



# STATE PURCHASING

## Quarterly Connection

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postal.idaho.gov

Copy Center  
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(208) 332-1941  
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Records Center  
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106 S. 43rd, Suite 105  
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## Mr. Bill's Blog....

Welcome to the New Year...It is hard to believe that summer has passed so quickly. Now it is time for back to school, last minute vacations, appreciating the summer weather and looking forward to Idaho's wonderful fall.

Although we always need to be looking forward, we need to examine our past year in setting our future direction. At the Division of Purchasing, I believe we had a very productive year in a difficult economic time, benefitting our employees, customers and taxpayers. In that light, I wanted to highlight some summary data for the various businesses and thank DOP folks for their continued contribution to the state.

Over the prior year, State Purchasing has been focused on improving current processes and implementing some new approaches. Most of the agencies have engaged in pre-solicitation conferences with their suppliers. I believe this has led to the 62% decrease in appeals in FY10. We have stimulated competition through use of our IPRO e-Procurement system, which now has over 58,000 suppliers signed up; with over 5,600 being suppliers with a significant Idaho presence. The State Purchasing office managed 631 new/renewed contracts totaling \$315 million. And...we invested in our people by offering training programs totaling over 46,000 training man-hours to 167 procurement professionals. State Purchasing will continue to drive programs that enhance procurement process efficiency and value while adhering to required statutes.

Next time you see one of our postal carriers delivering your mail, pat them on the back for a terrific year. They provided service to 141 buildings, 259 stops, to 3653 accounts on 9 mail routes, delivering and picking up mail in the Boise area twice a day. The volume was tremendous with 1.2 million pieces of interoffice mail and 6.9 million pieces of outbound mail. They absorbed the BSU mail service through a seamless transfer which resulted in cost savings to the state of \$338,000. Through their efforts and a combination of reduced bulk rates and handling all interoffice state mail, they achieved a state cost avoidance of \$946,000.

State Records and the Copy Center also achieved some pretty amazing results. State Record downsized by approximately 18%, while maintaining approximately 43,000 records and pulling and retrieving 15,000 records for its customers. The Copy Center completed 1200 orders and produced 5.6 million copies. State Records will now be looking at consolidation possibilities with State Archives. The Copy Center will look at continuing to grow its state customer base while maintaining excellence in customer satisfaction.

Federal Surplus also had an outstanding year; downsizing and moving its operation to Caldwell and growing its revenue and customer base at the same time. They didn't skip a beat, reducing inventories by 62% and increasing sales by 9% over the prior year.

I can't say enough about this team...the contributions to the state and its taxpayers! Thanks to all the Division of Purchasing staff in having a very successful year.



Bill Burns, Administrator  
Division of Purchasing

# Making Cent\$ - Utilizing State Contracts

## **LAB EQUIPMENT & SUPPLIES**

Two NEW contracts have been issued for Laboratory Equipment and Supplies. These are WSCA/NASPO contracts which Idaho will administer. The Contractors, Fisher and VWR, are currently implementing the new contracts.

The current WSCA contract with Fisher was extended through August 31, 2010 in order to cover the transition period.

SBPO01337, the WSCA/NASPO Lab Equipment and Supply contract with VWR International, Inc. is READY for use by Idaho State Agencies.

Copies of SBPOs are on the State of Idaho website at [http://purchasing.idaho.gov/statewide\\_contracts.html](http://purchasing.idaho.gov/statewide_contracts.html)

The discount schedules, general information, the original RFP and the Contractor's Proposals are accessible on the NASPO website at <http://www.aboutwsca.org/contract.cfm/contract/n1-2010>

## **VEHICLE RENTALS**

The WSCA contract with Enterprise (primary) and Hertz (secondary) are near completion. The Participating Addendum with Enterprise is finalized and the new information and pricing will be available soon. Account information is currently being updated with Enterprise. If you have rental needs, you may need to contact Enterprise directly to ensure you receive the correct pricing and billing requirements for your agency. The signed agreement with the secondary provider, Hertz, is forthcoming.

## **AUTOMOTIVE PARTS**

The Master Agreement is with the state of California. Please note: Although a total of up to four providers may be awarded an agreement from California, Idaho will only execute a primary and a secondary contract.

1. The Idaho Participating Addendum with B.O.R.A.S. (Bucks Off Road Automotive Supply) is not available. BORAS discounts range from 40-60% off the list price. The discount schedule is available on their website. You may contact BORAS for ordering, questions, and account set up information. Additional information and training opportunities will be posted as they become available. Contact BORAS Phone - 1-877-651-2894, Fax - 1-877-651-2895, or Web: [www.BORASParts.com](http://www.BORASParts.com)
2. The NAPA Participating Addendum will be posted soon with contact and account setup information.

## **NEW BID FOR TIRES**

Tony Opalka sent out a survey in August to gather information and comments on tires, usage, and needs. The current contract was extended until November 2010. If you did not respond to the survey, please forward your information to [Anthony.Opalka@adm.idaho.gov](mailto:Anthony.Opalka@adm.idaho.gov) so he can incorporate any other items that may not have been considered. Most likely the Solicitation (bid) will be broken into major categories to cover light duty and passenger services, and to cover commercial units.

## **NEW BID FOR VEHICLES**

The Statewide Vehicle contract will be going out for solicitation in September with an estimated contract placement of October.

## **NEW BID FOR ENVELOPES**

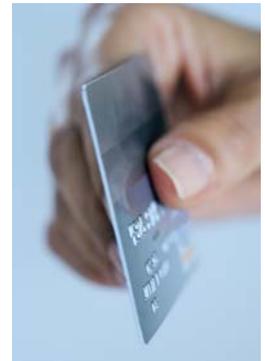
SBPO01231 Envelope Contract— This contract was extended to September 30, 2010. Sarah Hilderbrand is working on rebidding this contract. A new contract should be ready in the next few weeks.

## **\*\*\*\*\*GOING...GOING...GONE\*\*\*\*\***

### **Contracts that are going away**

Due to the low volume of products used and low dollar volume, we will not be renewing or rebidding these items. Once they have expired you may use your department's purchasing authority policy to quote and procure these items.

1. SBPO01233 Carbonless Cut Sheets—Progressive exp. 9/30
2. SBPO01199 Business Cards—Stylart, exp. 9/30
3. SBPO01294 Quick Copy, Printing, and Related Services - Boise Office, exp. 8/14



# The World According to “Mark”



In the current, tight economic times, we all have additional pressures to reduce cost to obtain the goods and services required to run the state's business. A couple of different approaches can be taken to achieve this goal; (1) we ask our supply base for across-the-board price decreases; or (2) we work with our supply base to understand what changes the state and the supplier can work together to reduce the actual cost of the product or service. Let's discuss these two different approaches.

In asking for an immediate price reduction without any other consideration, the supplier is put into a position to cut any margins inherent in the price that had been competitively bid in good-faith. These margins are used by the company to pay investors for their business risk or to invest in the future i.e. better tool sets, manufacturing capabilities, better people, state of the art processes. These types of investments will actually yield value and lower cost to the customer (in our case the state) as we continue to do business with these companies. If we make one-sided price demands, we may find that either the supplier will not want to do future business with us or price themselves out of contention. The field of suppliers left may be second tier, and the state will have lost value for the money paid.

On the other hand, the state can approach cost reduction with its vendors from a mutual benefit standpoint and with tools such as the following:

- Ensure a price adjustment clause is included which is tied to the appropriate Consumer Price Index (CPI)
- Consider developing standards (for products or services), in the solicitation, that are in line with industry standards – vendors can buy standard versus specialized parts and tools to reduce manufacturing cost-related expenditures and inventory carrying costs, leverage people that have industry standard skills, etc.
- Consider buying patterns –consolidate buys to monthly or quarterly to maximize the vendors capability to deliver
- Offer on-line ordering vs. hardcopy faxes or emails
- Consider service delivery functions to reduce cost
- Other

This type of approach will reduce actual costs the vendor incurs to service the state's needs. Whether we are in the solicitation phase or with an existing contractor, we should consider having these discussions with our supply base to achieve actual system cost reductions that can be passed to the state through lower pricing.

I recommend examining the tools provided above and see where they could apply. The Division of Purchasing will assist in working with your suppliers to achieve mutually beneficial cost cutting efforts.

# Let Federal Surplus Help You



Where can you get anything from tools to heavy equipment for pennies on the dollar? Right here at Federal Surplus Property (FSP)...

Come check out the inventory at 105 S. 43rd Ave, Ste 105, in Caldwell; or drop by our webpage at [www.fsp.idaho.gov](http://www.fsp.idaho.gov). We are here to supply you with the equipment you need, at a price that's pennies on the dollar. Make your budget stretch that much further.



If you would like to receive e-mail updates on new arrival property, send us an e-mail and we will get you on the list. Don't miss out on the deals! If we don't have it we can probably get it! Many of our items are brand new. Why pay full price when you can get what you need for less?

Spread the word to our cities, counties, schools, and tax supported agencies. You save money, they save money, and the taxpayers save money.

**Mention this newsletter and receive a 25% discount on your first purchase!**



## Need to Send Lots of Letters?

Central Postal has a four station inserter, two sheet feeders and two insert feeders. This process consists of inserting tri-fold letters, post cards, return envelopes or card stock inserts. We have the capabilities of inserting up to four documents.

There is a minimum fee for these services. Inserting and folding jobs **must be** pre-approved to make sure material meets specifications and a time must be scheduled to do the job. If you have any questions concerning these services call **Central Postal Services at 332-1950.**

# Division of Veterans Services -- New Headquarters Building



The Idaho Division of Veterans Services (IDVS) has moved into a new headquarters building located at 351 Collins Road in Boise.

After more than 12 months of design and construction of the new facility, IDVS moved from its downtown location and now is housed on the same grounds as the VA Regional Office, the VA Hospital, and the Boise Veterans Home along Fort Street in Boise. The new space, located right next door to the Boise Veterans Home, creates a “one stop shop” for veterans and their families.

“We recognized a growing need for more therapy services for our veterans in the Boise Veterans Home,” said Brasuell. “The old office spaces being used by

IDVS staff inside the Veterans Home were converted to provide additional services to our veterans. Additionally, the Idaho Legislature recently moved the responsibilities of veterans’ education to IDVS, so the design of the new building supports that added mission.”

The agency now has nearly all its support functions under one roof. The Veterans Advocacy section remains in the federal VA Regional Office, which was dedicated in October 2009.

The new building is highly energy efficient and maximizes the geothermal capabilities that flow under the Warm Springs, downtown Boise, and the VA campus area. The design also maximizes the advantages of natural lighting.

For more information, please call 208-577-2310.



## Did You Know????

⇒ State of Idaho Terms & Conditions

We have updated the States Terms and Conditions, the updates can be accessed at [http://purchasing.idaho.gov/terms\\_and\\_conditions.html](http://purchasing.idaho.gov/terms_and_conditions.html)

⇒ “idpurch” List Serve

For those who don’t know, this is the mail group for all purchasing people across the state of Idaho where we can share info like notices, scam alerts, contract and training information, etc. If you have personnel that have changed, moved, or new employees that would benefit from receiving this information please let us know.

Email Rogene Evans, [rogene.evans@adm.idaho.gov](mailto:rogene.evans@adm.idaho.gov), to add or remove names from the list.

## *New...On the Move...& Kudos Too!!*

**Bob Perkins, CPPB** – Previously with DEQ, Bob is now the Purchasing Manager with Ada County to replace Cheryl Neal who retired.

**Mark McClaine** – Mark has accepted a Buyer position with the Department Fish and Game.

**Bob Morlan** - Bob has accepted the Senior Buyer position with Department of Corrections.

### **Kudos...**

**Keith Watts** - Keith is a Purchasing Agent for the City of Meridian and just received his CPPB Certification.

**Bob Kobza** - Purchasing Agent for Ada County and just received his CPPB Certification.

## *Are you aware...EPLS????*

### **What is EPLS?**

The purpose of EPLS is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving federal contracts or federally approved subcontracts and from certain types of federal financial and nonfinancial assistance and benefits. The EPLS is used to keep agencies abreast of administrative, as well as, statutory exclusions taken throughout the Federal Government. Actions may be taken under the Federal Acquisition Regulation (FAR) or supplements thereto, under specific agency regulations or under the Government-wide Non-procurement Suspension and Debarment Common Rule [[68 FR 66533](#)] or other specific statutory authority.

### **How does this relate to Idaho Code?**

Note: Idaho Code § 67-5730 Any qualified vendor may submit a proposal. Per Section 67-5730, Idaho Code, all vendors are qualified unless disqualified. Those offerors presently on the General Service Administration's (GSA) "list of parties excluded from federal procurement and non procurement programs" may be disqualified. Vendor information is available on the Internet at: <http://epls.arnet.gov>

### **What does this mean for our solicitations?**

For every RFQ, ITB or RFP, it is the buyer's responsibility to check the EPLS list to ensure that a bidding vendor is not disqualified. This is an easy process for those who use IPRO/Sicomm. Go to "Awards Manager" then select RFQ or BID type; then select the type of award "line item" or "lump sum". On the header, you will find a button "Federal Excluded Parties List". You can click on this button and be routed to the EPLS website.

## *Upcoming Events!!! Plan to Attend*

### **Training Opportunities**

\*\*\* Live video teleconferencing from all ITD regional offices \*\*\*

**August 25th** Attend at any one of ITD's regional offices as well as Boise's main auditorium

**November 3rd** Attend at any one of ITD's regional offices as well as Boise's main auditorium

If you have any comments or questions on the newsletter, please feel free to contact Bonnie Sletten at [Bonnie.Sletten@adm.idaho.gov](mailto:Bonnie.Sletten@adm.idaho.gov)