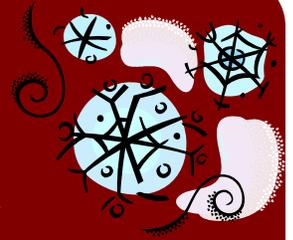




# STATE PURCHASING Quarterly Connection



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Postal Services  
Central Utilities Building,  
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550 West State Street  
Boise, ID 83702  
(208) 332-1950  
postal.idaho.gov

Copy Center  
Central Utilities Building,  
Lower Level  
550 West State Street  
Boise, ID 83702  
(208) 332-1941  
copycenter.idaho.gov

Records Center  
5327 Kendall  
Boise, ID 83720  
(208) 327-7060  
recordscenter.idaho.gov

Federal Surplus Program  
106 S. 43rd, Suite 105  
Caldwell, ID 83605  
(208) 334-3477 or  
(800) 722-1629  
fsp.idaho.gov

## Mr. Bill's Blog....

The Holiday Season is upon us already....and, since many of you are from the purchasing community, I want you to go out and stimulate the economy....buy, buy, buy....anything! Let's get this economy rolling.

In talking with peers from other states, we all agree upon one thing...change to state revenues lag the economy in a down or upturn. I think our budget folks see a glimmer of hope in a strengthening economy.

As a service organization, the Division of Purchasing is looking at many ways to be more efficient and create increased value for taxpayers and our agency customers. From the state purchasing perspective, we will be proposing some rule changes during the upcoming legislative cycle. If adopted, these will allow us to create increased flexibility for our customers and increased value in services provided.

As most of our DOP businesses receive limited or no general funds, our funding is dependent on service volume. The decline in our customers businesses and related service requirements will necessitate some difficult decisions in the near future in the Division of Purchasing and throughout all agencies. However, we will continue to work to continue to deliver the best service levels possible and meet our customer's needs!

I don't have much more to add at this time...except...to wish everyone and their families the best of the holidays. I look forward to working with you all in the New Year.

Bill

## Did You Know?????

### Attention all fleet managers and vehicle buyers —

As you know, state agencies are subject to the Energy Policy Act (EPAct) requiring an annual report of acquired alternative fuel vehicles and qualified biodiesel purchases. To develop this report, we need to assure our records of state vehicle purchases and use are accurate, that all alternative fuel vehicles have been identified, and that all exemptions have been recorded.

A notice was sent out on the idpurch list serve requesting the information by agency for the period of September 2009 through August 2010. The deadline to submit this information was December 15th. If you have not yet submitted your information, please contact Frank Pierce at [frank.pierce@adm.idaho.gov](mailto:frank.pierce@adm.idaho.gov).



Bill Burns, Administrator  
Division of Purchasing



## The World According to “Mark”

In keeping with Bill's note, one of the ways to make the most of what we have is to become more efficient. This does not simply mean cutting cost; it means finding better ways to do things. Efficiency requires more accountability and transparency.

It requires us to think smarter instead of working harder, which means, to think and preplan more. This is not only limited to the state; it also impacts our suppliers. They too need to change and become more efficient as well. This change will require true cooperation between the State and our suppliers. Not only will we require our suppliers to think in the State's best interest, but the State will also be required to take into account the suppliers needs.

We introduced the State to the Best Value process in 2008 and have learned a Master's degree in "how to" since then. Best Value embodies what we need to gravitate to in our absolute need to become more efficient.

In this next year, we will begin to embrace more Best Value tenants in our procurements and procurement process. I don't see how we can afford not to embrace them. We will begin to measure more and encourage our suppliers to do the same. In the coming months we will be sharing how we can become more efficient and in increasing our transparency at the same time.

As we close out another year, I hope we all take time to reflect on the past year, what the Christmas season is all about, and to look forward to what the New Year will bring. Once we do this, we can realize how blessed we really are.

It is my sincere hope that all of you have a wonderful Christmas and a truly blessed New Year.  
— Mark—

## Hints to Save \$\$ on Your Mail

Central Postal Services offers customers traditional mail processing such as folding, inserting, metering, and sorting, plus a host of special services designed to save money.

Here are a few of the services we offer:

- PRODUCTION MAIL FOLDING AND INSERTING
- OPTICAL CHARACTER READER (OCR) PRESORT AND BAR-CODING
- FAST FORWARD Software for updating addresses
- CERTIFIED & REGISTERED MAIL
- METERING

We have several carriers at our disposal: UPS Ground, FedEx Ground, DHL Ground & FedEx Saver

For more information about our services visit the Postal Service Website:

<http://postal.idaho.gov/> or give us a call at (208) 332-1950.



# Congratulations Duane Bogstie!!!!

Records Management Supervisor, Duane Bogstie received the 2010 Idaho Preservation Award from the Idaho State Historical Advisory Board (SHRAB). The award was presented at the Idaho State Historical Society Annual Esto Perpetua Luncheon held that the Historical Museum.

Duane joined the Department of Administration in 1979 and began managing the State Records Center in 1999.

Governor Kempthorne appointed Duane to the State Historical Advisory Board in 1999. He has been an active member of the Idaho SHRAB for more than a decade, serving under three governors, and providing invaluable information concerning the state's current record management programs. Duane has revised the state's Records Management Manual and was instrumental in the creation of the Records Inventory Tracking System used by more than 200 state offices. Through his actions, the original deeds to Idaho's state parks were saved from disposal in the landfill.



# Happy Retirement Dick Vogel!!

After 25 years with the state, Dick is putting away his contract quill and saying goodbye. A luncheon was held in his honor and attended by all the smiling faces you see below.



# Making Cent\$ - Utilizing State Contracts

## **SBPO 1256 Gem State Paper:**

The contract for Paper, Plastics, Plastic Bags & Liners, Cleaning Supplies & Equipment with Gem State Paper & Supply Co. has been renewed for the period of 10/9/2010 through 10/8/2011. Included in the renewal are:

- An additional provision that there will be no charge for replacement of hand sanitizer dispensers, formerly Item Number B-10, installed prior to October 9, 2010 under the contract, with the hand sanitizer dispenser Item Number D-19.
- Price increases on certain items
- Replacement of certain items
- Addition of certain items
- Addition of Schedule A-1
- Deletion of Schedule E

Please review the posting of this contract (pages 1 - 14) on the statewide contract website for more detail on these changes.

## **Letterhead Stationary/Matching Envelopes:**

SBPO1145 Printworks Company  
The statewide letterhead contract expired as of 11/30. This item will not be rebid at this time due to the low volume of product required statewide. If the dollar amount of the order you need is within your delegation of spend authority for your department you may request a quote from local printers in your area. If the dollar amount is higher than your spend authority contact your purchasing group for assistance and guidance.

## **Statewide Security Services:**

A new contract should be in place in the next 30 days. Sarah Hilderbrand is completing the bid process and will send out an email once the new contract is launched.

## **Computer Programming Services Contract:**

The current contracts expire 1/31/2011. The latest update from Gregory Lindstrom is that DOP has received 46 proposals that are currently under evaluation. Gregory intends to extend the current contracts by 30-90 days to allow for awarding the new contracts by February/March time frame.

## **Tire Contract:**

The current contract will be extended for 60 days or until new contracts can be put in place. A new bid will be launched this month for various types of tires and optional auxiliary services. The contact for this commodity will be Frank Pierce.

## **Vehicle Contracts:**

The Statewide Vehicle Contracts are completed and are now posted on the website. The following is breakdown of contracts and the awarded areas:

### **SBPO1339 – Edmark**

Chevy (All Groups) for Area A & B  
GMC (All Groups) for Area A & B

### **SBPO1340 – Smith Chevrolet**

Chevy (All Groups) for Area C

### **SBPO1341– Mtn Home AutoRanch**

Ford (Group A-D) for all Areas,  
(Group E) for Area C  
Chrysler Dodge Jeep (Group A) for Area B & C, (Group C) for all Areas

### **SBPO1342 - Dan Wiebold Ford**

Ford (Group E) for Area A & B

### **SBPO1343 - Bonanza Motors**

GMC (Group B) for Area C, (Group C-E) for all Areas  
Chrysler Dodge Jeep (Group B) for Area B & C, (Group E) for Area B & C

### **SBPO1344 - Dave Smith Motors**

Chrysler Dodge Jeep (Group B) for Area A, (Group D) for Area C

## **SBPO1345 - Peterson Stampede Dodge**

Chrysler Dodge Jeep (Group A) for Area A, (Group D) for Area B, (Group E) for Area A

When submitting a requisition electronically via Sicom.net or manually on a DA-01-Requisition form, an electronic copy of the Vehicle Order Form (VOF) in XLS format must be provided. Attach to the electronic requisition or email as an attachment to Frank Pierce at [frank.pierce@adm.idaho.gov](mailto:frank.pierce@adm.idaho.gov).

Justifications: Executive Order 2007-21 requires justifications for most four wheel drive, sport utility and specialty vehicles. Various hybrids and Flex Fuel Vehicles have been bid on base model and added to the contract.

EPA Fuel Ratings: Some fuel economy ratings are listed on the various vehicle schedules. The 2011 Fuel Economy Guide can be found has a complete listing of the most current data available, go to [www.fueleconomy.org](http://www.fueleconomy.org).

For questions, please contact Frank Pierce at (208) 327-7465, or [frank.pierce@adm.idaho.gov](mailto:frank.pierce@adm.idaho.gov).



## *Kudos, Kudos, Kudos!!*

Congratulations to Mary Jepsen!!! Mary is celebrating 30 years with state government; 24 of those years were with IDHW in the brown building just down the street.

Mary moved to Boise in 1980 and remembers gas was \$3.40 a gallon... funny it's not much less today!

Some of her fondest memories over the years are:

- Raising a family
- Fig Newton cookies
- Formal tea parties
- Pretzels
- An earthquake on the 9<sup>th</sup> floor of the DHW building in October of 1983
- Fig Newton cookies
- Remembering that for almost two years she and Larry Buell had to move offices every six months. (They would carry their boxes from one office to another and most times not really unpack because they knew they would be shuffled around again.)
- Pretzels
- Being deposed twice for the same RFP...egad!!!!
- Sneaking a 7 foot tall stand up cardboard Johnny Depp in to the office
- Fig Newton cookies
- Since moving to DOP, dumpster diving with Sarah on Kendall St. (k... we know they weren't the only ones!!)
- Did we mention Pretzels????



HERE IS WISHING MARY MANY MORE GOOD YEARS!!!!



## *New...On the Move...*

**Frank Pierce** (pictured) - Yes, a familiar face is back at DOP. After several years in Hawaii, Frank has returned to the Division of Purchasing as a Purchasing Officer. He will be taking over commodities for heavy equipment, vehicles, tires, etc...

**Dick Vogel** – Retired...see article on Page 3



## Federal Surplus Success Story

On November 28, 2010, the City of Donnelly called and asked if Federal Surplus had a snowplow. They said that both of their outfits were old and had broken down. Federal Surplus had a 1987 Oshkosh snowplow with only 17,956 mile on it and in great shape. Representatives for the City came down, looked it over, and called the next day to say they would take it. They came down and drove the snowplow back to Donnelly.



The City said the snowplow was in such a good shape that they could start using it that night (which they did)!!! Acquisition cost for this vehicle was originally \$150,941.00. We were able to sell it to them for \$7,000.00. This is just an example of what we can do for our clients.

Drop by our facility at 15 S. 43rd Ave, Ste 105 in Caldwell or visit our website at [www.fsp.idaho.gov](http://www.fsp.idaho.gov).



## Upcoming Events!!! Plan to Attend

- ⇒ Stay tuned for information on the next DOP Statewide Workshop coming February 9th, 9:00 AM - 11:30 AM at an ITD location near you!
- ⇒ Also training classes and schedules for the second half of 2011 will be out soon.
- ⇒ And, more IPRO/Sicomm training classes coming soon too!

# Still Getting Calls About Where to Buy Chairs??



Many still have asked why we cannot purchase office chairs from the office supply stores! Here are a couple things to keep in mind when you are asked this question:

- The chairs on the office supply show room floor are recommended for home use, not commercial use
- Many of these items are only rated for “casual” use, 0-3 hours per day. Some are rated 3-6 hours per day, but not meant for 40 hour per week usage.
- Most come with a one year limited warranty.



We have 3 State contracts for furniture with lots of options. Best of all, you can select the dealer in your local area to work with.

Our contracts offer a variety of products and styles from **\*\*Steelcase\*\***, **\*\*Herman Miller\*\***, and **\*\*Kimball\*\***



These contracts:

- Warranty all their products for 10 years or better
- Have chairs rated for a minimum of 40 hours for single shift usage or better
- Range in price from \$225 - \$800 (you select the price range that fits your budget)
- Have a wide range of options available such as arms, no arms, high back, etc
- Have a selection of fabrics and finishes to choose from



*From all of our staff at the Division of Purchasing*

*We wish you and your family a very happy holiday season!!*

