



STATE PURCHASING

Quarterly Connection

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SPRING 2013

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Len B. Jordan Building,
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

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....

At the time of this writing, the Idaho Legislature is anticipating having its work complete by the end of March. During the session, HCR18 "Department of Administration – Contract Management" was considered. The resolution is in response to a report issued by OPE (Office of Performance Evaluations) entitled "Strengthening Contract Management in Idaho".

The resolution requires that a plan be developed to improve the development, management and reporting of contracts, to train contract development and management personnel, to review a database of contracts and to develop a plan to identify and outline the duties of project managers. The bill has not been passed yet, but we are assuming it will.

The requested plan will be developed by the Division of Purchasing during the current calendar year and will be provided to the legislature for review on or before January 31, 2014; along with progress that has been achieved to that time. In developing this plan, the Division of Purchasing will be assessing current cradle to grave procurement processes and their impact on contract management. We will be engaging agency input prior to plan release for legislative review.

As a final note, many of you knew Frank Pierce; who recently passed away. Frank was a Procurement Officer in the Division of Purchasing and was known for his creative thinking, procurement expertise and his dry sense of humor. Frank made many significant contributions to the state of Idaho and to public procurement. We will miss him and send our heartfelt condolences to his family and friends.

Bill



**Bill Burns, Administrator
Division of Purchasing**

Special Notice: P-Card Administrator Forums

On April 30, 2013, Bank of America and the State of Idaho will be hosting their first **Purchasing Card Administrator Forum**. The daylong event will include presentations from BOA fraud and Visa. The event is intended to share best practices among the agencies and promote peer-to-peer networking. The meeting will take place at the Idaho Transportation Department's main auditorium and will be telecasted across the state via ITD's regional locations similar to the Purchasing Workshops. More information will be forthcoming.

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



Who is "New"?

Mike Saul , Supply Operation Supervisor, ITD District 4 in Shoshone. Mike has been with ITD for 32 years, the last 12 years in Supply Operations.

Who is "On the Move"?

Austin Carter, promoted to Purchasing Agent for Idaho State University

Linda Baum, promoted to Senior Buyer for Idaho State University

Kudos Too!!

Dan Anthony is retiring on April 19th!!!

After nearly 42 years of service to Idaho State University and the State of Idaho, Dan is retiring. Dan started work full-time at ISU in August 1972. He spent 16 years in ISU Facilities Services, including 10 years as the Physical Plant Stores Supervisor. Dan became a Buyer in 1987 and promoted to Purchasing Agent in 1994. He and his wife Nancy, who also worked at ISU, will retire with a combined 88 years of service.

Federal Surplus Has What You Need

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

You can check out their inventory on the website at fsp.idaho.gov. Select 'list of items' to search inventory on hand. Everything moves fast here! They have tools starting at \$0.50, and vehicles ranging from carts to 5-ton trucks.

Spread the word to our cities, counties, schools and tax supported agencies about the bargains available at FSP. You save money, they save money so the taxpayer saves money!!!!

If you would like to be on our email distribution list, let us know so that you can receive these great updates about the new items as they arrive. Give us a call at (208) 334-3477 and we'll get you set up.





Hildy's Corner

Spring is here (finally), and we are working hard to update templates and forms and create a true "toolkit" to help streamline our processes and make them more "user friendly." Also in the works is a new manual, which I'm hoping will be a useful "pocket reference guide," outlining process steps and identifying common scenarios and FAQs along with the Code, Rule or other appropriate resource to address them.

As always, your input and suggestions are welcome: purchasing@adm.idaho.gov. We want to create the tools to help you succeed.

Finally, and most importantly, I want to extend our appreciation, here at the Division of Purchasing, for the outpouring of support and kind words which flooded in from agency procurement personnel and vendors alike, following our loss of Frank Pierce last month. Those of us who worked with him on a daily basis appreciated his sense of humor, his commitment to excellence, and his wealth of procurement knowledge. It was heartwarming to see, through the many phone calls and e-mails we all received, how many lives he had touched through his work, and the impact that his work had and will continue to have for years to come. Through his many years of service to the State, Frank was instrumental in preparing training materials, templates, sourcing documents, and a myriad of other resources. He will truly be missed.

March is "Purchasing Month"

Even though March is over...what is Purchasing Month all about?

NIGP—The Institute for Public Procurement and other purchasing associations around the globe aspire to further the awareness of the Purchasing and Materials Management profession's role to government officials, the general public, business and corporate leaders, academia and the media. "Purchasing is everywhere" as stated by NIGP.

In the Institute of Supply Management's (ISM) Supply Management magazine, Thomas W. Derry, ISM's CEO says, "There's never been a time in the history of our profession where the strategic contribution of what we do has been more recognized and relied upon for driving results." The slogan for their upcoming conference is "Be the Solution".

Per our Idaho Statutes, our "mission" is to create taxpayer "value" in the competitive acquisition of goods and services. Purchasing Month is our time to "toot your horn" about what we as professional procurement people do!



In Remembrance...

Frank Pierce, 1950 - 2013

Frank Pierce worked for the Division of Purchasing from 1997-2005. Prior to that, he spent five years with Health & Welfare and two years with the Central Public Health District. When Frank left DOP in 2005, he went to work for SicommNet in Hawaii. In 2010, Frank returned to DOP. Frank was an active with the National Institute of Government Procurement (NIGP) as well as the local chapter.

Making Cent\$ - Utilizing State Contracts

Body Armor:

Contract PADD1088, formerly with Point Blank Solutions, has been assigned to Point Blank Enterprises. Agencies should see no reduction in customer service, and there were no product changes that DOP is aware of, due to the assignment.

Contract PADD1091, with U.S. Armor Corporation, will expire July 31, 2013. We have notified the vendor that we do not intend to renew the contract as there have been no sales on the contract from date of award (September 1, 2011) through the last sales reporting period ending December 31, 2012.

Hertz Rent-a-Car—Non-Smoking Policy

For those public agencies that utilize the State of Idaho Hertz contract (PADD1074), please be advised that Hertz is transitioning to a non-smoking fleet in the US and Canada.

Effective immediately, renters should be advised that smoking is not permitted in Hertz vehicles. Hertz is providing a transition time period to acquaint their renters with the revised policy. However, effective April 1, 2013, a \$50.00 cleaning fee will be applied on all rentals where evidence of smoking is found in the vehicle.

IT Services Contracts

Eighteen IT Services Contracts have been renewed through March 31, 2014. For more information on each contract, the instructions for using the IT contracts, or to view the categories and subservices, visit the statewide contracts page at: http://purchasing.idaho.gov/statewide_contracts.html

Vehicle Contracts

Just a reminder that the 2013 vehicle order cut-off dates for several vehicles are coming up soon. All of the cut-off dates are available at: https://www.wheels.com/fleet/reference/ordering2008/2008StartupDates_USA.asp

You can also find the information on the statewide contract list under 'Vehicles' and titled "Ordering & Production Schedule for US Vehicles". http://purchasing.idaho.gov/statewide_contracts.html#V

Mountain Auto Ranch—SBPO1396

This contract has been modified to include Dodge Heavy Duty 2500 Trucks and 3500, 4500, and 5500 Cab-Chassis. Pricing sheets have been added to the state website. The link to these price sheets is at: http://purchasing.idaho.gov/statewide_contracts.html#V, under Mountain Home Auto Ranch.

Paper and Plastics Contract—SBP001392 Brady Industries

Items listed on Schedules A thru 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.

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 the catalog at a 52% discount. There are other discounts that agencies can take advantage of. For more information, visit the statewide contracts webpage, and select the "SBPO1392-01" link. The discounts are listed on the 10th page of the information on that link.

Also, it's recommended that you read subsections 5.10 thru 5.10.7 regarding Dispensing Equipment (the 44th—46th pages).

If your agency has a need for an item listed on the Schedules in contract SBPO1392, your agency **must** purchase that item from Brady Industries. And, please be advised that the items on the Schedules for this contract take precedence over items offered under the MRO contracts. Visit the statewide contracts page for more information on MRO contracts.

Lastly, we strongly recommend that you share this information with the individuals in your agency who are responsible for ordering paper & plastics, cleaning supplies and plastic bags & liners, so that they understand the above issues.

If you have questions regarding this contract, please contact Jason at 332-1608, jason.urquhart@adm.idaho.gov.

Furniture Contracts

You will now see some of the new contracts on our web. The following contracts are part of the WSCA Office Furniture that are "Full Service" furniture products and services:

Systems Furniture and Accessories: Systems furniture, including monolithic and frame and tile.

Seating: The seating category includes executive, task/work, guest/side, reception/lounge, conference room, stackable/foldable, stools.

Desks and Tables: A desk/table is a freestanding unit having a work surface that is supported by legs or pedestals. Free standing desks, conference room tables, small office tables, side tables, and dining tables are included in this category.

Filing, Storage, and Case-goods: The filing, storage and case-goods category includes, but is not limited to; bookcases, wardrobes, cabinets, free standing and mobile pedestals, and wall mounted shelving. **This category does not include shelving units that are attached to system furniture cubicle walls.**

Contract Term: 3 years

Warranty: All of the products offered have a min. of a 10 year warranty, some offer more i.e. Steelcase product(s) is 12 years.

Freight Terms: Contractor shall ship all products F.O.B. destination, freight prepaid. Shipping costs are included in the product price for all participating entities.

Drop Ship – Products will be delivered by a **common carrier to a dock**. It will be the responsibility of the ordering entity to move it or set it in place.

Other Delivery Services: It is the responsibility of the contracted dealer(s) to offer services required to deliver, unload, uncrate and assemble items ordered from any product category offered. The following is a list of services. These services have various rates associated with the various dealers. Please see the contract detail Appendix B attached to each contract which are available on-line for the dealer service fees that will apply to the following categories:

Inside Delivery – Products will be delivered by the Authorized Dealer inside an office building location as designated on a purchase order. Products will be unloaded and unboxed with no assembly required.

Installation Services – Products will be delivered, unloaded, and assembled according to design plan and to a move-in ready condition incorporating 3.13 Installation of Product requirements per the RFP.

New Design Services - Space planning for new furniture or new spaces. This would include someone coming out to design a new space, make mock up drawings etc.

Reconfigure Design Services - Space planning for re-designing or reconfiguring existing spaces. This would include someone coming out to redesign an existing space or to reconfigure an existing space, make mock up drawings etc.

**Note: these rates can be negotiated on larger orders based on the project size and scope.

You should review the following resource documents on our website for each of the new furniture contracts:

- ⇒ **Appendix A**- Discount Price Matrix – lists the discounts from the Manufacturers list pricing
- ⇒ **Appendix B** – Dealer Service Rates – list the prices for the dealers to deliver, install or design services
- ⇒ **Dealer listing** – Lists the dealer(s) who will service the state
- ⇒ **Feature Products**- This document lists product pictures, part numbers and prices of featured products similar to the format we had on our other contracts.
- ⇒ **Website listings** – Lists both the Manufacturers and the dealer website

The following contracts, and corresponding vendors, are now available:

Steelcase PADD1115 - Local Dealer(s): Office Environment, Boise; Porters, Pocatello and Rexburg

Herman Miller PADD1116 – Local Dealer(s): Office Pavilion, Boise; Contract Design, Spokane; Henrickson Butler, Idaho Falls

AllSteel PADD113 - Local Dealer: Business Interiors, Boise

All of the contracts have a "public agency" clause that will allow city, county or poly subs to use these contracts.

The existing Kimball contract is not part of the new WSCA contracts.

****Kimball SBPO01321 - This contract is for "freestanding- loose furniture" and does not include systems.



Mail Services & Quick Copy



The Copy Center is finalizing the processing of the Idaho Reading Indicator (IRIs) that the Department of Education sends to all grade schools each year. These are reading tests for Kindergarten thru 3rd grade. The Copy Center will have the IRIs distributed to the school districts by the first week in April.

Central Postal will be upgrading to a new Inserter in July. The new piece of equipment will have more capabilities including variable inserting and the ability to insert the larger flat-size envelopes. So, remember to stop by for all of your mail services!!

If you have any questions about our copy service, please contact Val Peterson at 332-1941. For Postal questions, contact Lew Carroll at 332-1951.

Statewide Quarterly/Business Meeting

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

Thursday, 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

New Pocatello Location**

Idaho State University
Library Basement Room B3G
(ITD Conference Room is under construction)

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

