

# BuyLines

DEPARTMENT OF ADMINISTRATIVE SERVICES

JANUARY 2013

Contracts

Federal Surplus

## Small Business + Green Purchasing = Success Story

For over 10 years DAS

Procurement has been integrating and promoting green purchasing within its state contracts. Green purchasing involves offering certain products with a recycling, a reusing, or a composting function within the state contract.

Recently DAS needed to re-bid a Food Service Supplies contract that offers bowls, plates, napkins, forks etc. to replace contract 04PSX0028. Eastern Bag and Paper (now named EBP Supply Solutions) and C&C Janitorial were both awarded the contract.

President Grace Café, of C&C Janitorial said, “This is a win for our small business growth, the State of Connecticut has been the key to our successful business, if it was not for the State of Connecticut contracts, we would have several less people, the contract helped us to create several positions, purchase a larger building and more delivery trucks.

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## Annual Ethics Training

On November 29 and 30, DAS Procurement staff sat down for their annual review of the State of Connecticut ethics policies. Hosted by the Office of State Ethics, the meeting went over the ever-challenging landscape of contractor and vendor relationships.

The training reviewed the most important rules in the Code of Ethics that affect state employees involved in contracting. While state employees should all be aware that it is illegal and inappropriate to accept gifts that may influence their official judgment, it is often unclear what is considered a “gift” under the Code. The training explained that an important part of the analysis is who gives the “gift.”



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# Contracts over the last 14 Days

Click on the category to see the contract

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**12PSX0190** Insp., Test., Maint. & Rep. of Clean Agent, Halon, CO2 and Dry Chem. Fire Suppression and Alarm System

**12PSX0211** Aluminum Sign Blanks and Sheets

**12PSX0213** DEEPs Requirements for Professional Consulting and Inspection Services

**12PSX0250** Concrete Catch Basin Tops, Reducers, Risers, Slabs, Sumps, Traffic Pedestal Bases, Traffic Controller Bases, Boundary and Baseline Survey Monuments with Metal Discs and Handholes

**12PSX0256** Facility Management Services

**12PSX0257** Custodial and Related Services for DCF Region 1 sub-Office in Norwalk, CT

**12PSX0305** Generator Service for DDS

**12PSX0311** Microscopes and Accessories

**12PSX0318** Furnishing and Applying Ultra Thin Hot Mix Asphalt Materials

**12PSX0328** Auto and Truck Body Repairs for State-owned Vehicles

**12PSX0329** Mattresses

**12PSX0331** Liquid Bituminous Material

**12PSX0333** Sand, Gravel and Topsoil

## *...Ethics training continued*

The Ethics staff also reviewed an addition to the Code that was made a few years ago regarding gifts between supervisors and subordinates. The law limits such gifts – either up or down the chain of command – to \$99.99 per gift.

Other topics of interest were the Revolving Door policy, which can restrict some employment after state service. For example, a state employee involved in the award or administration of a state contract with a company cannot leave state service to go work for the company for a certain period of time outlined in the statutes.

“There’s a lot to know beyond the contracting language,” said Procurement Director Carol Wilson. “Being aware of influences outside of the contract and continuing to deal with vendors in an ethical manner is just what this refresher course is all about. Ethics rules and policies change from year to year, and we all learned a few new things today. Doing this annually also engrains the concepts so that we’re never in a position to say that we weren’t aware of the policies. In public procurement, ethics and integrity are critical and should guide how we do our jobs. The DAS Procurement office will continue to have these courses and monitor our own office to stay above board on all contracting issues.”

## **DAS Procurement on FaceBook**

Keeping up with technical trends is the way to go to maximize the distribution of information and show customers that you’re in touch with 21st century technology. In that effort, DAS Procurement Bids and RFP’s can now be found on Facebook. Search “DASProcurement” (one word) on Facebook and stay informed.



## ...Success story continued

This new contract for Food Service Supplies will help our current staff and will enable us to create additional jobs; our goal is to hire additional staff in all areas; warehouse, drivers, office and sales. We will have dedicated staff to market the products and grow this area of new business.”

“This presented a real opportunity to integrate a ‘green’ component into a contract that will be widely used by the state and include a large volume of products,” said Contract Specialist Ada Rivera. “Agencies and municipalities rarely purchase just a few of these items. Plates, forks, and napkins are typically purchased in large quantities, so to add a green function will have a broad effect.”

A list of products was developed by DAS and, working with Amy Roth and Sarah Church of the Responsible Purchasing Network (RPN) and funded through a grant, RPN was able to match an equivalent green product to every item within the new contract.

Responsible Purchasing Network is an international network of buyers dedicated to socially responsible and environmentally sustainable purchasing. Their consulting services provide institutional purchasers like DAS with cutting edge procurement tools and resources designed to save money, conserve resources, reduce waste, and improve efficiency.

The Responsible Purchasing Network received a grant to work on this green purchasing project from the John Merck Fund, a Boston-based private foundation that supports initiatives designed to protect the environmental health of New England. Through RPN’s grant work, the task of matching environmentally friendly products to the contract was of no cost to the state.

RPN also worked hand-in-hand with the Sustainable Biomaterials Collaborative (SBC) which is dedicated to spurring the introduction and use of bio-based products that are sustainable from cradle to cradle. SBC advances their development and use by creating strong sustainability guidelines, encouraging markets, and promoting policy initiatives.

“The ability to add compostable, recycled and reusable items to a contract of this size will keep a significant amount of product out of our landfills,” said RPN’s Sarah Church. “Many items are reusable food ware items like metal cutlery; some are compostable with a plant based material which will biodegrade safely in a commercial composting facility, and promote easy diversion of food waste from landfills.”

Currently there are three composting sites in Connecticut:

- Almstead Tree & Shrub Care Company of Stamford, CT
- Oakleaf Waste in Windsor, CT
- New Milford Farms in New Milford, CT

DAS and RPN took extra steps to ensure the green products within the contract met BPI, EcoLogo and Green Seal specifications; broad, nationally recognized certifications of environmentally friendly products.

“With the three-pronged ability to put together an all encompassing contract with an outside partner, along with minority business participation and an environmentally friendly component, it really highlights all the capabilities of DAS Procurement,” said Supplier Diversity Program manager Meg Yetishefsky.

## DAS Procurement has new Federal Surplus webpage

The DAS Federal Surplus Property Program is responsible for the administration and distribution of donated federal surplus property (excluding real estate) to certain eligible organizations.

The acquisition and use of federal surplus property saves customers time and money. Recipients are only obligated to pay an administrative fee to DAS for the transfer of the property.

For more information on the Federal Surplus Property program, visit the website [das.ct.gov/FedSurplus](http://das.ct.gov/FedSurplus)

