



State Records Contract

DAS Contracts

NEW! Attention State Agencies OPM Form 7 - Iran Certification

Attention State Agencies: Effective October 1, 2013, the new OPM Form 7 – “Iran Certification” must accompany any large state contract. When submitting a bid proposal, or, if there was no bid process, prior to executing a contract, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization or other business organization whose principal place of business is located outside of the United States. United States subsidiaries of foreign corporations are exempt. For purposes of this certification, a “foreign corporation” is one that is organized and incorporated outside the United States of America. “Large state contract” has the same meaning as provided in section 4–250 of the Connecticut General Statutes.

The Department of Administrative Services/Procurement Division has included this form in the “Affidavits/ & Nondiscrimination” Forms section of Biznet (along with other common certification documents). If a company has submitted this form (uploaded) already in Biznet, there is no need for you to request it again.

New Microsoft Software Package

DAS Procurement has entered into a new multi-state contract for Microsoft software. “We have a great opportunity to combine our buying power with the other New England states, plus New York, to really drive the prices down on software purchases,” said contract administrator Aimee Cunningham.

The ordering process will remain the same, except state agency purchasing personnel need to reference the new contract number 13PSX0188.

Dell Computers will also continue to be the reseller of Microsoft software purchased for the state.

“Anyone purchasing software through this contract should notice significant drop in pricing,” added Cunningham. “We’ve also built in a annual rebate program with the proceeds going back to state agencies.”



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State Records Transfers Contract has Changed

The new records storage contract #12PSX0085 for Hard Copy Records and Magnetic Media Storage and Destruction Services was awarded to William B. Meyer, Inc. effective June 6, 2013.

Moving forward, all client agencies that currently have records stored at Iron Mountain shall coordinate transfer of all documents to William B. Meyer for processing and storage. Any new records shall be stored with the new contractor.

To coordinate scheduling and pickup, contact information is as follows:

William B. Meyer, Inc.
State of Connecticut Customer Service Team
175 Great Pond Drive, Windsor, CT
Toll Free Number: 1-855-291-8301
Email: staterecords@williamsbmeyer.com

Please be aware that the previous contract with Iron Mountain (01PSX0128) has ONLY been extended to close out accounts as the transition is completed to William B. Meyer. **Agencies should NOT be using the Iron Mountain contract from this point forward.**

NO NEW RECORDS SHALL BE SENT TO IRON MOUNTAIN.

To close out accounts with Iron Mountain, client agencies shall complete the following steps for the removal records:

- Effective immediately, the client agency shall send an account termination letter to Iron Mountain for each account. Please reference each agency and account number(s) in the subject line of the termination letter to the following address:

Iron Mountain
1101 Enterprise Drive
Royersford, PA 19468
Attention: Colin Golden, Account Closure Administrator
CSANA II, Customer Programs
Phone Number: 1-855-231-8643 Ext. 4833
Fax Number: 1-866-610-9581
Email: accountclosure@ironmountain.com

- The termination letter must request final invoices to close out the account(s) and a up-to-date inventory report.
- All invoices must be paid prior to file transfer from Iron Mountain to William B. Meyer.
- During the transition process, the client agency shall be responsible for final storage invoices to Iron Mountain. William B. Meyer shall be responsible for the payment of all permanent withdrawal fees.
- In order to expedite record removal, the client agency shall work closely with the assigned William B. Meyer Customer Service Representative to coordinate record transfers.

If you have any further questions, please feel free to contact Susanne Hawkins, Contract Specialist at the Department of Administrative Services/Procurement Services at (860) 713-5064 or email Susanne.Hawkins@ct.gov.

Contracts Awarded over the last 14 Days

Click on the category to see the contract
Adobe Acrobat Required

12PSX0354 Reclaimable waste removal service at Southbury Training School

12PSX0435 Preventive Maintenance, Repairs & Service of X-Ray Equipment and Supplies

13PSX0008 Paging Rental Services

13PSX0153 Purchase of three new 50 gallon volumetric provers

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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.](#)

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.

