bid or proposal requirement.**

(a) There shall continue to be a Standardization Committee, which shall consist of the Commissioner of Administrative Services, the Comptroller or his designee, the Treasurer or his

designee, and such administrative heads of state departments or their authorized agents as are designated for that duty by the Governor.

(b) Whenever an emergency exists by reason of extraordinary conditions or contingencies that could not reasonably be foreseen and guarded against, or because of unusual trade or market conditions, the Commissioner of Administrative Services, or, in the case of purchases, leases and contracts for information systems, information technology personal property and telecommunication systems, the Chief Information Officer, may, if it is in the best interests of the state, waive the competitive bid or proposal requirements set forth in section 4a-57. If any such procurement is estimated to cost fifty thousand dollars or more, such waiver shall be subject to the approval of the Standardization Committee. A statement of all purchases made under the provisions of this section shall be set forth in the annual report of the Commissioner of Administrative Services.

## **JUSTIFICATION POLICY:**

### **Letter From Proposed Vendor** - Letter MUST state

- 1) they are the *proprietary owner* of the requested Product/Service
- 2) they are the *sole distributor* of the requested Product/Service
- 3) the *cost* for the State to purchase the requested Product/Service (not to exceed)
- 4) *Any other costs* for Support, Maintenance, Installation, and Delivery

### **Justification Document from the Agency** - Document MUST include:

- 1) State explicitly *why this Product/Service* and *only* this Product/Service can satisfy the functional requirements as well as meeting the Emergency or Unusual Market Condition Sole Source requirement.
- 2) State also *why this procurement cannot follow the RFP Process* and why following the RFP process would be detrimental to the State.
- 3) Include, *what alternative sources were researched* and *why they are not appropriate*. Provide a letter From the Agency's Commissioner stating that he/she has reviewed the request and is asking that the procurement be processed through a Sole Source procurement.

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## **Procurement Services Welcomes New Staff.**



DAS Procurement Services wishes to extend a warm welcome to **Steve Beaulieu** and **Ann Simeone** who have recently joined our team.

**Steven Beaulieu** comes to us from the Department of Transportation with over 15 years of purchasing experience. He is also highly experienced in inventory management, which will be a one of his major responsibilities here in Procurement. Steve will be on the Supply Chain Management Team and will assist state agencies with Core-CT inventory.

We would also like to welcome **Ann Simeone**, formerly with the Office of the Chief Medical Examiner. Ann brings with her over 21 years of state service in the procurement field, which will serve her well in her new position. Ann's contracting responsibilities will include landscaping and snow removal services. As a member of Don Casella's team, she will also assist in our "buying strategically" efforts particularly in accessing and analyzing data from Core-CT, as a "Superuser" of the system.



## Do You Know When to use Prevailing Wage Rates for Furniture Installations?

The state furniture contract has a choice of 3 installation options, **Schedule A, B and C**. There has been some confusion from agencies regarding which installation schedule to choose and when to use Prevailing Wage rates. To help you determine the appropriate schedule for your installation, below you will find a summary of the installation schedules:

**Schedule A:** Prices include all transportation charges fully prepaid by the contractor, F.O.B. destination. No additional charges are allowed for packing or packaging. **No installation provided by contractor in Schedule A.**

- In Schedule A, the furniture is delivered to the dock only, the contractor is not responsible to unpack or uncrate and no assembly will be provided.

**Schedule B:** Prices include all transportation charges fully prepaid by the contractor, including unpacking or uncrating, full assembly, setting in final location, properly leveling, securing and anchoring and erecting in place, complete and ready for use. The contractor is responsible for removal of all rubbish from the site, and all costs associated with legally disposing of the rubbish. **Prevailing Wage laws applies to Schedule B.**

- In Schedule B, prevailing wages come into play particularly when installing panel systems workstation furniture that involves running power cabling or the furniture is being attached or connected to the building, wall or structure.

**Schedule C:** Prices include all transportation charges fully prepaid by the contractor, including unpacking or uncrating, full assembly and setting in final location, complete and ready for use. The contractor is responsible for removal of all rubbish from the site, and all costs associated with legally disposing of the rubbish. **No Prevailing Wages required in Schedule C.**

- In Schedule C, assembly and installation is required by the contractor however the furniture is free standing furniture like desk chairs, side chairs, desks, tables, file cabinets and bookcases. Because they have no connectivity to the building would **Prevailing Wages are NOT required** to be paid to the contractor.

Please contact Susanne Hawkins at [Susanne.Hawkins@po.state.ct.us](mailto:Susanne.Hawkins@po.state.ct.us) or 860/713-5064. if you should have any further questions regarding furniture installations requiring Prevailing Wage.

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## Going Once, Going Twice, Gone for...?

**Come on down to the Surplus Property Auction** that will be held on **Saturday, February 26, 2005**. The auction begins at 9:30 a.m. and will be held at the State Surplus Facility (rear of D.M.V.) 60 State Street, Wethersfield. Directions: I-91, Exit 26, follow auction signs.

**Inspection:** Day Before Auction from 11:30 a.m. to 3:30 p.m. & MORNING OF AUCTION from 8:00 A.M.



**Terms of Sale:** 10% Buyer's Premium, Payment by Cash or Bank or Certified Check (No Personal Checks) - No Credit Cards. 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 FINAL.**

**THE STATE RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS**

Just look at some of the items that will be going up for bid.

**2001 Kymco ZX50 Scooter, CNC Milling Machine, Porter Cable Compressor, Power Tools, DeWalt Saws and Drill in Case, Outboard Motors, Bicycles and so much more!**

To view the list in it's entirety, click on the following link:

[http://www.das.state.ct.us/Surplus/display\\_auction.asp](http://www.das.state.ct.us/Surplus/display_auction.asp)

For more information or if you have any questions, use the link above or call the Property Distribution Center at 860-571-7445.



## Surplus Property for Health, Education & Welfare Organizations!

**Don't miss out on this opportunity to acquire surplus property for your organization!**

The State and Federal Distribution Center has some property that can be redistributed to those State Agencies, Municipalities and Not for Profit Organizations that are involved with Health, Education and Welfare. Not for Profit Organizations must be certified, licensed and accredited with the State Of Connecticut and must also meet the 501(c) 3 Federal IRS Tax exempt status. Below is a list of available items:

Item	Model Number	Serial Number	Voltage
1. Kessel Meat Slicer	7320-00-222-4177	22721A823395	Volts 115
2. Globe Meat Slicer	725L	732405	Volts 115
3. Globe Meat Slicer	725L	732359	Volts 115
4. Hollymatic Patty Machine	GMG 180 A	5113	Volts. 208 3ph 31 amps 10 hp
5. Hobart Rotisserie	HR 5 E		Volts. 208
6. Hobart Mixer	27-1100-270		Volts. 208 3ph. rpm. 1726
7. Blankets			
8. Cots			
9. Electric Guitar			

There is an acquisition value charge on each item that is determined by the Property Distribution Center (PDC). For more information or if you have any questions, please call the PDC at 860-571-7445.

# State Contracting Portal Training Register NOW for March 3 Class!



To register for portal training, complete the attached Portal Training Registration Form,

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

and the Procurement Portal New Account Register Form

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

Email them both to [laurie.melesko@po.state.ct.us](mailto:laurie.melesko@po.state.ct.us) or fax it to 860/622-2922.



## EPartners

### Your Neighbors Use the Lawn and Grounds Maintenance Equipment Contract - How About YOU?



Who doesn't need a mower, trimmer or blower? For that matter, who doesn't need a chainsaw, snow blower or brush cutter from time to time?

The next time you need this type of equipment make sure you check the state contract for Lawn and Grounds Maintenance Equipment before you go any further. The current contract expires at the end of this month but watch for a brand new contract that will be announced very soon in the Contract Information column in WIN. If you want to take a look at the current contract, use the following link, [01PSX0193](#).



We thought you might be interested in seeing which of your neighbors found this contract so attractive they used it to purchase their equipment! Check out the list is below:

<b>City of Danbury</b>	<b>Town of Vernon</b>
<b>Town of Middlefield</b>	<b>Easton/Redding Reg. School District</b>
<b>Town of Putnum</b>	<b>Trumbull Housing Authority</b>
<b>Town of Manchester</b>	<b>Town of Suffield</b>
<b>Town of Monroe</b>	<b>Town of Sherman</b>
<b>Washington Volunteer Fire Department</b>	<b>Shelton Board of Education</b>
<b>City of Middletown</b>	<b>Parish Hill High School</b>
<b>East Haddam Board of Education</b>	<b>Town of Greenwich</b>
<b>Town of Cheshire</b>	<b>Town of Canton</b>
<b>Bridgeport Housing Authority</b>	<b>Town of Cromwell</b>
<b>West Haven Housing Authority</b>	

You might want to do the neighborly thing and chat with someone from one of the organizations listed above. Find out how they benefited from the lawn and grounds maintenance equipment contract. Who knows, you may end up saving time and money on your equipment purchases and make a new friend at the same time!

Any questions regarding the contract may be directed to Julie Bernosky at [Julie.Bernosky@po.state.ct.us](mailto:Julie.Bernosky@po.state.ct.us) or 860/713/5065.

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!

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## CT Environmentally Preferable Purchasing – Register for Training on March 15!



**Attention All State Procurement Professionals!**

**DAS Procurement Learning Center (PLC) invites you to attend:**

### “Environmental Requirements for State Contracting”

**Tuesday, March 15<sup>th</sup> from 9am to 12 noon.**

**The State Office Building, Room G-19.**



*Do you know that Executive Branch State Agencies are required to use specific recycled content products?*



*Do you know about Environmentally Preferable Purchasing (EPP) and the benefits this type of procurement can offer your agency?*



*If you want to make your office a little more environmentally friendly, do you even know where to start?*

If you are involved in writing specifications or contracts for your state agency, you need to attend “**Environmental Requirements for State Contracting.**” Just look at some of the topics you will learn that day.

#### **Environmentally Preferable Purchasing**

- Overview
- Language
- What products and services are available through state contracts

#### **Required environmental specifications**

- Copy and writing paper
- EPA Comprehensive Procurement Guidelines

## Paper use reduction program

- Posters and plan for use in your office

To register for this course, complete the registration sheet on the next page. Send it to Laurie. (Complete it, then click on “File” and “Send to” to [laurie.melesko@po.state.ct.us](mailto:laurie.melesko@po.state.ct.us) or you may choose to fax it to her at 860/622-2922.

Registration: <http://www.das.state.ct.us/InvitationRegistration.doc>



Questions regarding the content of the course may be directed Barbara Moser at [Barbara.moser@po.state.ct.us](mailto:Barbara.moser@po.state.ct.us) or call her (860) 713-5081.

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## “Certification Central”

### Certified Minority Business Enterprise Shares Success Story

Pam Anderson, Contract Specialist, recently received a letter from **Grace Café, President of C&C Janitorial**, a certified Connecticut Minority Business Enterprise out of West Hartford, CT. Grace wanted to convey how the contract for **Maintenance, Repair & Operations, [01PSX0028](#)** made a difference for her company.

*“We would really like to express our excitement in working on the new State of Connecticut contract for janitorial supplies. We believe it should help us create several new jobs for Connecticut residents.*

*This contract award has also given us the opportunity to service not only all state facilities, but also many sub-divisions as well. We will continue to bring innovative ideas in the area of cleaning and maintenance to help State facilities be as cost efficient as possible. Within these efforts we also will continue to be as competitive as possible in order to be fiscally responsible to the State budget.”*

*Grace Café  
President of C&C Janitorial*

### 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 for all 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.





## 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 02/21/05

Contract #	Contract Name	For:	Contract Term
<a href="#">05PSX0027</a>	Various Custodial Services for DMHAS at the Long Wharf Facilities in New Haven, CT	CT Mental Health Center	March 1, 2005 through February 28, 2007
<a href="#">05PSX0051</a>	Custodial services for the DPW facility at 39 Woodland Street, Hartford CT	DPW facility at 39 Woodland Street, Hartford CT	March 1, 2005 through February 28, 2006. The State reserves the right to extend the contract.
<a href="#">05PSX0028</a>	Potassium Acetate - Runway De-icing Fluid	Department of Transportation, All Using State Agencies and CT Political Sub-Divisions	24 February 24, 2005 through July 31, 2008 (with the option for extension)
<a href="#">04PSX0275</a>	Environmental Services	Department of Transportation, All Using State Agencies, Political Subdivisions, and Not-for-Profits	February 1, 2005 through January 31, 2008
<a href="#">04PSX0423</a>	The Commission on Fire Prevention & Control requirements for a High Pressure Compressor and Purification System	Commission on Fire Prevention & Control, All Using State Agencies, and Political Subdivisions	February 17, 2005 through May 1, 2005

### 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!

## Peppy's Points to Ponder...



**Arleen A. Ciccone**, from **Norwich Technical High School** has sent in this week's quote! Since her quote was selected for WIN, we are sending Diane **5 CT \$hops commemorative retractable name badge holders!**\*

*"A successful man is one who can lay a firm foundation with the bricks others have thrown at him."*

-David Brinkley



\*Would you like to know how you could receive 5 badge holders like Diane did? Just click on the following link to find out how!  
<http://www.das.state.ct.us/rfpdoc/WeHaveWays.doc>

**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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## 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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## 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](#)

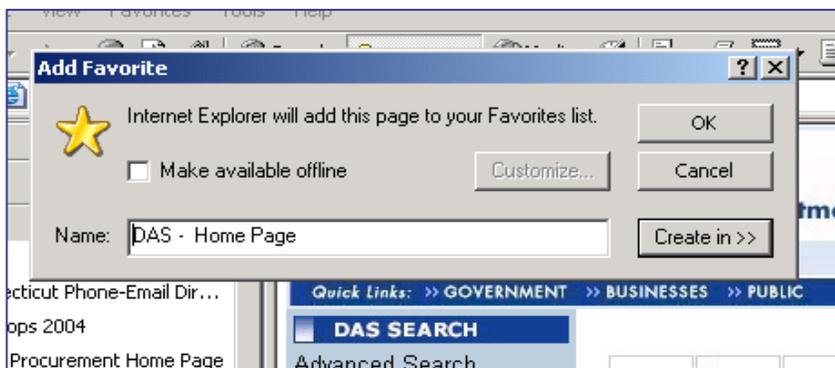
## Tech Talk with Ms. Bits n' Bytes



### Interested in the Last Update for a Web Page?

Have you eve been on a web page and thought the information was current only to find out it was 2 year old information? Here's how to find out when a web page was last updated.

First, head to the top of the page and type (or copy and paste) the following line into your Internet address bar: **javascript:alert(document.lastModified**



Now, add it to your favorites. Wait, you're not done yet. If you just try adding it to your favorites, you'll find that it doesn't work; you will simply get the web page you're visiting instead. So, for those of you using Internet Explorer, here is an easy get around tool.

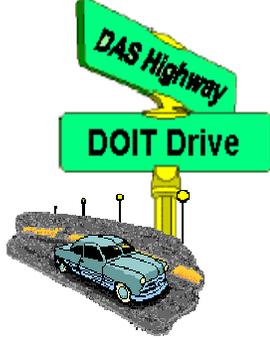
1. When the "Add to favorites" screen pops up, re-name the page "Last Update" (no quotes) or something similar.
2. Now, click your Favorites menu and find the favorite you just added. Right-click it and select Properties from the resulting menu. Not surprisingly, a properties screen pops up.
3. Finally, put the line below in place of the current URL:

**javascript:alert(document.lastModified)**

If you should get an error message when you change it, just hit "Yes". That should do it. Click the "Last Update" favorite anytime you're on a page and want to know when it was last updated.



Thanks to **wordstart.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)



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](mailto: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>