

The Buzz is Back

Buyers Buzz December 2015



News from the Top

The Office of Purchasing and Contracting is reinstating the Purchasing Advisory Council (PAC) which is generally composed of agency and State Procurement personnel, providing a forum for discussion of policies and procedures, and makes recommendations for the promotion and improved effectiveness of the statewide purchasing function. Teaming is the keystone to the PAC, and the collective strength which follows, will in itself present the catalyst for change as we continue to elicit and share ideas.

With the efforts just completed around the eProcurement requirements gathering project we believe it is a good time to bring the Council back together to discuss current issues and evolving practices. We hope that staff responsible for, or directly involved with, departmental purchases will avail themselves to participate in these sessions. We will be having our first meeting in February.

We would like agencies to provide this office with input around what they would like to see going forward, opportunities, communication (alerts/advisories), lessons learned, etc. Please send your feedback to Laura.cornell@vermont.gov.

Thank you, Deb Damore

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Trash, Recycling and Food Scrap:

We recently conducted a statewide RFP for Trash, Recycling and Food Scrap collection services which resulted in a significant number of new contracts being rolled out. In administering these contracts we've learned that our system for managing related requirements was lacking in some important contract details that we're now working through. We look forwards to working with everyone to collect this information and improve our future processes around this very important matter. In the interim, please ensure all new requirements AND changes to requirements at existing locations, are processed through our office.

We'd also be remiss if we didn't mention the new recovery stream regarding Food Scraps. With the advent of the Universal Recycling Law (ACT-148) our office has worked closely with counterparts in the Agency of Natural Resources. We've incorporated this waste stream in the aforementioned contracts and have developed separate contracts (see page 4) for a myriad containers.

What is Act 148?

Sounds of construction vehicles backing up, dodging stacks of tiles waiting to be installed, and donning necessary PPE. This was the experience of ANR staff as they toured the Waterbury Complex with BGS this past September. The purpose of ANR touring the site was to provide technical assistance per BGS staff request on the collection and management logistics of recycling, food scraps, and trash prior to staff move-in. Along with the final stages of preparations of the Complex, staff orientation and BGS custodian logistics discussions are underway as well. Signage, container placement, flow of discarded materials from the central offices and historic core back out to the dumpster placement area near the southern loading dock are items that were included in the discussion.

This site visit is yet another example of how BGS and ANR's Solid Waste Management Program have partnered over the past year. Efforts to coordinate on the Waterbury Complex is just one recent example. The partnership between ANR and BGS includes coordination on the State Electronics Challenge to which Surplus Property efforts have assisted in achieving best management practices for the end-of-life management of computers and computer peripherals. Another recent example is ANR worked with the Office of Purchasing and Contracting to secure vendors for various collection containers for recycling, composting, and trash. Having these vendor contracts available assists municipalities and schools meet the public space recycling requirements of the Universal Recycling law. In late October and early November a significant accomplishment has been the collaboration and review of bids for contracted collection services from private haulers for state spaces. Collaboration of Solid Waste Program staff and Purchasing and Contracting staff allowed for an RFP that ensured bidders would meet all requirements of the Universal Recycling law and offer a consistent level of service regardless of location.

BGS and ANR will continue to work together on the above mentioned projects and throughout the implementation of the Universal Recycling Law. The first area of assistance beginning with the landfill ban on recyclables that became effective July 1, 2015. BGS is committed to offering collection of the listed recyclables at all of its spaces and ANR is committed to offering training and support to ease in the transition to allow for consistent services being offered. This partnership with BGS will continue as ANR will be on hand to introduce staff that are moving to the Waterbury Complex to trash, recycling and food scrap collection in the renovated space starting in December. Resources related to the Universal Recycling Law can be found at [Act 148](#) or by calling ANR's Solid Waste Program at 802/828-1138.

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Education and Training:

We continue to partner with other Agencies regarding procurement education and training. We've recently enjoyed a very successful series of supplier trainings with ACCD and general RFP training with AHS. We are always available to come to your organization to conduct training. To that end, we will work with you to develop a tailored approach to our training in order to provide information and guidance most applicable to your mission. Please contact Brian Berini via email at Brian.berini@vermont.gov or via phone at 828-2217 if you would like to learn more.

BGS Partners with VAAFM in Local Food Tracking Measures

Article by: Allison Carrier, Local Food Tracking intern

BGS is partnering with the Vermont Agency of Agriculture, Food, & Markets to improve efforts in local food tracking in state institutions. The intention of this effort is to determine how much local food is currently purchased in our state institutional contracts. With this preliminary baseline information, the State partners can develop next steps of action for exploring opportunities for increasing local food procurement.

The onset of this project developed from 2007 legislative language in Act 38: An Act Relating to the Viability of Vermont Agriculture. This legislation outlined strategies to successfully incorporate a greater percentage of local foods into state government. Our current inter-agency collaboration allowed us to gain a sense of the current state of local food spending in state government, establishing shared metrics and standard term definitions in the field, and will expose future opportunities for improving local food procurement at an institutional scale.

Preliminary research was conducted with Vermont facility food service management and distribution, to gain a sense of the current percentage of state institutional food purchases meeting Vermont's local food definition. Vermont defines "local" as being that "the goods being advertised originated within Vermont or 30 miles of the place where they are sold, measured directly, point to point," according to a Title 9 state statute.

During the first portion of the project, several food distributors shared invoices that reflected 2014 sales to state facilities, and several state facilities shared their food purchase records with the Vermont Agency of Agriculture, which were then reviewed to track local items purchased. Early stages of this research highlighted discrepancies between data sources, leading to challenges in total local sales analysis. The next steps of the project focused on identifying the source of that issue, so the data could be accurate for baseline determination. Once purchase data were accurately aligned between sources for each state facility, project researchers were able to determine the percentage of local spending in relation to total food spending. The research revealed that ten State of Vermont facilities (including state cafeterias and correctional facilities) purchased a total of \$147,000 in local food during 2014, representing 6.8% of their total food purchases. This matches the 2014 statewide value of \$189 million in local food purchases (6.9%) as calculated for Farm to Plate, which is considered a huge success for the State of Vermont.

Identifying quantifiable metrics of the current amount of local purchases made by state institutions is the first step. "This baseline data identified what percent of local food the State of Vermont currently purchases so we can now begin to identify products, locations, and necessary relationships to continue to grow this amount," says Abbey Willard, Local Foods Administrator at VAAFM. Our intention is that this tracking will be maintained in future contract years, and that it could expand the market for local producers looking to sell to state institutions.

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SEASONAL MATTERS

Fuel Contracts

We've worked with our existing Liquid Fuel service providers and they have all agreed to renew for another year., at either their presently contracted pricing or with a reduction in their mark-up costs to the State.

New Fuel Accounts

Our office manages statewide contracts for vehicle and home heating fuels. Contracts with these service providers can be found on our website. Requests for new accounts (and/or changes) must be processed through our office. Requesting agencies need to complete and submit the Fuel Requirements Form to the Office of Purchasing and Contracting and we will take it from there saving you the time and the hassle.

New Fuel Requirements

The Fuel Requirement Form needs to be used by all State of Vermont Agencies and Departments that require fuel to be purchased. It is very important that all of the requested information on the form be provided. Once you have completed the form, forward it via fax--802-828-2222, e-mail: Linda.wortman@vermont.gov or regular mail to Linda Wortman; Office of Purchasing and Contracting, 10 Baldwin Street, Montpelier VT 05633-7501. Any questions, please feel free to contact Linda Wortman at 802-828-4658.

[Fuel Requirements Form](#)

[Fuel Requirements Form](#)

RECENTLY ADDED CONTRACTS:

Road Salt:

- 27826 CPS-Road Salt -American Rock Salt Co.
VTrans Districts 1-4, and 7
- 27287 CPS-Road Salt -Cargill
VTrans Districts 5, 8 and 9
Political Subs 1-5 and 7-9

Plow Blade Cutting Edges: The office of Purchasing and Contracting was the lead state in a NASPO-ValuePoint cooperative bid process to establish contracts for various types of plow blade cutting edges and plow blade systems. Multiple contracts have been awarded that will allow a wide range of plow blades and plow blade systems to the State of Vermont as well as Political Subdivisions within Vermont. Currently, six contracts have been executed and are ready for use. The following contracts are available to download on the P&C website.

- #29533—Chemung Supply Corp
- #29548—Ironhawk Industrial Distribution
- #30013—Keuper North America LLC
- #30025—NC Machinery Co (Pending)
- #30022—Nordik Blades
- #29018—Valk Manufacturing
- #29505—Winter Equipment
- #30222—Kennametal Inc. (Pending)

Tire Contracts:

Michelin, BF Goodrich & Uniroyal Tires

- #22840—Michelin North America
- #25239—Pete's Tire Barns, Inc.
- #25238—Marshall Tire Group, Inc.

Goodyear Tires

- #23066—Goodyear Tire & Rubber Co.
- #25226—Brattleboro Tire

Goodyear Tires (continued)

- #25210—Ray Bean, Inc.
- #25216—Rouse Tire Sales, Inc.
- #25224—Marshall Tire Group, Inc..
- #25223—Sumner Tire Inc.
- #25219—George S. Wood
- #25228—Vermont Tire & Service, Inc.

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RECENTLY ADDED CONTRACTS: (Continued)

2016 Model Year Vehicles –The model year contracts have been rebid to include 2016 models. New contracts will be posted to the website shortly. **A contract for Dodge 2016 model year vehicles will be available soon.**

- #30323 – 2016 Ford model year vehicles—Formula Ford
- #30331 – 2016 Chevrolet model year vehicles—Shearer Chevrolet
- #30252 – 2016 Toyota model year vehicles—Alderman’s Toyota
- #30331 – 2016 GMC model year vehicles—Shearer GMC
- #30334 – 2016 Subaru model year vehicles—St. Johnsbury Auto

Hybrid Vehicles – Contracts are being updated as 2015/2016 model year pricing becomes available. If you don’t see a 2015/2016 model year hybrid vehicle you are looking for, please contact Steve Smith at Steven.smith@vermont.gov or 828-4681.

- #21814 – 2015/2016 Toyota hybrid vehicles—Aldermans’s Toyota
- #21813 – 2015/2016 Chevrolet hybrid vehicles—Liberty Chevrolet
- #21844 – 2015/2016 Toyota hybrid vehicles—Hudson Toyota

Electric Vehicles – Hudson Toyota hybrid vehicle contract #21844 has been amended to incorporate the 2016 Nissan Leaf electric vehicle into the contract at a greatly reduced price from the 2015 model. If you have any questions regarding this, please contact Steve Smith at Steven.smith@vermont.gov or 828-4681.

Fire Extinguishers –The fire extinguisher contracts have been updated to extend the contracts for another one year period.

- #21882—D&M Fire & Safety
- #21881—Fireprotec
- #21883—Vermont Fire Extinguisher

Various Contracts:

- #29161—CPS—Idexx Lab Supplies—Idexx Distribution Corp
- #29409—CPS—Shirts & Caps—ScreenPrint Plus
- #29214—CPS—Bread & Bakery Products—Koffee Kup Bakery
- #29324—CPS—Mattresses and Bed Frames—WCW Inc

Statewide Small Parcel Shipping:

- #18570—Small Package—UPS
- #17466—Lottery Small Package—UPS

Composting & Recycling Containers:

- 28862—CPS-Compostable Liners—Foley Distributing Corp
- 28954—CPS-Composting Containers-Busch Systems International
- 28972—CPS-Composting Containers—EcoVision Environmental
- 29017—CPS-Composting Containers—Rehrig Pacific Co.

Emergency Response & HAZMAT Waste Removal Services:

- 28294—CPS-Emergency Response & Waste—Accurworx
- 28877—CPS-Emergency Response & Waste—ENPRO Services
- 28293—CPS-Emergency Response & Waste—TMC Services, Inc.
- 28338—CPS-Emergency Response & Waste—Tradebe Environmental

Translation Contract

- #30455—Global Interpretation (Pending)

UPS is the only small package shipping service the State has contracted with and all agencies should be utilizing it. There are considerable incentives incorporated within the contract. If you are not currently using the UPS contract (#18570) please contact this office immediately for assistance in establishing an account.

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VoIP Implementation Project



The State of Vermont has partnered with a Cloud services vendor, NWN Corporation, to bring Voice over Internet Protocol (VoIP) services to State government. The VoIP solution selected is a cloud-based Cisco Hosted Collaboration Solution delivered to the State by NWN Corporation. We will be rolling this technology out to the State by location. An email was distributed late July to all Agency Secretaries and Department Commissioners announcing the project and requesting a point of contact, change agent, to be identified from each Agency or Department. DII plans to setup teams to meet with Agencies and Department change agents at each location 60 days prior to transition of voice services. These teams will gather data on how voice services currently support your business needs. Through these efforts we will establish partnerships with the business leads and users at each of the sites. Our goal is to create a seamless migration plan for each deployment. The week following migration to VoIP, DII and NWN will have technicians on site that will support any configuration problems that a user may encounter.

Please visit our project website for more information and to track the project's progress: <http://dii.vermont.gov/news-issues/enterprise-projects/voip>

INFORMATION TECHNOLOGY CONTRACTS

Software Contracts: Vermont participated in a multi-state solicitation process with four other states for software resellers. We will be awarding five contracts as a result of the solicitation and developing a user guide for assistance using these contracts moving forward. These contracts will allow users to purchase software products from publishers. Buyers can acquire software, training, pre-sales assistance, documentation, installation, configuration, maintenance, support, customization and volume license agreement administration under these agreements. We expect to have the new contracts in place by January 2016. **Until then our current contract #17915 with SHI, Inc. is valid until such time.**

In addition, the State of Vermont participated in two national IT cooperative solicitations through NASPO-ValuePoint with Utah and Minnesota as the lead states. The solicitations were for Computer Equipment, Peripherals and Related Services and Data Communications.

We have executed some of the contracts and hope to have others in place soon. The awarded contracts for Computer Equipment, Peripherals and Related Services and Data Communications are available on the next page.

Please let us know if you have any additional requirements we can assist with.

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INFORMATION TECHNOLOGY CONTRACTS (Continued)

Computer Equipment, Peripherals and Related Service Contracts:

The following products and services listed in the Master Agreement are available for purchase.:

Band 1: Desktops, Band 2: Laptops, Band 3: Tablets, Band 4: Servers, Band 5: Storage and Related Peripherals & Services

Awarded Contracts:

- Master Agreement: Hewlett Packard Company (HPI) #30128 (Bands 1-3)
- Master Agreement: Hewlett Packard Enterprise (HPE) #30294 (Bands 4-5)
 - Reseller: Ormsby's #30176 (Bands 1-3)
 - Reseller: The Top Floor #30177 (Bands 1-5)
 - Reseller: Versatile Communications #30172 (Bands 1-5)
 - Reseller: Panurgy #30178 (Bands 1-5)
 - Reseller: CDW (Pending)
 - Reseller: SHI, Inc. (Pending)
 - Reseller: Gov Connection (Pending)
- Master Agreement: Microsoft (Pending)
- Master Agreement: Dell Marketing (Pending)
- Master Agreement: Lenovo (Pending)
- Master Agreement: Fujitsu America (Pending)
- Master Agreement: NetApp (Pending)
- Master Agreement: Samsung (Pending)
- Master Agreement: EMC (Pending)
- Master Agreement: Cisco (Pending)
- Master Agreement: Hitachi (Pending)
- Master Agreement: IBM (Pending)
- Master Agreement: Panasonic (Pending)

Data Communication Contracts: Purchases made by State agencies and departments shall be coordinated through the Vermont Department of Information and Innovation (DII Telecommunications). Work orders must be submitted to DII Telecommunications for Products and Services.

The following products and services listed in the Master Agreement are available for purchase.

Band 1: Data Center Application Services Band 2: Networking Software, Band 3: Network Optimization & Acceleration, Band 4: Optical Networking, Band 5: Routers, Band 6: Security, Band 7: Storage Networking, Band 8: Switches Band 9: Wireless and Band 10: Unified Communications and Services

Awarded Contracts:

- Master Agreement: Cisco Systems #30046 (Bands 1-10)
 - Reseller: Presido Networks #30068 (Bands 1-10)
 - Reseller: NWN Corporation #30070 (Bands 1-10)
 - Reseller: Atrion (Pending)
- Master Agreement: Hewlett Packard Enterprise #30294 (Bands –10)
- Master Agreement: F5 Networks (Pending)
- Master Agreement: EMC (Pending)
- Master Agreement: Juniper Networks (Pending)
- Master Agreement: Hewlett Packard Enterprise (Pending)
- Master Agreement: Palo Alto (Pending)
- Master Agreement: Dell (Pending)
- Master Agreement: Avaya (Pending)
- Master Agreement: Brocade (Pending)

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COMING SOON:

ELECTRIC VEHICLE SUPPLY EQUIPMENT (EVSE) – An RFP was published for the purchase and maintenance of electric vehicle charging stations at various locations within Vermont. These charging stations will enable electric vehicle users to conveniently charge their vehicles.

LAWN AND GROUNDS EQUIPMENT – Vermont participated in a cooperative bid with NASPO-VALUPOINT for lawn and grounds equipment, including some heavy construction equipment. Contracts will be available soon for state agencies and political subdivisions within Vermont to utilize.

HAZARDOUS INCIDENT RESPONSE EQUIPMENT (HIRE) – There are multiple vendor awards for HIRE equipment. Contracts will be available soon on the P&C website. These contracts are available for use by all state agencies and political subdivisions within Vermont.

OFFICE OF PURCHASING & CONTRACTING

Who are we and Why are we here?

As a support organization we're here to help you get what you need, when you need it, and at a competitive price. We work with other agencies and departments to consolidate requirements for products and services, and then use economies of scale in order to exact cheaper pricing. To understand better what our role is, consider some functions our office performs.

Procuring Materials and Services

We work with our customers to define requirements, publish appropriate bidding documents, and maintain associated contracts for these commodities and/or services as deemed appropriate. Copies of common-use contracts are maintained on our website.

Evaluating Price

By employing a number of different practices available to us under Bulletin 3.5, we strive to obtain the best pricing and quality products from our vendor community. We actively communicate with alternate vendors, negotiate better pricing for consolidated orders wherever possible, and investigate the possibility of procuring cheaper materials from alternative sources as part of our daily activities.

Paperwork and Accounting

We manage all of the paperwork (and coordination efforts) with suppliers involved with the central procurement of supplies and materials and work closely with the accounting department to ensure for vendor compliance.

Policy Compliance

We also ensure that our purchasing activities comply with all state policies, while also heeding proper protocols for purchase and budget approval where Federal funds are involved.

Training & Outreach

We actively pursue opportunities to work with supported agencies on procurement training and are always available to conduct on-site training whenever requested to do so.

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Useful Links

- Office of Purchasing & Contracting website: <http://bgs.vermont.gov/purchasing>
- [Statewide Commodity Contracts that are utilized by more than one agency/department](#) (including those for use by Towns and Schools) To view or print the text of a contract click on the contract number.
- [All Statewide Commodity Contracts](#) List of all commodity contracts that have been issued by the Office of Purchasing & Contracting
- [Monthly Contract Updates](#) List of contracts that have been added or amended in the last 30 (thirty) days by the Office of Purchasing & Contracting
- [Agent Contact Information](#) Contact list of all Agents at the Office of Purchasing and Contracting and area of responsibility.

Now that the Buyers Buzz is back, we would like to hear from you. What would you like to see? Any suggestions or comments can be sent to Laura.cornell@vermont.gov

