



STATE PURCHASING

Quarterly Connection

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SPRING 2012

Division of Purchasing
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Lower Level
650 West State Street
Boise, ID 83702
(208) 327-7465
purchasing.idaho.gov

Postal Services
Central Utilities Building,
Lower Level
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

Record Center
5327 Kendall
Boise, ID 83720
(208) 327-7060
recordcenter.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....

Well, the long winter is quickly passing and spring will be arriving shortly. Hopefully, everyone made it through the cold of winter as it will be time to plant our gardens and enjoy the beauty Spring brings to the great state we live in. As seasons change, the Division of Purchasing has continued to evolve.

Our State Purchasing group has had some recent changes I wanted to pass along. I would like to welcome Tammy Majors as a Purchasing Officer and congratulate Sarah Hilderbrand for her Contracts Manager promotion. Mark Little will be elaborating a little (no pun intended) further in his section of this newsletter. The State Purchasing group has continued to implement Best Value purchasing processes and continues to receive national recognition for innovation in public procurement. I do feel this process is a game-changer in creating increased value, project success and lowers risk for our taxpayers and procured services. State Purchasing will continue to train and deploy procurements with this process.

Our State Records group has been working with the State Archives to consolidate operations under the direction of the State Historical Society. We believe that this consolidation will improve the methodologies, processes, procedures and efficiencies in record management for state, county and city customers. To allow for the consolidation, HO599 was passed by both the House and Senate and is now waiting for the Governor's signature. The consolidation is targeted for July 1, 2012.

I had previously talked about the concept of publish and distribute. Through combining the significant capabilities of our copy and postal services groups, we can now offer services to enable any public agency to print documents and have them mailed under a single secure environment. We have expanded and are continuing to expand our capabilities to meet most reproduction and mailing requirements. This is a unique and cost effective way for our customers to easily manage their hardcopy mailing needs. If your agency is not currently using this service, contact Lew Carroll (332-1951) or Val Peterson (332-1941) for a free consultation and quote.

Located in Caldwell, our Federal Surplus program continues to acquire everything from tools to front-end loaders. They are just completing a renovation of their facility that provides customers with an easy shopping experience. If your public agency needs anything, check out what our FSP team has via the web at fsp.idaho.gov or call James or Sam at 332-1627. The savings could be amazing.

I hope you have a great Spring! Please give myself or my staff an email or call if we can help you in any way.

Bill Burns



Bill Burns, Administrator
Division of Purchasing



The World According to “Mark”

It is that time of year already where the rains come and grass turns green and we must start thinking of spring. Spring brings out the new for the year and also changes. We have experienced some changes in the Division of Purchasing that I would like to share. As most of you know, Bobbi Eckerle and Rogene Evans retired and we had not filled the vacancies their retirements created. What we did was combined the two positions into a new, State Contracts Manager position, which will oversee the majority of the internal functions of the Division. This position was advertised within the State and six individuals applied. After the interview process, Sarah Hilderbrand was selected and she started in this new position on March 5th. In her new role, Sarah will be responsible for standardizing our process and documents. You will be hearing more about this in the future. Sarah's promotion created a second vacant Purchasing Officer position within the Division. As luck would have it, we were able to offer Tammy Majors from the Department of Corrections that position and she accepted. Her first day was March 19th. We are still working on getting authorization to fill the remaining position.

I do have a bit of sad news to share with you. Some of you may remember Gary Rucker from the old Print Shop days and later as the printer and paper buyer for the Division of Purchasing. Gary passed away on March 13th in California. I believe he was around 72 years old.

With the end of the fiscal year nearing and the push of federal dollars down to the State, it is really important to remind your end users of the need to keep us in the loop on purchases that are forthcoming. We have seen some cases where the agencies are aware of purchases with federal dollars that have short timelines but no one in Purchasing (agency or state) are aware of them until the purchase is in a critical state. This is not a good way to do business and severely limits what we can do; moreover, it tends to engender ill will between the programs and the purchasing functions.

April will be busy for us. We will be in Hagerman with ITD and then onto Pocatello for a workshop and some training. I do hope to see you all at the workshop either in person or through the VTC. Keep up the great work and know that I truly appreciate what you do and what you have to go through to do it.

Mark

EIA & What it Means For You?

It's time again for the U.S. Dept of Energy EIA-886 Annual Survey of Alternatively Fueled Vehicles for 2011. This report asks for your entire fleet of AFV vehicles, regardless of age or purchase date, as of December 31, 2011. The report asks for E85 Flex Fuel, Hybrids, Biodiesel, Electric Cars, Compressed Natural Gas, Propane, and Hydrogen vehicles. The report should include number of miles driven and amount of alternative fuel used in 2011. You should also report on AFV's that were retired, sold or transferred out of your fleet in 2011.

Deadline for this report is: April 10, 2012

The forms to collect the appropriate data have been sent out via the list serve; if you did not get a copy, please contact Frank Pierce at 332-1605 or frank.pierce@adm.idaho.gov.

New...and On the Move & Kudos Too!!!!

Who is "New"?

Randy Byrne, Buyer, ISP - Randy comes to the State from Boeing. He has also spent time with the Army National Guard as well as 12 years active duty in the Navy.

KUDOS!!!

Smokey Maberry, Buyer, ITD - Smokey will be retiring on April 27th. Smokey has been with the State for 28 years. He has worked in the mail room and print shop, and held positions as a storekeeper and of course as a buyer. We wish Smokey all the best for his new life of fishin' and golfin'.

Sarah Hilderbrand, State Contracts Manager, DOP - Sarah has accepted the position of State Contracts Manager for the Division of Purchasing. Sarah has been a Purchasing Officer at DOP for many years, and we wish her well in her new position.

Tammy Majors, Purchasing Officer, DOP - Tammy comes to the Division of Purchasing from IDOC to fill the Purchasing Office position formerly held by Sarah Hilderbrand.



Central Postal Updates

With a staff of 12, Central Postal is ready and able to handle all of your mail requirements. One of the newer services offered at Central Postal is mail insertion. In the last couple of weeks, Central Postal has processed over 151,000 pieces of insertion mail for various agencies.

Please feel free to drop by and meet Lew and the gang for a tour of the facility, to learn more about how they operate, or for more information on other services they provide. . If you have any questions call **Central Postal Services at 332-1950.**

Records Center News

Over the past year, the Records Center has been working with Department of Health & Welfare on their Records Retention Schedule. This project is now complete...another milestone to our collection!

In other news, the Records Center and State Archives are consolidating under the direction of the Idaho State Historical Society. Supporting legislation for the consolidation has passed and is waiting for the Governor's signature. The merger is planned for July 1, 2012.



Need Something Printed Quickly??

The State Copy Center is conveniently located at 550 West State Street, in the basement level of the parking garage. Utilizing state-of-the-art digital equipment, the Copy Center has the ability to provide a full range of copy and binding services with the ability to work from either hard copy originals or digital files.



For more information on the variety of services available go online to copycenter.idaho.gov or call Val at (208) 332-1941.

Making Cent\$ - Utilizing State Contracts

Mailing Equipment, Supplies & Maintenance Services

The State has added 3 statewide contracts. These are WSCA/NASPO contracts issued by Arizona and available for use by all Idaho departments and public agencies. The contract has been awarded through 10/12/2013, with three additional 1-year renewal periods available.

The PADD's have been posted on the statewide contracts website under "Mailing Equipment".

PADD1095 - FP Mailing Solutions
PADD1096 - Pitney Bowes
PADD1097 - Neopost

For questions call, Diane Robinson at 332-1631 or diane.robinson@adm.idaho.gov.

IT Contract Updates

SBPO 1388 - Various Providers

The State has a new contract in place for purchasing Microsoft products and other Value Added products. Visit the DOP Contracts webpage for details on the contract and for pricing information.

Please note, the contract with SHI has ended. Also note, the Microsoft ESA product and service part of this contract is fully functional. There is no longer a waiting period for product delivery.

SBPO 1250 - Qwest/CenturyLink Calling Cards, Toll Free, and Direct Dialing. This contract has been renewed through 1/31/2013.

SBPO 1253 - AT&T Video & Audio Conferencing Services. This contract has been renewed through 2/14/2013.

SBPO 1117 - Oracle Software Products & Maintenance Services. This contract has been renewed through 2/28/2013.

Vehicles

Please check our website for various Ford, Dodge, Chrysler, Jeep, Ram and GMC/Chevy cut-off dates. These lists are frequently updated.

Model 2013 Ford Taurus and Escapes have been added to the Vehicle Contract at Dan Wiebold Ford (Area A,B) and Mountain Home Auto Ranch (Area C). Please note, the Taurus is available now; however, Escapes will have to be ordered as production on them does not begin until April.

P-Card Update

We received 5 proposals, and the RFP is now in the evaluation stage. We anticipate evaluations will be complete by the second week of April and hope to have a contract in place by the end of summer.

Tires - CHOICES, CHOICES, CHOICES!

In the next few weeks we will be posting the new Tire, Tubes & Related Services contracts. Idaho has joined with WSCA and Utah on the following::

Bridgestone Americas Tires Operations, LLC (Bridgestone & Firestone brands) Currently have 12 authorized Idaho dealerships.

The Goodyear Tire and Rubber Company Currently have 26 authorized Idaho dealerships.

Michelin North America, Inc (includes BF Goodrich & Uniroyal Brands) Currently have 21 authorized Idaho dealerships.

All tire and tube prices are based on a discount from the manufacturers list prices. Services are straight bid, not a discount. No price increase is allowed for the first year, and thereafter only on the contract anniversary date. The contracts and prices should be posted in early April and we will notify you via the Listserv email system when they are available.

Note: In addition to these WSCA contracts, we are also negotiating price agreements with local tire shops like Les Schwab, Bruneel, etc. to provide their tires (Cooper, Toyo, etc) and services to the State. Those will be posted as statewide contracts when available.

Multiple Awards: As with all multiple award contracts, it is the responsibility of the ordering agency to determine which contract(s) they wish to use based on need, location, price, and service. You may use one or several of the contracts as necessary. If a certain dealership is not listed as an the manufacturer's authorized dealer, please contact Frank Pierce at frank.pierce@adm.idaho.gov and he can contact the manufacturer to get that dealer listed. Dealerships must sign an agreement with the manufacturer and submit a copy to the State in order to be listed as "authorized". No guarantees are made that we can add a dealer.

Goodyear Silent Armor Recall Notification

On March 1st, we were notified of a recall for a limited number of Goodyear Silent Armor tires. Goodyear is making every effort to reach any agency that may potentially still own tires of the sizes and type produced during the limited timeframe covered in the notice.

HOW YOU CAN IDENTIFY THEM - Contact the Goodyear retailer where you purchased the tires or contact your nearest authorized Goodyear retailer. To find the nearest retailer, visit www.goodyear.com or call 1-800-592-3267.

If the retailer is unable to provide you with satisfactory replacement tires free of charge, you may submit a complaint to the Administrator, National Highway Traffic Safety Administration, 1200 New Jersey Ave, S.E., Washington, DC 20590 or call the toll-free Vehicle Safety Hotline at 1-800-327-4236 (TTY: 1-800-424-9153); or go to www.safercar.gov.

For more information on vehicle and tire safety, please visit www.nhtsa.dot.gov and www.goodyear.com.



Federal Surplus Has What You Need

Who has everything from adapters to zippers? FSP, that's who!!!!

Come check out the new and improved Federal Surplus Property (FSP). We are located at 105 S. 43rd Ave, Ste 105 in Caldwell.

You can check out our inventory on our webpage at fsp.idaho.gov, and the select "list of items" to search inventory on hand. We have tools starting at \$0.50 on up, and vehicles ranging from carts to 5-ton trucks. Everything moves fast here!

If you want to get on our distribution list let us know so that you receive updates when new items arrive! Spread the word to our cities, counties, schools and tax supported agencies on the bargains available at FSP. You save money, they save money, so the taxpayer saves money!!!!



Statewide Quarterly/Business Meeting

Plan to attend the STATEWIDE QUARTERLY/BUSINESS MEETING!!!

Wednesday, April 25th, 9:00 - 11:30 AM (MST)/8:00 - 10:30 AM (PST) at a location near you!

Locations listed below will participate via video conferencing. RSVP to the contact person, and plan to attend!!!!

District 1 Headquarters

600 W. Prairie Avenue, Coeur d'Alene
Seating is limited to 9-12 individuals
Attendees must sign in at the front desk
Contact: Jim West
General phone number: 772-1243

District 2 Headquarters

2600 Frontage Road, Lewiston
Seating is limited to 12-16 individuals
Attendees must sign in at the front desk
Contact: Sharon or Kathy
General phone number: 799-5090

District 3 Headquarters ITD Boise

3311 W. State Street, Boise, Main Auditorium
Seating is limited to 120 individuals
Attendees are not required to sign in
Contact: Sherry Jenkins, 334-8088

District 4 Headquarters

216 S. Date Street, Shoshone
Seating is limited to 8-12 individuals
Attendees must sign in at the front desk
Contact: Dan Pierson
General phone number: 886-7800

District 5 Headquarters

5151 South 5th, Pocatello
Seating is limited to 20 individuals
Attendees must sign in at the front desk
Contact: Pam Landon
General phone number: 239-3300

District 6 Headquarters

206 N. Yellowstone, Rigby
Seating is limited to 60 individuals
Attendees must sign in at the front desk
Contact: Nancy Luthy
General phone number: 745-7781

Upcoming Training Classes!!

The following training classes are scheduled through November 2012. Please review and select the classes you wish to attend. For NIGP classes please submit registration directly to DOP. For more information about each class go to: www.adm.idaho.gov/purchasing/training

DATE	LOCATION	CLASS DESCRIPTION
April 17 & 18	Meridian	IPRO/Sicomm Training - DOP
April 24	Pocatello	IPRO/Sicomm Training - DOP
April 26	Pocatello	Writing Specifications/Contract Administration - DOP
May 16 & 17	Meridian	Fundamentals of Leadership and Management - NIGP
Date Change June 11 - 13	Meridian	Legal Aspects of Public Procurement - NIGP
June 19 & 20	Meridian	IPRO/Sicomm Training - DOP
July TBD	TBD	Protests and Disputes - NIGP
August TBD	TBD	Contract Administration - NIGP
September 25 & 26	Meridian	IPRO/Sicomm Training - DOP
November 15	Meridian	Intro to Public Procurement - DOP

REGISTRATION INFORMATION:

You can register for one or all of the classes at the same time. Specific training room sites will be announced as we fill classes. For the NIGP classes, please submit registration forms directly to Bonnie.Sletten@adm.idaho.gov.

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