

# Louisiana Purchasing News

USA



November 2001  
Volume VI., Issue 01-1

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### *'Let Freedom Ring!'*

**You can't separate peace from freedom because no one can be at peace unless he has his freedom.**

**Next in importance to freedom and justice is education, without which neither freedom nor justice can be permanently maintained.**

**Everything that is really great and inspiring is created by the individual who can labor in freedom.**

... continued on page 13

## DIRECTOR'S MESSAGE

– *Denise Lea*  
*Director of State Purchasing*

## FLEXTIME ARRIVES AT OSP&T

In accordance with DOA policy, the Office of State Purchasing & Travel recently adopted a flextime plan that allows our employees to work four ten-hour days, and about 75% of the staff did just that. Mondays or Fridays are the permissible days off.

Under the flextime plan, employees may arrive to work as early as 6:30 a.m. or as late as 9 a.m., and may leave as early as 3:30 p.m. or as late as 6 p.m. Our core office hours remain 8 a.m. to 4:30 p.m., Monday through Friday. We did implement some internal policies to facilitate our flextime schedule – bid opening dates and key meetings have been limited to Tuesday through Thursday, unless emergencies necessitate otherwise.

What does this mean to our customers? You should experience no interruption of services. All operations will continue to be manned the entire week. If you normally deal with an employee who is scheduled off on Monday or Friday, and you require immediate assistance or an emergency situation exists that cannot wait until the employee's next regularly scheduled workday, you will be referred to a backup staff member via their out-of-office e-mail

message and voice message telephone greeting.

We are all excited about the new flextime schedule and are committed to make it a success with your assistance. Please let me know if you, our customer, experience any lack of service in critical or emergency situations as a result of our new flextime plan. ◀

## OSP SPOTLIGHT

### Quality Procurement Assessment & Training Team

– *Patti Wallace, CPPB*

*State Purchasing Supervisor*



The Quality Procurement Assessment & Training team (QPAT) is a

team established by the Office of State Purchasing to offer procurement training programs to assist agencies in obtaining quality level training needed to provide timely services to their agency and vendor communities. Some of the training packages that have already been developed include:

- **Purchasing 101**
- **Specification Writing**
- **Request for Proposal (RFP) Process**
- **Customized Procurement Training**

The Office of State Purchasing will also consider all requests for customized procurement training. Contact Patti Wallace at (225) 342-8033 (pwallac@doa.state.la.us) or Tammy Redden at (225) 342-8020 (tredden@doa.state.la.us) or visit OSP website at [www.state.la.us/osp](http://www.state.la.us/osp) for more information on available training. ◀

## PRINTING NEWS

– *Llewellyn DeFoe*  
*State Purchasing Officer*

### *Want More Printing Delegation?*

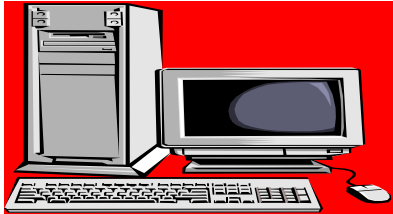
Your agency's delegated purchasing authority was originally issued with a limit of \$500 for printing purchases. Those requests exceeding \$500 have been historically required to be submitted to State Purchasing; however, most of those requests within your DPA have been delegated back to you for handling if not available under a state printing contract.

Please be advised that your agency may send a written request to the Director of State Purchasing for an increased delegation for printing purchases equal to that of your purchasing authority for other commodities. If granted, you would no longer be required to send those biddable printing requests within your purchasing authority to State Purchasing. Requisitions for printing needs covered by state contracts would continue to be forwarded to State Purchasing, or issued directly to the contractor as a contract release order, depending on the type of contract.

This delegation would be granted with the understanding that all printing requisitions within your agency's purchasing authority would be processed in strict accordance with R.S. 43 and PPM 64, in addition to the LA Procurement Code and Purchasing Rules and Regulations.

Should you request and be granted this blanket printing delegation, the Office of State Purchasing would remain willing to handle individual printing bids upon your request. We are also available to assist you in any way, including specification development for printed matter, vendor sourcing, and training.

If you have any questions regarding this or any other printing issue, you may contact Llewellyn DeFoe at (225) 342-8043 (ldefoe@doa.state.la.us) or Marie Russell at (225) 342-8046 (mrussel@doa.state.la.us). ◀



## COMPREHENSIVE EQUIPMENT MAINTENANCE MANAGEMENT PROGRAM CONTRACT

– *Debbie Gautreau, CPPB*  
*State Purchasing Officer*

We have successfully implemented several agency pilot programs for a one-source contact for the entire service delivery process, from dispatch to the service provider, management of the program, to invoice processing and payment by successful contractor to its service providers.

The program coverage would include all preventative maintenance as recommended by the original equipment manufacturer, corrective repairs, parts, labor (including overtime and holidays), and travel on the covered equipment required to keep it in good and working order during the term of the contract, without any deductibles, or added cost to the state.

The bid proposals are currently under evaluation, and we will keep you informed when awarded, as well as contract details. Contact Debbie Gautreau at email: [dgautre@doa.state.la.us](mailto:dgautre@doa.state.la.us) or telephone (225) 342-8024, if you have any questions. ◀

## ONLINE FORMS AVAILABLE ON OSP WEBSITE

- Patti Wallace, CPPB  
State Purchasing Supervisor

Are you tired of digging in the supply closet to find a form? Did you forget that the forms are on order and you presently do not have a copy of the form? Think there is a better way of doing it? Guess what, you're right! The Office of State Purchasing has compiled a list of frequently used forms to aid state agencies, quasi agencies and vendors. You now have the capability of completing these forms online and submitting them via the World Wide Web or by printing and forwarding them to the appropriate personnel. Visit our website at [www.state.la.us/osp](http://www.state.la.us/osp) and click on "Online Forms" to access this feature.

### ~ NEED ANSWERS? ~



State Purchasing wants to hear from you. Let us answer your questions and help solve your purchasing problems. **O.S.P @ Your Service** has been developed to allow you to submit your questions via our website. It is our intent to answer

routine questions within 24 hours (excluding weekends and holidays). Answers to questions that require research may take longer, but you would be contacted within 24 hours. Visit [www.state.la.us/osp](http://www.state.la.us/osp) to take advantage of the powerful new tool. ◀

## FOOD PRICES



According to The Food Institute Report of September 10, 2001, milk prices are up more than 50% from a year ago due to bouts of intense summer heat that have resulted in a reduction in milk production and a decline in the U.S. dairy herd over the last decade. It will take at least two years for new calves to reach maturity and start adding to milk supplies. *"That means milk and cheese prices are likely to remain elevated until the summer of 2003."*

The May 2001 issue of the Food Service Director states that lower prices for poultry were offset by higher prices for beef and pork. Beef is up 8.2% from last year and pork is up 7.08% while poultry is down 3.84%. Turkey is expected to go down 4% from last year as production has increased. ◀

## REDESIGNED STATE CONTRACT SEARCH TOOL GETS RAVE REVIEWS!

- Tammy Redden, CPPB  
State Purchasing Officer

### You spoke and we listened . . .



*No more headaches when searching for contracts on the OSP website.* After numerous calls about the complexity of the

previous Internet contract search tool and the cumbersome steps needed to find information, a "New and Improved" Internet contract search tool has been developed. We are very excited about its new look, not to mention the ease of its use.

The new search tool should make the task of searching for contracts easier and less time-consuming. During a recent demonstration of the new site at a Government Financial Association conference, we were elated to hear the rave reviews that it is already generating. Someone testified to how much time was being saved with help of this new search tool. Because of its simpler design than its predecessor, it is much easier to maneuver within. Contracts can now be found by searching with limited information.

Numerous criteria can be used to reveal important contract information, such as vendor contact and address, essential terms and conditions, complete line commodity description, price, delivery terms, and political subdivision eligibility. It also allows you to view all contracts held by a particular vendor. And last but not least, the new and improved Internet contract search tool has the capability of viewing and printing the entire contract at once.

The New Contract Search Tool is available on our website at [www.state.la.us/osp](http://www.state.la.us/osp), under "Contract Search" along with helpful instructions. The instructions can be retrieved by clicking on the word "HELP" on the main Contract Search Tool screen.

We are excited about this Internet contract search tool and look forward to hearing from you. We are confident that this tool will help your agency better meet your needs.

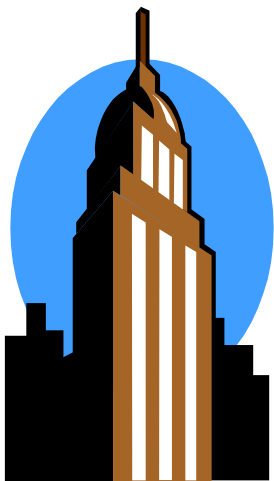
If you have any questions or need assistance, please contact the OSP Quality Procurement Assessment and Training Team (QPAT), Patti Wallace, CPPB @ (225) 342-8033 or Tammy Redden, CPPB @ (225) 342-8020. ◀

# Out of the Office!!

- *Belinda Miller & Dorothea Young, CPPB*  
*State Purchasing Officers*

When given the opportunity to develop a project at a site other than your office, or visit another agency to better understand their day-to-day operations, we suggest you take advantage of this opportunity. Below are two different experiences from the perspective of two different State Purchasing Officers who learned that leaving the office proved to be a learning experience offering insight and a better understanding of their day-to-day tasks.

### **"Senate Committee Room A" by Belinda Miller**



I recently attended a Procurement Support Team meeting at the State Capitol in Senate Committee Room A. What stood out foremost in my mind was the formality of the meeting. The meeting was conducted in much the same way that Senate Bills are reviewed and debated. Those of us who were responsible for setting up the meeting sat at an elevated semi-circle front table. There was public participation by the vendor community. Each vendor

wishing to be heard by the PST was asked to complete a card with pertinent information that was turned in to the Chairperson of the meeting. The Chairperson then called on each of the participants who then walked up from the general audience and sat at a small conference table in front of the meeting members. There was interaction between the PST and the vendors on the comments and /or questions that were offered. A recording secretary was present to take minutes and the meeting was being recorded on tape.

What an awesome experience just to be in attendance at a meeting held in a Senate Committee Room! I have since learned that the Governor may have remotely listened to the meeting, as is possible for all meetings that are held in Senate Committee Rooms. What a contrast to developing a project in the office! It is an experience like this that reminds me how important it is that I perform my job to the best of my

ability because it truly does have an impact on the State and its citizens. Take advantage of any and all opportunities you are given, no matter how frightening or intimidating they may seem.

### **"Site Visits" by Dorothea Young, CPPB**

Building renovations or coastal restoration projects, for example, may not seem exciting. However, where the projects are located and even the people involved on the projects taught me a few things.

I am often asked for change orders on a project. My first question is, "Why do we need this? Didn't you know your needs in advance?" After visiting some of the sites, I learned that even the best planners could not predict the extent of hidden damage in a structure. Nor can they predict how fast soil will erode. Therefore, a change order may be required once the wall is removed and more damage discovered or when weeks have passed, tidal action has taken place, the rain has fallen, and the winds have blown causing greater erosion to a site.

The point is, a site visit may seem mundane and routine, even unnecessary, but with an open attitude these are experiences from which much can be learned. You may even get to experience an airboat ride!!!



We hope that this account of our experiences has sparked the interest in you to take a risk and venture out. As a result of these experiences, it has helped us understand the agencies' needs and those needs are very important to us. ◀

# Food Desk

- *Debbie Gautreau, CPPB*  
*State Purchasing Officer*

A lot has happened on the food desks at State Purchasing since our last newsletter. Betty Chutz has retired from the food desk after 34 years of dedicated services at the Office of State Purchasing. We said our goodbyes and best wishes to Betty at her retirement party on September 27, 2001. Roy Paul and Debbie Rock are now handling Betty's desk.

We have held several Food Focus meetings with agency personnel and dieticians. And for the first time, we had the vendors and dieticians discuss their needs and wish lists. Feedback from the field indicates that the relationship between dieticians and vendors has improved through cooperative customer service.

Some of the suggestions from these meetings that have been implemented are addressed in the following articles:



### Improve Coffee Quality . . .

This was a common problem identified by some state agencies. So we eliminated all previously approved coffee brands that have been on our acceptable brand list for quite some time. A panel of agency dieticians participated in our coffee taste test on brands submitted via bid submittal in July/August, 2001. Only the responsive coffee brands, which passed our taste testing evaluation criteria, were considered for award. We actually saw the "best value concept" being applied, and for the first time coffee was not awarded just by cost only. **Great job dieticians – YOU did it!!!** We have other ideas cooking on how we can improve coffee, such as multiple awards --- where the agency can make selection either based on brand name or cost. All dieticians will be participating in these discussions, and we anticipate gearing back up on this project in the spring, 2002. ◀

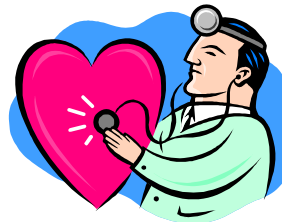


### Miscellaneous Groceries

**Vendor Suggestion** – Why not combine both of the Miscellaneous Groceries contracts since the majority of the items are dry goods?

**Why didn't I think of that?** . . . Thanks, vendor community, for your input!!!

So in an effort to make purchasing miscellaneous groceries from state contract simpler, we have combined the Miscellaneous Groceries: Spices and Condiments (T-Number 92024) and the Miscellaneous Groceries: Baking, Desserts, etc. (T-Number 91778) contracts. **The new contract title will be Miscellaneous Groceries Contract, T-Number 91778**, eliminating T-Number 92024.



### Dietetic Food Items

We now have dietetic food items either already on state contracts or in the process of being added as contracts are

bid. All dietetic food items are under class 393, subclass 47. To view a complete listing of dietetic commodities, go to the COMM screen in AGPS. Listed below are some of the categories of dietetic commodities:

- |  |  |
|--|--|
| <b>Salt Free Vegetables &amp; Juices</b> | <b>Fat Free Salad Dressings &amp; Mayonnaise</b> |
| <b>Water or Juice Packed Fruits</b>      | <b>Sugar Free Gelatins &amp; Puddings</b>        |
| <b>Dietetic Jellies, Jams, Preserves</b> | <b>Low Sodium Ketchup</b>                        |
| <b>Low Sodium Soup Bases</b>             | <b>Dietetic Syrup</b>                            |
| <b>Low Sodium Spaghetti Sauce</b>        | <b>Low Salt Seasonings</b>                       |
| <b>Low Sodium Tuna Fish</b>              | <b>Salt Free Seasonings</b>                      |

**As always, we welcome your suggestions and input on the food desks.** Feel free to contact either Debbie Gautreau at email: dgautre@doa.state.la.us, tel: (225) 342-8024, Roy Paul, rpaul@doa.state.la.us, tel: (225) 342-8011, or Debbie Rock, drock@doa.state.la.us, tel: (225) 342-8016. ◀

# Contract Updates

## NEW CONTRACTS MEAN MORE PURCHASING POWER FOR YOU



### PHOTO ID BADGES PROMOTE SECURITY

– *Nick Cascio*  
*State Purchasing Officer*

With the tragic events that recently occurred in our nation, many agencies may be taking a closer look at their security requirements. Some may want to monitor who enters their facilities on a daily basis and photo ID badges are an ideal way to easily identify authorized building occupants. We currently have three statewide brand name contracts available to meet your photo ID badge requirements.

Some of the recent technological improvements in Photo ID Badge Systems are:

- You now have a wider choice of cameras that are faster and which have a higher resolution for producing high quality images. The new USB connection cameras easily connect to today's PCs and are extremely fast compared to the serial cameras of past years. Some include additional features such as auto focus, auto crop, auto zoom, and auto center.
- The ID software packages offer a range of features, from basic to sophisticated. Basic packages may be upgraded as your needs change.
- The newer printers now available are faster than previous ones and have options to use thicker laminates for longer card life.
- Internet software is also available which allows agencies to capture photos and print badges utilizing the Internet. This eliminates the need for larger agencies to have complete I.D. Systems at remote sites.
- On-site maintenance is now available.

There are currently 3 brand name statewide contracts for Photo I. D. equipment and supplies. You may contact any of the following vendors for assistance in

acquiring or updating an ID System appropriate for your agency's requirements.

#### **Contract 403710**

ESSI Brand Name Photo ID Equipment & Supplies  
Contact: Aaron Bennett, Regional Card Systems  
(504) 361-1585, ext 0032

#### **Contract 403721**

Data Card Brand Name Photo ID Equipment & Supplies  
Contact: Sam King, The ID Group of La.  
(800) 280-2651

#### **Contract 404678**

TSI Brand Name Photo ID Equipment & Supplies  
Contact: Charles Tyler, Time Solutions Inc.  
(225) 343-0703

If you have any questions about these contracts, contact Nick Cascio, email: [ncascio@doa.state.la.us](mailto:ncascio@doa.state.la.us) or tel: (225) 342-8042. ◀

### RESTRUCTURING OF AIR CONDITIONER CONTRACTS

– *Janis Donaldson, CPPB*  
*State Purchasing Officer*

Air Conditioner contracts have been restructured to include eight of the most commonly used units (lines 1-8), with the last line item (line 9) on each contract being a "Balance-of-the-Line" type line item. The three brands on contract are as follows:

<u>Contract</u>	<u>Number</u>
<b>Kenmore (Sears)</b>	<b>404809</b>
<b>Fedders</b>	<b>404810</b>
<b>Friedrich</b>	<b>404811</b>

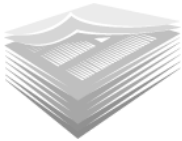
Catalogs and price lists referred to within the contracts are available upon request by contacting Janis Donaldson at (225) 342-6634, email: [jdonald@doa.state.la.us](mailto:jdonald@doa.state.la.us) - or by fax: (225) 342-8688 if you need assistance with air conditioner contracts. ◀

### NEW RAPID PRINTING CONTRACT

– *Llewellyn Defoe*  
*State Purchasing Officer*

A new contract for rapid print copying services has been awarded effective November 1, 2001. Contract information is as follows:

**Contract No. 404889** Hebert Printing & Copy Center  
11/1/01 – 10/31/02 24629 Eisenhower Street  
Plaquemine, LA 70764  
Phone: (225) 687-9822  
Fax: (225) 687-9806



As in the past, this contract is for black and white copies only, and the maximum quantity allowed is 1500 copies of the complete document, as long as the total number of impressions does not exceed 100,000. For example, if a document consists of 200 pages, the maximum you could have produced under this contract is 500 copies, as this would equal 100,000 impressions. If you got 1500 copies of this document, it would result in 300,000 impressions, which exceeds the maximum. The reason for these limits is that jobs exceeding the limits could be produced more cost effectively by other methods, such as offset printing.

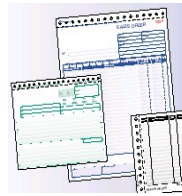
A new form has been created for agencies' use when placing orders under this contract. This "Rapid Printing Copy Request Form" is accessible on OSP's website at [www.state.la.us/osp](http://www.state.la.us/osp), under On-line Forms. Since the actual purchase order is many times issued after-the-fact on this contract, this form can be used as authorization for the vendor to proceed with the job. However, it must include an agency order number and an agency signature. Agencies on AGPS can create an OFST header screen in order to get a number, and then complete the order information later. If the actual P.O. number is not the number shown as the "agency's order#" on the Rapid Printing Copy Request Form, then the number that is used on this form should later be referenced on the confirming purchase order.

Due to the nature of this contract, there is only one line item. For agencies' information and auditing purposes, pricing for the individual features will be listed on the KNOA screen, which can be accessed through AGPS or through the Contract Search tool on OSP's website.

Questions concerning this contract may be directed to Llewellyn DeFoe by email to: [ldefoe@doa.state.la.us](mailto:ldefoe@doa.state.la.us) or telephone (225) 342-8043. ◀

### PRINTED SNAPSET CONTRACT

– *Marie Russell*  
*Administrative Specialist*



The **Printed Snapset Contract** has been awarded to National Forms & Systems Group, effective August 1, 2001 through July 31, 2002.

This contract is limited to standard size snapsets with basic features. Agencies may issue their orders directly to the vendor.

#### **Contract No. 404830/T-No. 92069**

National Forms & Systems Group  
P.O. Box 688  
Destrehan, LA 70047  
Telephone: (504) 888-8711  
Fax: (504) 888-0211  
Vendor: 640885843-00

Contact Rick Harvey (vendor representative) or Marie Russell at email: [mrussel@doa.state.la.us](mailto:mrussel@doa.state.la.us) or call (225) 342-8046. ◀

### BIOHAZARD/INFECTIOUS WASTE BAGS CONTRACT NO. 404444 T-NO. 92123

– *Nick Cascio*  
*State Purchasing Officer*



The Statewide Contract for Biohazard/Infectious Waste Bags (404311/T-No. 91985), which expired 06/30/01, was not rebid since these bags are available on the Amerinet/Fisher Contract No. 404444. A wide assortment of

Maxxim biohazard bags are available on this contract, in various sizes and thickness (mils and microns) in both linear low-density and high-density polyethylene.

For more specific information pertaining to any of the bags listed on the contract, you may contact Sandra Pentony, Amerinet, at (800) 426-7971 Ext. 729; or Carl Koehler, Maxxim Medical (800) 727-7340, Ext. 5068. ◀

## ~STREAMLINING THE PROCESS~ BEEF, PORK, SEAFOOD, POULTRY & EGGS

– Roy Paul  
State Purchasing Officer

Effective July 1<sup>st</sup>, we streamlined the requisitioning process for beef, pork, seafood, poultry and eggs. Agencies are now asked to combine all of their needs for these items on *one* requisition – you no longer need to separate these items into 3 requisitions! Additionally, we are letting bids for firm pricing for the 4-month delivery period, and not 2-month periods as in the past.

***This equates to 3 requisitions annually versus 18 – how’s that for streamlining!!*** Combining these requisitions for bid purposes has eliminated administrative duplication and resulted in more cost-effective purchasing.

To ensure timely deliveries, agencies are asked to submit their requisitions for these items per the schedule below:

<u>Req. Deadline</u>	<u>For Deliveries in the Months</u>
April 1	July - October
August 1	November – February
December 1	March – June



## EDUCATIONAL INSTRUCTIONAL MATERIAL & SUPPLIES CATALOG CONTRACT

– Augustine Jackson  
State Purchasing Officer

Contract No. 404608 to School Specialty Inc. is a statewide miscellaneous school supply catalog contract. In addition to State agencies, eligible users include political subdivisions and quasi agencies, as well as any state, public, private and/or parochial school.

This contract provides **25% discount** on items listed in the vendor’s current catalog, excluding furniture and equipment, and items exceeding \$500.00 after discount. Contract delivery is 7 – 10 working days. Contact School Specialty at 888/388-3224.

## DAIRY PRODUCTS CONTRACTS

**Ice Cream** - July 1, 2001 thru June 30, 2002

- Contract # 404707 (Areas 1-5)
- Contract # 404708 (Areas 6-8)

**Margarine, Butter & Cheese** - July 1, 2001 thru December 31, 2001

- Contract # 404723 (Statewide)

**Milk** - July 1, 2001 thru June 30, 2002

- Contract # 404706 (Area 1A)
- Contract #404335 (Area 2D)
- Contract #404336 (Areas 1C, 2E & 3)
- Contract #404337 (Areas 2A, 2B, 2C, 6A, 6B, 7 & 8)

**Please Note:** Future contract bids for dairy products will have a \$250 minimum order value. Recognizing the higher delivery costs of refrigerated trucks, it is unreasonable to expect our vendors to deliver smaller orders.

If you have any questions regarding meat and dairy contracts, please contact Debbie Rock, email: drock@doa.state.la.us, phone (225) 342-8016, or Roy Paul, rpaul@doa.state.la.us, (225) 342-8011. ◀



## Contract No. 404471 (T-No. 91265) to Corporate Express has been renewed.

Thanks are extended to you, our end users, for your timely responses to our customer satisfaction survey for the Office Supplies Catalog Contract. Your favorable responses and positive comments were prime factors in the decision to renew the contract with Corporate Express. Noteworthy enhancements are: (1) “High Value” items which represent additional savings have been added to the contract with specific K-line numbers. (2) Items and categories which were formerly excluded are now available at a 25% discount off catalog price. Additional information, including ordering instructions and the list of high value items, can be found under Featured Contracts at the Office of State Purchasing web site.

Please direct your inquiries regarding above contracts to Augustine Jackson, email: ajackso@doa.state.la.us or phone (225) 342-8018. ◀

## CONTRACTS FOR CELLULAR PHONES & SERVICE

- Sara Grady, CPPB  
State Purchasing Supervisor



The Office of State Purchasing, with support from OTM, has established the following nine (9) state contracts for cellular / PCS equipment and service:

- 404543** Cingular Wireless PCS
- 404544** Cingular Wireless Cellular Phones & Service
- 404545** Centennial Wireless Cellular Phones & Service
- 404456** CenturyTel Communications Cellular Phones & Service
- 404547** MobileTel Cellular Phones & Service
- 404548** SunCom Wireless Cellular Phones & Service
- 404549** Verizon Wireless Cellular Phones & Service
- 404327** Nextel Equipment & Service
- 404776** \*Alltel Communications Cellular Phones & Service

**\*Please notice that Alltel Communications is the largest company to join the list of cellular suppliers.**

Questions concerning the above mentioned contracts should be directed to Sally Bollich by email to: sallyb@doa.state.la.us or tel: (225) 342-8021. ◀

## DOSIMETRY SERVICE CONTRACT NO. 404484 T-NO.91676

- Scott Underwood, CPPB  
State Purchasing Officer



The Dosimetry Service Contract Number 404484 for radiation detection rings, badges, services, etc. with Landauer, Inc. has been renewed. The contract period is August 1, 2001 to July 31, 2002.

For assistance with the use of this contract, please contact Landauer's Customer Service at (708) 755-7000 — or contact Scott Underwood, email: sunderw@doa.state.la.us, tel: (225) 342-8036. ◀

## 2002 MODEL YEAR VEHICLE CONTRACTS

- Jim Murphy, CPPB  
State Purchasing Officer



The 2002 Vehicle Contracts are now in place and are active in AGPS. Several new vehicles and trucks were added to this model year contracts, some of which are: 1 ton truck/service body, a 1 ton crew cab truck/flat bed and a 3/4 ton truck/service body with sliding roof. Detailed information on all vehicles may be obtained by visiting our web site at: [www.state.la.us/osp](http://www.state.la.us/osp).

When visiting our web site you, will notice the vehicle award grid has been categorized by vehicle type. This user-friendly format should help you more quickly find your desired vehicle.

If you have any questions or comments concerning any of the vehicle contracts, contact Jim Murphy at email: [jmurphy@doa.state.la.us](mailto:jmurphy@doa.state.la.us) or phone (225) 342-9200. ◀

## GOLF CART/UTILITY VEHICLE CONTRACTS REVAMPED

- Bobby Hill  
State Purchasing Officer



The Office of State Purchasing is in the process of awarding contracts for utility type vehicles. These new and improved contracts have been expanded to include classes of utility vehicles such as, golf cart style multi-passenger vehicles, turf/utility vehicles, all terrain/utility vehicles, and campus trucks and vans. Multiple awards will be made by vehicle class, affording end users a larger selection of manufacturers and vehicle types than previously available on contract.

These non-mandatory, non-exclusive contracts are designed for the convenience of using agencies. It is State Purchasing's goal to provide using agencies with the tools to be able to choose the utility vehicles best suited to meet their functional and budgetary needs. ◀

# TIRE CONTRACT NO. 404299, T-No. 90444

– *Jim Murphy, CPPB*  
*State Purchasing Officer*



Goodyear Tire and Rubber Company has elected to renew the tire contract through March 31, 2002.

The Office of State Purchasing has added a balance of the line category for each group of tires. The different groups and contract balance of the line numbers are:

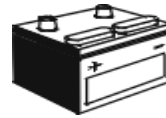
- Group A: Automotive & Trailer Tires - Balance of the line number 01999
- Group B: Police Pursuit Tires - Balance of the line number 02999
- Group C: Light Truck Bias Tires - Balance of the line number 03999
- Group D: Light Truck Radial Tires - Balance of the line number 04999
- Group E: Commercial Light Truck Tires - Balance of the line number 05999
- Group F: Medium Over the Road Tires - Balance of the line number 06999
- Group G: Off Road Bias Tires - Balance of the line number 07999
- Group H: Industrial Tires - Balance of the line number 08999
- Group I: Front Farm & Specialty Tires - Balance of the line number 09999
- Group J: Rear Farm & Specialty Tires - Balance of the line number 19999

Also, effective February 1, 2001, the Waste Tire Disposal Fee Collection Schedule went into effect. The new Waste Tire Fee Schedule is based on the weight of the new tire(s) purchased. For tires weighing up to 100 pounds, the fee remains \$2.00. **Contract Line Number 99998** has been set up in AGPS as a fixed-price line at \$2.00. **Contract Line Number 99999** has been set up for all other waste tire fees.

If you need assistance with the Tire Contract, please contact Jim Murphy at email: [jmurphy@doa.state.la.us](mailto:jmurphy@doa.state.la.us) or phone (225) 342-9200. ◀

# AUTOMOTIVE & MARINE BATTERY CONTRACT NO. 404778, T-No. 90251

– *Bobby Hill*  
*State Purchasing Officer*



A new Automotive and Marine Battery Contract has been awarded to EXIDE Technologies, effective August 1, 2001. This contract includes all

batteries offered on the EXIDE Technologies price sheet, offering a much larger selection of batteries than contained on the previous contract. A list of authorized service centers is available on KVDL and on our website Contract Search tool.

If you need a price list and catalog, or service center information for your area, please contact the vendor, EXIDE Technologies at (225) 296-5500. EXIDE Technologies will be glad to send you any information needed to determine your automotive and marine battery solutions. Contact Bobby Hill at email: [bhill@doa.state.la.us](mailto:bhill@doa.state.la.us) or telephone (225) 342-5258, if you have any questions related to the Automotive and Marine Battery Contract. ◀

## GENERATORS – TYPE: STATIONARY

– *Irv Wooters*  
*State Purchasing Officer*



Generator contracts are in place and are active. Contract holders are:

- Emergency Power Systems (Contract No. 404469 & 404796)
- Premium Power Equipment (Contract No. 404797); and
- Louisiana Machinery Co. Inc. (Contract No. 404798).

The contract effective dates are through May 31, 2002.

## TARPING SYSTEM FOR DUMP TRUCKS CONTRACT NO. 404467, T-No.91607

This contract has been renewed and is effective through November 15, 2002. The contract holder is Truck and Transportation Equipment Co., Inc. of Jefferson, Louisiana.

## LAWN CARE EQUIPMENT

Lawn Care Equipment Contracts were bid and awarded using a "Master Pricing Agreement" concept and are non-exclusive, non-mandatory. The initial contract terms will end on August 13, 2002, and the contracts are restricted to equipment nominally termed as "lawn care equipment." These contracts are accessible at our website, [www.state.la.us/osp](http://www.state.la.us/osp), under "Contracts/Featured Contracts."

Agency users are to contact the vendor directly. An award grid listing of the contract numbers, equipment brand, vendor name, address and telephone number is provided at our website. ◀

## AGRICULTURE EQUIPMENT, PARTS & ACCESSORIES



These contracts replace the "Wheeled Tractor and Implement Contract" and have also been bid and awarded using a "Master Pricing Agreement" concept. These

contracts are also non-exclusive, and non-mandatory. The initial contract terms will end on July 31, 2002, and are restricted to equipment nominally termed "agriculture equipment." An award grid is also available for these contracts at our website.

## MEDIUM & HEAVY DUTY TRUCKS

This contract is near completion for bidding and award for the 2002 Model Trucks. When awarded, it will be added to our website.

If you have questions concerning the above contracts, contact: Irv Wooters by e-mail to [iwooter@doa.state.la.us](mailto:iwooter@doa.state.la.us) or telephone (225) 342-1302. ◀

## BRAND NAME MICROCOMPUTER & PERIPHERAL CONTRACTS

– Carolyn Thurston, CPPB  
State Purchasing Officer



Vendors continue to request the establishment of new brand name microcomputer and peripheral contracts. Once requested, reviews are conducted to determine if these requests meet the criteria that has been

established by the Office of State Purchasing.

Currently there are forty (40) active Brand Name Microcomputer and Peripheral Contracts. Five (5) of these are "catalog" contracts and are on the State Purchasing website which provides a direct link to the Louisiana Brand Name Contracts. The following are catalog contracts:

<u>Contract No.</u>	<u>Brand Name</u>
<b>404553</b>	<b>Apple Computers</b>
<b>404160</b>	<b>Compaq</b>
<b>403834</b>	<b>Dell</b>
<b>404579</b>	<b>Hewlett Packard</b>
<b>404507</b>	<b>IBM</b>

In order to utilize the catalog contracts, access the Office of State Purchasing website at [www.state.la.us/osp](http://www.state.la.us/osp); then go to Contracts and click on Approved Catalog Contracts. A list of the catalog contracts will be displayed. Simply click on the contract desired and begin filling your shopping cart. Once you have completed your shopping, print your e-quote. Use this e-quote when placing your order, referencing it in your purchase order description. Also send a copy of the e-quote to the vendor along with your order.

We are currently working on adding Gateway, Panasonic, and CompUSA WSCA as catalog contracts in the near future.

All of the other Microcomputer and Peripheral Contracts can also be accessed at the OSP website.

If you have any questions, please feel free to contact Carolyn Thurston at (225) 342-8028 or e-mail: [cthurst@doa.state.la.us](mailto:cthurst@doa.state.la.us). ◀

## OFFICE FURNITURE, WOOD CASEGOODS & SEATING

– *John Collins*  
*State Purchasing Officer*

Three (3) contracts were awarded from T-Number 91312. Contract 404767 for Casegoods, #404768 for Seating and #404769 for Special seating (big and tall). The three contracts run from June 18, 2001 through June 17, 2002.

The contract for case goods #404767 is with Inwood Office Furniture at 1108 East 15<sup>th</sup> Street, Jasper, Indiana. The contact is Brook Gibson (800) 786-6121 or fax (812) 482-9732. The vendor number is 350831147-00. Inwood is the prime vendor. There are no distributors.

This contract covers Traditional and Contemporary Casegoods, Bookcases and conference tables. There is a "balance of the line" on both Traditional and Contemporary Casegoods. Line 18 covers furniture in the 1800 Empire series. Line 25 covers the 800 Ashton Contemporary Series Casegoods. All items in each may be ordered on contract.

The contract for Seating #404768 is with Chromcraft Inc. P.O. Box 126, Senatobia, MS 38668-0126. The contact is Mike Fitzgerald (800) 691-4630; Fax (662) 893-9393. The vendor number is 141487101-00. Chromcraft is the vendor. There are no distributors. Any Chromcraft dealer may make delivery. Standard delivery is 45 days with quick ship at 15 days. Line 56 is for the "balance of the line" for Traditional, Secura, Shiloh, Traditional Lounge series and Secura Lounge seating and allows a 53% off list price.

Contract #404769 is for Special Seating and is with Miller Desk Inc., Drawer HP-11, Highpoint N.C. 27261. The contact for this contract is John Miller, (800) 438-4324 Fax (336) 819-6508. All orders go to Miller Desk. There are no distributors. This has seating for big and tall persons.

For additional information on these contracts, contact John Collins, State Purchasing Officer, e-mail jcollin@doa.state.la.us, tel: (225) 342-8031. ◀

## GRAINGER NEWS

– *Debbie Gautreau, CPPB*  
*State Purchasing Officer*



Many of you have dealt with Grainger's Bid Coordinator Kurt Lanoux when soliciting competitive bids. Grainger has advised that Kurt has been promoted. Our new state government bid specialist is Jeff Charrier. Jeff will retain Kurt's phone and fax numbers for our convenience and may be reached at (504) 733-7632, fax (504) 734-8005, or email charrier.j@grainger.com. ◀

### VENDOR ACTIONS

**Mr. Dale Behan, International Sales & Supply Company, Simpson, LA, Vendor No. 721392000-00** has been debarred from doing business with the State of Louisiana, effective September 24, 2001 for a two (2) year period. ◀

### OSP WELCOMES NEW FACES

**Welcome Sally Bollich!** Sally recently came on board (formally with LSU Medical Center/Health Care Service Division) with State Purchasing, accepting the State Purchasing Officer position in Team 2 - Hi-Tech and Construction. Sally is responsible for the telecommunications desk. Sally may be contacted at (225) 342-8021 or by email to: sallyb@doa.state.la.us.

**Welcome, Alisha Douse!** Alisha accepted the Administrative Support - Vendor Enrollment, Clerk IV position. Alisha's telephone number is (225) 342-8051, email: adouse@doa.state.la.us.

**Welcome, Felicia Sonnier!** Felicia is working with Team 5 - QPAT (Quality Procurement Assessment & Training). Felicia will be assisting with procurements handled through the Request for Proposal process. Felicia's telephone number is (225) 342-8023 and her email is: fsonnie@doa.state.la.us.

**Welcome, Aisha Walker!** Aisha, formerly employed in private industry, is working with the Administrative Support Team as Receptionist. Aisha phone number is (225) 342-8010 (email: awalker@doa.state.la.us). ◀

# "Quotables"

**Goals are dreams with deadlines!**

**The only place you'll find success before work is in the dictionary.**

**A true leader walks his talk.**

**Teamwork is the Fuel that allows common people to produce uncommon results!**

**Attitude is a little thing that makes a BIG difference.**

**"I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you .... we are in charge of our attitudes."  
-Charles Swindoll**



continued from page 1



## *'Let Freedom Ring!'*

**Liberty is the right to choose. Freedom is the result of the right choice.**

**Freedom is the right to be wrong, not the right to do wrong.**

**Freedom of speech and freedom of action are meaningless without freedom to think.**

**Freedom is a package deal - with it comes responsibilities and consequences**



### **LOUISIANA PURCHASING NEWS**

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***Your comments, questions and suggestions are welcome!***

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