



STATE PURCHASING Quarterly Connection

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FALL 2012

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Copy Center
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(208) 332-1941
copycenter.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....

Welcome to the Division of Purchasing Fall newsletter!

State Purchasing exists to create policy and value for acquisition of products and services. This year, we will continue to implement and standardize more processes and procedures to assist all agency purchasing professionals in their work. We will continue to focus on developing procurement skill sets by offering internal and external training courses. Our objective is still very clear; train folks in the profession and increase everyone's capabilities across the state. We will be working diligently to provide the best state contracts available for use by all. We hope to take advantage of a new e-catalog system which will provide an "Amazon.com" type search and buy experience for most of our WSCA contracts.

Our Publish and Distribute (Postal and Copy) business unit and Federal Surplus group will continue to offer new services this coming year. The Publish and Distribute group will continue to expand its capability for customers to experience one-stop shopping for printing and mailing needs. Our state of the art equipment set allows all public agencies to enjoy quick turnaround printing with discounted inserting and mailing prices. Our Federal Surplus area will be focusing more resource on the acquisition of heavy equipment; a request from public agencies across the state.

This will be a very busy year and we look forward to working with all of you. ~ Bill



**Bill Burns, Administrator
Division of Purchasing**

Upcoming Training Classes!!

The following training classes are scheduled through April 2013. 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: purchasing.idaho.gov/training

DATE	LOCATION	CLASS DESCRIPTION
October 12	Meridian	Ethics - NIGP
October 23	Pocatello	Sicomm Review - DOP
November 14	Meridian	Protests and Disputes - NIGP
November 15	Meridian	Intro to Public Procurement - DOP
January TBD	Meridian	Sicomm Review - DOP
March 18 - 20	Meridian	Strategic Sourcing in Public Procurement - NIGP
April 10	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.

Making Cent\$ - Utilizing State Contracts

Rental Car Contracts

These contracts with Enterprise and Hertz were both renewed until 2015.

Office Supplies - OfficeMax PADD 1068

Paper prices continue to drop! For the 7th time this fiscal year, we have seen a drop in paper prices. We are now buying paper for less than what we paid back in March 2010. The current cost for a case of 20# white copy paper was \$27.34 in 2010; compared to \$28.52 in fall 2011. Our cost today is \$27.10. If you are planning a copy paper purchase NOW IS A GOOD TIME!

Statewide Paper & Plastics

The current contract, SBPO1256 expires October 8, 2012. We have awarded a new contract to Brady Industries, contract SBPO1392, which will go into effect on October 9, 2012. This contract is listed on the statewide contracts website.

Here is a reminder of how the contact works:

Items listed on Schedules A through E are mandatory purchase items on the contract. For instance, if you need 12 oz hot or cold foam cups, then you must purchase item C-1 on Schedule C from Brady Industries.

Also included in the contract is Brady Industries' catalog. Paper & plastics, cleaning supplies and plastic bags & liners not listed on the Schedules may be purchased from Brady Industries' catalog. Agencies may purchase those items from other sources; however, agencies should check the discounted catalog price available from Brady Industries. All catalog items not listed on the Schedules, and not specifically excluded from the contract, may be purchased from that catalog at a 52% discount.

Additionally, there are other **DISCOUNTS** available that agencies may be able to take advantage of. For more information, go to the statewide contracts website and click on the "SBPO 1392" link. See the discounts listed on the 10th page of the information posted.

Also, it is recommended that you read subsection 5.10 thru 5.10.7 regarding Dispensing Equipment (pages 47 - 49 of the "SBPO 1392" link).

Purchasing Card Services

More updates to this contract will be discussed at the October 24th meeting. Representatives will be available at the meeting to provide more information and an update on the progress of the roll out to agencies. Plan to attend the Quarterly Business meeting for the most current information.

Vehicle Contracts

Contracts for model year 2013 vehicles will be issued the first week of October. Please note that Ford Super Duty (F250-550) and Dodge Ram Heavy Duty (2500-5500) trucks are not available yet.

Ford has not published information at the time of our bid in August, so the Super Duty trucks are just now going out to bid. We anticipate that it will be another 30 days before those vehicles are available for ordering. Dodge Ram HD trucks are not scheduled to be available until January. They will be rebid when available.

Small pickups (Ranger, Canyon, Colorado) are no longer available from Ford, Chevy or GMC. GM has announced that they will introduce a new version of the small pickups for model year 2014.

This is a 2-year contract for model years 2013 and 2014. As 2013's are discontinued and 2014's become available, we will immediately add the updates to the contract. This process will save the time it takes to issue and award a bid, and should make vehicles available to agencies on a regular basis, depending on the manufacturers.

The new contract now gives agencies the ability to purchase vehicles directly from the dealer's lot instead of ordering from the factory in situations when an agency cannot wait the normal 90 - 210 day delivery period due program needs, funding, etc. Buying directly from the dealer's lot is **NOT the best pricing**, and will most likely result in higher total costs, because the fleet incentives and manufacturer's government assistance programs are not available on vehicles that are purchased off-the-lot from the dealers inventory. Please note - not all dealers agreed to off-the-lot pricing. Refer to the contract details for additional information.

Utilizing State Contracts, Cont...

Bulk Fuel and Heating Oil Contracts

Contracts will be issued by mid-October. All of the current contractors have agreed to continue supplying products at the old contract price until we get the new contracts issued. There will be some changes in vendors on the new contracts; therefore, some agencies will need to set up new accounts. Zones 1 and 2 (Northern Idaho) are being rebid and will be finalized a few weeks later than the rest of the contracts.

Small Package Delivery

The contracts with UPS and FedEx have been renewed until 2014. Both contracts had a 1.8% increase.

Postal Services & Quick Copy

On September 13th, Postal & Copy hosted another very successful Open House. The event was held to showcase the new equipment and technology acquired by both departments. Postal has several new pieces of equipment, such as a four station inserter, a flat sorter and a folder. All of this equipment is designed to help expedite the processing of the State's mail. Since this Open House, both Copy and Postal have seen a significant increase in the volume of work they are receiving.



So, remember to stop by for all your mail service needs!!!!

Federal Surplus Has What You

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!!!!



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

Who is "New"?

Scott Heuer , Supply Operations Supervisor, ITD District 6

Wendy Schrief, Contract Specialist, ITD Headquarters



The Department of Health & Welfare has hired the following people:

- **Josh Barretto**, Grants Contract Officer
- **Chelsea Cameron**, Grants Contract Officer
- **Stephanie Wildman**, Grants Contract Officer
- **Ariane Evans**, Grants Contract Officer
- **Mike Gwinn**, formerly a Grants Contract Officer has replaced Kevin Voss as Purchasing Agent

Statewide Quarterly/Business Meeting

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

Wednesday, Oct 24th , 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

