



DAS Procurement Hosts Three Outreach meetings for Trade Labor Contract

Later this summer DAS will be issuing an Invitation to Bid (ITB) for a new Trade Labor contract used by the state and its municipalities for small agency repair, renovation or construction projects. These disciplines include numerous trade labor services like: A/C and Ventilation System Repair, Duct Cleaning, HVAC Repair/Maintenance, bricklayer, cement mason, stonemason, paperhanger, roofers, carpenters, electricians, painters, welders and more.

The term of the contract will be four years.

In August and September, DAS staff went on the road and gave three informative presentations regarding the contract. DAS personnel visited Newington, New Haven and Bridgeport and also advertised these meetings on local radio programs.

The goal is to maximize the opportunity for qualified minority businesses (MBE) to participate in this contract.

DAS is providing notice so that companies that are qualified and interested in participating in the Trade Labor contract have time to go through the process required to become certified as MBEs. Any company that would like to participate is encouraged to consult the contact information for the DAS Supplier Diversity Office provided in this article.

It is critical that all companies seeking to be considered as a minority business enterprise have a current, valid MBE certification from DAS before they submit qualifications in response to the Trade Labor ITB.

How to Get MBE Certified: DAS encourages any qualified firm that is not yet certified with DAS as an MBE to apply as soon as possible for certification. You may do so by contacting the DAS Supplier Diversity Office at 860-713-5236, or by visiting the DAS website at <http://das.ct.gov/SupplierDiversity>



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Notice to Connecticut State Agencies and Political Subdivisions Electronic Subscriptions

Connecticut General Statutes mandate that each state agency and political subdivision prepare and submit by August 30 of each year, the agency goals for the small business enterprise and minority business enterprise program to the Department of Administrative Services. In addition, agencies must submit quarterly reports on the status of the implementation of the Small/Minority Business Program.

In order to facilitate the agency compliance with this requirement the Department of Administrative Services is offering a training session on the Annual Small/Minority Goal Setting Procedures.

The training will be held on September 17, 2013 (1/2 day session 8:30-12:00pm).

The training will provide your staff the opportunity to learn revised format and process for SBE/MBE goal setting for fiscal year 2013/2014.

Registration is located at: http://das.ct.gov/HR/LCnew/PLC_Course_Sch.asp?F_CourseID=193.

Electronic Goal Calculation Package is located at: <http://das.ct.gov/cr1.aspx?page=282>

Should you have any questions regarding the SBE/MBE goal calculation program, please contact Stan Kenton at Stanley.Kenton@ct.gov or 860-713-5241.

REMEMBER TO THINK SET A SIDE!

Want to Subscribe to BuyLines?

Maybe you know someone who could benefit from our information. To subscribe, [visit our website here](#), and follow the sign-up instructions.

Agency purchasing personnel should be aware that purchases of subscriptions, including electronic subscriptions are allowable as a “non-competitive” purchase under General Letter #71(d).

Agencies do not need to send an ITD-10 requisition through Core-10 for advance approval from BEST for such purchases. Agencies may use their P-Card or issue their purchase order directly with the contractor for such purchases.

Questions about this issue may be directed to the DAS/IT procurement team at 860-713-5095.

Agency Form Contract Updated

Through the authority delegated to executive branch state agencies under General Letter #71, certain purchases of goods and services costing less than \$50,000 may be made without prior and specific approval of the Department of Administrative Services (DAS) or the Department of Information Technology (DOIT) provided that a DAS or DOIT contract does not exist for the goods and/or services being acquired. Executive branch state agencies should be aware that all contracts entered into shall be approved as to form by the Attorney General.

This form has recently been updated, most notably section 16(e).

For your convenience, the attached contract has been approved as to form by the office of the Attorney General and shall be used by state agencies when making purchases under General Letter #71. Any deviations from this form should be reviewed and approved by the Office of the Attorney General.

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.

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.

Multi State Contract Attracts Attention

In July and August of this year, DAS Procurement, in conjunction with the State of Massachusetts, organized two outreach contract information sessions regarding the Multi-State Cooperative Clothing Contract ([11PSX0127 / CLT07](#)). One event took place at 101 East River Drive, East Hartford, CT, and the other took place at the Massachusetts State House in Boston.

This unique contract pairs the purchasing power of both Connecticut and Massachusetts in the purchase of clothing, uniforms, footwear, accessories and personal care hygiene supplies.

Contract administrator Ada Rivera attended both events and said, “It was an opportunity to learn from the vendors participating in the event as well as, an opportunity to learn about specific common needs of both the state of Connecticut and Massachusetts.”

“As far as small businesses,” said Supplier Diversity Director Meg Yetishefsky. “This really expands their markets and opportunities to another state and increases the competitive market.”

Of the 23 vendors on contract, seven are Connecticut small businesses.



Contracts Awarded over the last 14 Days

Click on the category to see the contract
Adobe Acrobat Required

12PSX0371 HVAC Preventive Maintenance Services at State Library Facilities in Middletown and Rocky Hill

13PSX0087 Compressed Gases, Medical Compressed Gases and Refrigerant Gases

13PSX0115 Basic Feed for Governor's 1st and 2nd Company Horse Guard

13PSX0120 Veterinary Services (Canines) for DESPP

13PSX0139 Property Management Services for 50, 55 & 92 Farmington Ave. Hartford, CT

13PSX0150 Printing: CT-1040 and CT-1040 NR/PY Tax Booklets for DRS

13PSX0190 Printing of Newspaper Tabloid Insert for CT Big List

13PSX0210 Compressed Gases, Medical Compressed Gases and Refrigerant Gases

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.

