



Contracts

WSCA/NASPO Contract

Elevator Contract

What's Your Problem?

# SAVE THE DATE



DAS Procurement will be offering an all day training session to agency contracting employees on a number of topics. The day, at Manchester Community College on Friday October 24, will cover all the popular topics and information contracting professionals need to know regarding state contracts. Topics include: Buying Basics, Core-CT Ordering, IT Procurement, Supplier Diversity and P-Cards. Stay tuned to *BuyLines* for more information.

## **Contract 11PSX0333 - Environmentally Preferred Disposal of Electronic Office Equipment**

The Department of Administrative Services (DAS) received verbal notice that Creative Recycling Services, Inc. the contractor for the environmentally preferred disposal of electronic office equipment is ceasing business in the State of Connecticut. DAS is working on resolving this matter and will provide agencies guidance on how to handle the acquisition of these services in the interim until DAS can award a new contract.

In the mean time, DAS is requesting Agencies not to contact Creative Recycling Services for pickups.

DAS appreciates your patience and support while we resolve this matter.

If you have any questions you may contact the Contract Specialist Peccerillo-Hills at (860) 713-5255 or [Lynn.Peccerillo@ct.gov](mailto:Lynn.Peccerillo@ct.gov).



▶ [Bid Notice Postings](#)

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## **Contracts Awarded over the last 14 Days**

*Click on the category to see the contract  
Adobe Acrobat Required*

**13PSX0052** Custom Made Draperies

**14PSX0046** Welding Equipment and Supplies

**14PSX0095** Property Management Services

**14PSX0130** Law Enforcement Motorcycles

## **State Supplier Diversity Certifications Issued over the last 14 Days**

The State's Supplier Diversity program targets at least 25% of the state's business be transacted with small businesses including those owned by minorities, women and the disabled. To participate, fill out an application with the Department of Administrative Services. Once certified, you can bid on contracts covered by the program as well as all other state contracts.

[Use this link to see the companies the DAS State Supplier Diversity program has certified over that past 14 days.](#)

### **NOTE: WSCA/NASPO contract for Postage and Mail Room Equipment, Services and Support Administered by the State of Arizona**

It has recently been brought to the attention of DAS/ Procurement Services that Pitney Bowes has been charging some agencies for local and property taxes on equipment that is being rented from them.

Referring back to Contract Award 11PSX0037, the First Addendum Agreement of Participating Addendum signed by the State of Connecticut to utilize the WSCA/NASPO contract specifically states:

I: Mail Room Equipment Rental Provisions:

E: Contractor shall be responsible for the payment of any and all local property taxes and insurance on the postage and mailing system units supplied to the State.

Procurement Services recommends agencies who have purchase orders for Pitney Bowes, using this contract for rental of postage and mail room equipment, to go through current and past invoices to be sure they have not been charged for these taxes. If your agency has made payments for local and/or property taxes please notify Pitney Bowes immediately and request a credit.

Procurement Services want to also remind agencies they are not to sign any additional "lease" or "rental" agreements when utilizing our contracts. The Contract is the only document needed to issue purchase orders to the awarded contractors. If you are asked to sign any additional documentation notify the contract specialist first.

If you have any questions regarding the above please contact Contract Specialist Janet DelGreco Olson at 860-713-5079 or [janet.delgreco@ct.gov](mailto:janet.delgreco@ct.gov)

# Elevator Maintenance Contract

The elevator maintenance contracts for New Haven County, Middlesex, New London, Windham, Tolland, Fairfield and Litchfield Counties will be expiring shortly. The following is a listing of those contracts with their corresponding expiration date.

<u>Contract#</u>	<u>Expiration Date</u>	<u>Description</u>
09PSX0051	09/30/2014	Elevator Service and Maintenance for New Haven County
09PSX0263	09/30/2014	All inclusive contract for service and maintenance of elevators in Middlesex and New London Counties
09PSX0290	12/31/2014	All Inclusive Contract for the Service and Maintenance of Elevators in Windham and Tolland Counties
09PSX0291	11/30/2014	All Inclusive Contract for the Service and Maintenance of Elevators in Fairfield and Litchfield Counties

On March 31, 2014, the Department of Administrative Services awarded contract number 13PSX0253 for full service elevator maintenance for elevator(s) at State Agency facilities located in the following counties: Fairfield, Hartford, Litchfield, Middlesex, New Haven, New London, Tolland and Windham Counties. Upon the expiration date of each contract listed, Contract 13PSX0253 will replace them.

The following is a link to the Contract Award and Guidelines on how to use the contract.

13PSX0253 Effective/Expires: 03/31/2014 - 04/30/2019. Description: Full Service Elevator Maintenance for all using State Agencies and Political Subdivisions

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## What's Your Problem?

The DAS Procurement team is pleased to introduce a new feature in our *BuyLines* newsletter called “What’s your Problem”? This feature offers an open forum to agency purchasers to bring to us any procurement related questions.

To help us get started, we need you to submit written questions to us and keep those questions coming on a regular basis. These questions can be on any topic related to procurement (i.e., using state contracts, using GL71, finding information on our website, finding staff contact information, policy questions, Core-CT questions, regulatory questions and more). It’s up to you to let us know what you’re struggling with, and we’ll do our best to promptly give you the answers you need to do your job more effectively. In the subsequent editions of *BuyLines*, we will share (anonymously, of course) questions submitted and answers so all agencies can benefit from the information. Take advantage of this new feature and be sure to submit your questions to: Melissa Marzano@ct.gov and add: “What’s your problem” in the subject line of the email.