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## Noteworthy News

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### Do You Recognize This Coupon?

These coupons have been specifically created for DAS/Fleet Operations by Connecticut Community Providers Association (CCPA) for Contract Award # [02PSX0183](#) (Original #: 023-A-03-0058-C).

Only State Agencies that lease its vehicles from DAS/Fleet should be utilizing these coupons.



If a State agency wants to use the Car Wash contract for its agency-owned vehicles, the agency must issue a purchase order to the CCPA. Once the CCPA receives a PO, the CCPA will issue the agency a batch of numbered car wash coupons that will also be marked with the state agency's name.

There is no minimum requirement for the car wash and/or detailing services. A coupon has no value assigned until the state agency uses the coupon at a participating car wash facility (locations are listed in the contract). The car wash facility returns the completed coupon to the CCPA and the CCPA will then invoice the using state agency. These coupons are the only way the car wash facility, CCPA, and DAS may track contract usage.



**This car wash contract should not be used for rental cars. Enterprise Rent-A-Car will maintain all its own vehicles. Agencies that rent vehicles for more than one day should make arrangements with Enterprise to have them cleaned or switched-out for another (clean) vehicle.**

Questions regarding the above requirements or any other contract issue, should be directed to Theresa Anderson at (860) 713-5063 or by email at [Theresa.Anderson@po.state.ct.us](mailto:Theresa.Anderson@po.state.ct.us)

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### Have you Expired?

DAS Procurement will be happy to let you know. All vendors on State of Connecticut service contracts require some form of insurance. The DAS procurement office is automating the vendor notification portion of the insurance certificate tracking process, which will increase the effectiveness and efficiency of the program as a whole.



When a contracted vendor's insurance is about to expire, DAS will provide the vendor with a 30-day, 14-day and 7-day reminder notice to supply DAS Procurement with an updated insurance certificate. "Previously, the paper process involved was overwhelming," said Procurement's Meg Yetishefsky.

The notice will be through e-mail and will detail the requirements needed to continue to meet the insurance terms of the contract award.

The real victory here is the continued use of automation to streamline processes and make it easier to obtain current information, reducing the manpower needed to maintain vendor insurance information.

DAS procurement representatives Meg Yetishefsky ([Meg.Yetishefsky@po.state.ct.us](mailto:Meg.Yetishefsky@po.state.ct.us)) and Gregg Nome ([Gregg.Nome@po.state.ct.us](mailto:Gregg.Nome@po.state.ct.us)) are the sponsors of this tracking system and will continue to look to utilize technology to improve the process. Feel free to contact them for further information.

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## When Will Contracts Be Posted On the State Contracting Portal?

### *Attention All Portal Accounts and Agency Contacts*

Points of clarification regarding use of **Set-aside**, **DBE** and **PreQual** indicators

<b>Setaside:</b> <input type="radio"/> Yes <input type="radio"/> No - SBE/MBE requirements included in this Bid?
<b>DBE:</b> <input type="radio"/> Yes <input type="radio"/> No - DBE Goals included in this Bid?
<b>PreQual:</b> <input type="radio"/> Yes <input type="radio"/> No - Prequalification required for this Bid?

Use of the **Set-aside** radio buttons on the Bid Forms (new and maintenance versions):

- Checking the yes button means that some portion of the bid will be set aside for certified small or minority businesses. It does not necessarily mean that 100% of the bid award will be set aside. Use the Summary box to indicate the set aside percent so that non set aside bidders will know immediately if they are eligible to bid. (If the requirement is 100% only set aside companies can bid).

Use of the **DBE** radio buttons on the Bid Forms (new and maintenance versions):

- DBE stands for Disadvantaged Business Enterprise. This section is primarily used by DOT when federal funds are involved.

Use of the **PreQual** radio buttons on the Bid Forms (new and maintenance versions):

- Checking the yes button means that the bidders must be pre-qualified by DAS. This applies to construction companies and is primarily used by DPW and DOT. Municipalities will also release construction related bids that require bidders to be pre-qualified.

For more information about the State Contracting Portal email [Jim.Passier@po.state.ct.us](mailto:Jim.Passier@po.state.ct.us) or call him at 860-713-5086.

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## MRO Survey – Please Reply

The Buy Smart/Buy Together Maintenance, Repair & Operation Product Contract [04PSX0028](#) had been in effect for just about a year. This contract contains products such as Electrical, HVAC, PVF, Janitorial and Industrial Supplies. DAS would appreciate it if you would take a few minutes to fill out the attached survey. **Surveys are due back by June 3, 2005.** Thanks in advance for your help.



[Click here](#) to fill out the survey and e-mail it back to [Pamela.Anderson@po.state.ct.us](mailto:Pamela.Anderson@po.state.ct.us) or fax to 622-2930.

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## Give Us Your Feedback



By the end of the year we have several furniture contracts expiring and DAS is reaching out to the State Agencies for feedback and contract suggestions. DAS would appreciate it if you would take a few moments to answer the attached furniture survey. Surveys are due back by **May 31, 2005.** Thanks in advance for your help.

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

Please e-mail responses back to [Susanne.Hawkins@po.state.ct.us](mailto:Susanne.Hawkins@po.state.ct.us) or fax to (860) 622-2941.

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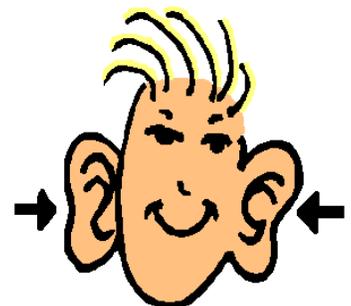
## Agencies and Towns, Let's Hear It

Procurement's Jim Gotta is looking for feedback on three contracts that will be expiring this year. "I'm looking for what their projected needs or usage for the contracts below will be, including their suggestions for improved contract language," said Gotta.

Body Armor ([99PSX0021](#)) expires on 7/31/05.

Maintenance, Repair and Refill of Fire Extinguishers ([00PSX0077](#)) expires 8/31/05.

Police Supplies ([01PSX0180](#)) expires 12/31/05.



If you use, or think you'll be using any of the contracts listed below, contact [Jim.Gotta@po.state.ct.us](mailto:Jim.Gotta@po.state.ct.us) or phone him at 860-713-5074.

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## Environmentally Preferable Purchasing

### Greening the State Fleet



There's a new contract ([05PSX0012](#)) for the purchase of Flexible Fuel Vehicles (FFVs) and Gasoline Hybrid Electric Vehicles (GHEVs) and, in addition to purchasing a sizeable number of AFVs, DAS Fleet has also committed to the purchase of 125 new Toyota Prius and Honda Civic GHEVs.

Confused by the terms “flexible fuel” and “hybrid electric” and how these vehicles actually run? You're not alone!

A lot of people still think that hybrid electric vehicles need to be plugged in at night. The good news is that it's not that complicated (just different) and the more you see it, the easier it is to remember. 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. No plug required!

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 committed to buying GHEVs because not only do these vehicles get better gas mileage and pollute less, but they also can save us money in fuel costs. In addition to Federal purchasing requirements, Connecticut has legislation, CGS § 4a-67d, requiring DAS to consider fuel economy and CO2 emissions when purchasing fleet vehicles.

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 our nation's parks and wildlife areas.

If you'd like more information on this exciting new contract, you may contact Contract Specialist, Theresa Anderson (who, by the way, did an excellent job on getting us fantastic pricing), by e-mail at [Theresa.Anderson@po.state.ct.us](mailto:Theresa.Anderson@po.state.ct.us) or by phone at 860-713-5063.

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.

## Certification Central



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 the 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 to 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 05/16/05

Contract #	Contract Name	For:	Contract Term
<a href="#">04PSX0211</a>	Lawn and Grounds Maintenance Equipment	All Using State Agencies and Political Sub Divisions	Date of Award through December 31, 2010
<a href="#">05PSX0012</a>	Purchase Hybrid & Compressed Natural Gas Vehicles <i>(Civic, Escape, Prius, Sierra, Silverado)</i>	DAS/Fleet Operations <i>and All Using State Agencies and Political Subdivisions</i>	May 12, 2005 through March 31, 2008
<a href="#">05PSX0068</a>	Liquid Bituminous Materials	DOT and All Using State Agencies and Political Subdivisions of the State	Date of Award through March 31, 2006

<a href="#">05PSX0122</a>	Rubbish collection and disposal service for the DMHAS facilities at CVH.	DMHAS	June 1, 2005 through May 31, 2007, the
<a href="#">05PSX0124</a>	Landscaping Services for DPW Facilities (see locations)	Department of Public Works	Date of Award through November 30, 2006
<a href="#">05PSX0125</a>	Landscaping Services for the DPW Facilities (see locations)	Department of Public Works	Date of Award through November 30, 2006
<a href="#">05PSX0130</a>	Interior Plantings (Plantscape) and Maintenance Services for the Connecticut Convention Center	DAS	May 19, 2005 through June 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!

## 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.

## Message from Core-CT

### *Asset Management Hands-On Training to Begin June 6*

Asset Management classroom training is now open for registration by agencies. Classes begin June 6 and specific dates have been assigned to each agency. Please contact your agency's Training Registration Contact with any questions. See



<http://www.core-ct.state.ct.us/user/training/financials.asp> to find your agency's Training Registration Contact information.

If you have a question, try the Core-CT web site at <http://www.core-ct.state.ct.us>. If you can't get your answer there, please contact the Core-CT Helpdesk at (860) 622-2300. Or you may send e-mail to [core.support@ct.gov](mailto:core.support@ct.gov)

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## 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 Tips

### *Row, Row, Row Your Page*

Have you ever found yourself trying to count the number of highlighted columns or rows (maybe to set formatting, borders, etc.)? Did you know that MS Excel will count the highlighted columns or rows for you?

Next time you're highlighting several columns or rows take a look in the little bubble that appears above the column letters or below your last highlighted row.

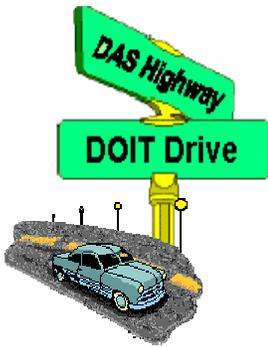


Notice the 7C? That means that 7 columns are currently highlighted. (For rows you'll see a number followed by an R).

thought you would like this tip.

You would think that this isn't necessary for rows since they're already numbered...but think again. What if you started highlighting from some row other than the first one? We

Question, problem or perhaps just something you would be interested in learning about. You can email me at: [John.McKay@po.state.ct.us](mailto:John.McKay@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** John.McKay@po.state.ct.us. Once he 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.

### Miss a Previous Issue of WIN?

[Click here](#) to jump to the DAS Newsletters web page, scroll down to Weekly Information Newsletters (WIN) and click on the issue you missed!