

The Buzz is Back

Buyers Buzz October 2016



News from the Top

P-Card Administrators Meeting

Reminder: October 19, 2016 the 1st Annual Bank of America Merrill Lynch State of Vermont Card Summit takes place. The Summit will be held at the Pavilion Auditorium, 109 State Street, Montpelier, VT 05609. This Summit will focus on best practices to help make your card program more efficient. There will be a Works™ Demo and the General Summit which will cover an overview of chip & pin, industry updates, fraud & a panel discussion with existing Administrators and card holders. This is a great format to get all of the Purchasing Card questions answered. If you haven't already done so, please RSVP by Friday October 14th to tina.schwartz@fiacardservices.com

9:00 - 9:30 Registration
9:45 - 12:00 Works™ Demo
1:00 - 4:45 - General Summit

Office of Purchasing & Contracting Relocated

The Office of Purchasing & Contracting has moved as of September 19, 2016 to the 3rd floor of the Pavilion Building, 109 State Street, Montpelier, VT 05609-3001. All bid openings will be held at **109 State Street, Montpelier, VT** and is open to the public.

SECURITY PROCEDURES: Please be advised extra time will be needed when visiting and/or delivery information to 109 State Street. All individuals must present a valid government issued photo ID when entering the facility.

If dropping off bids, all sealed bids must be received and time stamped by the Office of Purchasing & Contracting located at **109 State Street - Montpelier, VT 05609-3001** - by the time of the bid opening. Bids not in possession of the Office of Purchasing & Contracting at the time of the bid opening will be returned to the vendor, and will not be considered. **Any delay deemed caused by Security Procedures will be at the bidder's own risk.**

Liquid Fuels

As we previously reported in our last Newsletter, our office has been very busy working through a large and very comprehensive RFP for statewide requirements for Liquid Fuels. We're happy to share with everyone that there was an overwhelming response from vendors and as a result we now have 24 new contracts. These new contracts are structured significantly different than the old ones as they provide additional award selections for "future" requirements based upon City and Towns.

Where are we now? The status of these contracts varies, for some of them were relatively small in scale (requiring a simple review by the vendor), while others presented a much broader scope (necessitating a more detailed review). As these contracts are fully executed we will be posting them to our website at <http://bgs.vermont.gov/purchasing/currentcontracts>.

We have also taken proactive steps to provide a list of the contractors, their servicing area(s), and the various fuel types and delivery size vehicle(s) they present. You can find this information on our website at <http://bgs.vermont.gov/purchasing/currentcontracts> and looking at the category of Fuel.

What can I do you ask? Please spread the news! If you work directly with fuel, assist with the invoicing for it, or even if you know friends and coworkers who do, please refer them to this newsletter and to our office! We're here to help with this transition.

For questions, please contact Linda Wortman at Linda.Wortman@vermont.gov or 828-4658.

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RECENTLY ADDED INFORMATION TECHNOLOGY RETAINER CONTRACTS

The IT Retainer contracts previously administered by DII will now be handled by the Office of Purchasing & Contracting.

New requirements were recently bid and contracts are being established with multiple vendors to provide IT support services. These contracts are with pre-qualified contractors who are able to provide information system services to state agencies. The number of pre-qualified vendors varies per category. Service Categories authorized under the IT Retainer Contracts include the following:

- | | |
|--|---|
| A. Business Analysis, Project Management | G. Strategic Planning Assistance |
| B. Infrastructure Support Services | H. Independent Review |
| C. SharePoint Support and Services | I. Enterprise Content Management |
| D. Network Consulting and Support | J. DBA/SQLDBA Relational Database Support |
| E. Enterprise GIS Services | K. PeopleSoft Application/System Administration Support |
| F. Hardware/Software/ Application Security Support | L. Scrum Professional Services/Agile Dev. Services |

A list of all currently executed IT Retainer Contracts can be found at <http://bgs.vermont.gov/purchasing/forms/itretainercontracts>, however to identify a few, please refer to the following list.

- | | |
|---|--|
| • #32136 - Azavea Inc.: (E) | • #32054 - Newgrange It Consulting: (A,G,H) |
| • #32145 - Cma Consulting Services: (A,B,C,D,F,J,K) | • #32020 - Northeast Computer Systems: (B,D,H) |
| • #32043 - Cnc Consulting: (A,B,C,D,E,F,G,H,I,K,L) | • #31993 - Radgov: (A,B,D,E,F,K,L) |
| • #32111 - Janus Software: (A,B,C,G,H) | • #32066- Strategic Technology Services: (A,B,D,G,H,I) |
| • #31935 - Knowledgewave: (A,C,G,H,I,J,L) | • #32113 - Tilson Tech Management Inc: (A,E,G,L) |

If you have any questions please contact Stephen Fazekas at Stephen.Fazekas@vermont.gov or 828-2210.

These contracts simplify the procurement process for IT services. These contracts are limited to \$100,000.00 per project. No hardware or software may be sold through these retainer contracts. See below for a brief overview of the process.

When a State Agency has a need for services in one or more of the categories described above:

- The agency will prepare and deliver a statement of work (SOW) to the contractor on the list
- Contractor will then submit proposals within the date and time established by the agency
- Following proposal evaluation, in the best interest of the state, the agency may enter into a service agreement with the selected vendor
- The resultant agreement will be administered by the agency

Further information can be found on the website at <http://bgs.vermont.gov/purchasing/forms/itretainercontracts>. If you have any questions please contact Stephen Fazekas at Stephen.Fazekas@vermont.gov or 828-2210.

New Web Site to Go Live in October

The Department of Buildings and General Services, Office of Purchasing and Contracting is in the process of transitioning to a new web site that will be going live in October. The current website <http://bgs.vermont.gov/purchasing> will be shut down and inaccessible from that point forward. The new site will be under construction and we ask for your patience during this process. Please feel free to contact Linda Wortman at Linda.Wortman@vermont.gov or 828-4658 with any questions or concerns.

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RECENTLY ADDED CONTRACTS

Office Machines: Our office participated in a NASPO-VALUEPOINT (formerly WSCA-NASPO) cooperative bid process for Copiers, Printers and other Related Devices.

The discounts provided for these contracts will remain valid for the Contract Term and will be applied as a discount off Contractor's current baseline Price List. These contracts are floor discounts (minimum guarantees). Additional volume pricing is available and individual transactions may qualify for additional, discounts/firm fixed pricing or incentives provided by Contractor's Authorized Resellers. The minimum discounts should be met but can be further negotiated under these contracts. The following vendors are available to provide pricing.

Group A – Convenience Copiers, Group B – Production Copiers, Group C – Wide Format Copiers, Group D – Printers, Group E – Digital Duplicators and Group F – Scanners.

Master Agreement: Canon [#30236](#) (Groups A, B, C, D and F)

Ricoh USA Agreement [#30099](#) (Groups A-E)

Master Agreement: Toshiba [#30336](#) (Group A)

Master Agreement: HP, Inc. [#30322](#) (Group D)

Reseller: Office Systems of Vermont [#31311](#) (Group A)

Contracts specified below will be available soon for State Agencies and Political Subdivisions to utilize. If you have an emergency situation or cannot wait to order till contracts are in place, please contact Linda Wortman at

Linda.Wortman@vermont.gov or 828-4658.

Office Machines Pending Contracts:

Canon Reseller: Canon Solutions America, Inc. (Groups A, B, C, D and F)

Xerox Master Agreement (Group D)

2017 Hybrid Vehicles: The following hybrid vehicle contracts have been updated or will be updated soon with 2017 model year hybrid vehicles:

[#21844](#) - Hudson Toyota (Toyota hybrid vehicles - includes the Nissan Leaf)

[#21814](#) - Alderman's Toyota (Toyota hybrid vehicles—will be updated by end of October)

If you have any questions please contact Steve Smith at Steven.Smith@vermont.gov or 828-4681.

Police Pursuit Vehicles: The two contracts listed below are in the process of being extended for a one-year period to include 2017 model years:

[#28240](#) - Formula Ford (Ford Police Pursuit Vehicles) [#28387](#) - Goss Dodge (Dodge Police Pursuit Vehicles)

Automotive Safety Glass: The two contracts listed below have been executed and are ready for use:

[#31359](#) - Portland Glass

[#31360](#) - Safelite Fulfillment Inc. (Safelite Auto Glass)

If you have any questions please contact Steve Smith at Steven.Smith@vermont.gov or 828-4681

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RECENTLY ADDED CONTRACTS (Continued)

Fire Extinguishers and Related Services: The three fire extinguisher contracts are in the process of being rebid. The replacement contracts should be ready around the end of October. If you have any questions please contact Steve Smith at Steven.Smith@vermont.gov or 828-4681.

Various Contracts:

- [#31753](#) - CPS - Williston Workwear - High Visibility Clothing
- [#31754](#) - CPS - Safety Source of New England - High Visibility Clothing
- [#31439](#) - CP - Maple Meadow Farm, Inc. - Eggs Grade A Shelled
- [#31440](#) - CPS - Shadow Cross Farm- Eggs Grade A Shelled
- [#31441](#) - CPS - Reinhart Food Service LLC - Eggs Grade A Fresh
- [#31782](#) - CP - Exterus Business Furniture - Teknion Modular Furniture
- [#31781](#) - CPS - Creative Office Interiors - Herman Miller Modular Furniture
- [#31785](#) - CPS - Red Thread Spaces LLC -Steelcase Modular Furniture
- #32036 - HEA - Hologic - General Probe Test Kits
- [#32125](#) - CPS - EZ Way Inc - Smart Stands & Accessories

If you have any questions on the above various contracts please contact Deb LaRose at Deborah.larose@vermont.gov or 828-4635.

Vendorship – In Stride with State Procurement

Although Vermont is relatively smaller than a lot of other states, we nonetheless have the same needs and requirements of our operations across the State, but perhaps so at a smaller scale. In some instances the lack of volume may adversely affect the outcomes of negotiations for products and services. In this regard, our interactions with our vendors become increasingly important, and certainly accentuates our continuing efforts to forge strong relationships with them.

As Central Purchasing we strive to ensure that our practices are understandable, accessible, and transparent to all. We do find upon occasion, that misconceptions can exist within our own branches of government, and within the vendor base, that we want to enlist your help in remedying.

Our office follows an open and competitive process that serves the best interests of the State and its taxpayers. Our contracting procedures contemplate securing cost-effective services from contractors. And cost effectiveness is determined by evaluating both the rates charged and the anticipated quality of the work or article produced. In some instances the State may issue contracts to multiple vendors or service providers. We want to stress that there is no obligation for the State to guarantee any amount of work to contractors, particularly those that are not the most cost-effective option for any given project.

That being said, our office recognizes that vendors spend a lot of time and energy preparing their proposals. We want to do our utmost to ensure they are properly informed and educated as to the practices we follow, the uncertainty of demand for their product or service, or any other area that they find confusing and may need our assistance with.

A contractor's ability to provide both high quality services and/or products, with competitive prices, remains critical to securing State contracts and protecting the interests of our taxpayers. To that end, we remain committed to make sure the work or products we're soliciting are explained in full detail and without ambiguity.

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COMING SOON

Auctioneer Services: Our office recently issued an RFP for On-Line and On-Site Auctioneer Services. We are presently evaluating the proposals we received and plan to award contract(s) shortly. Once contracts have been fully executed you will find them on our website. If you have any questions please contact Brian Berini at Brian.Berini@vermont.gov or 828-2217.

LED Lamps & Fixtures: An RFP for statewide LED requirements has just closed and we're in the process of evaluating vendor submissions. Our primary focus here has been two fold., to maintain or lower associated costs to the State while also ensuring all products are either DLC or Energy Star certified. If you have any questions please contact Brian Berini at Brian.Berini@vermont.gov or 828-2217.

Land Debris Removal for Disasters: Our office, together with the Division of Emergency Management, has just completed evaluations of vendor proposals., which were many. We plan to be issuing a contract within the next few days. The fully executed contract will be made available on our website as soon as it is available. If you have any questions please contact Brian Berini at Brian.Berini@vermont.gov or 828-2217.

2017 Model Year Vehicles: It is anticipated that 2017 model year vehicles will be available in the October/November timeframe! If you have any questions please contact Steve Smith at Steven.Smith@vermont.gov or 828-4681.

2017 Hybrid Vehicles: The Ford and Chevy hybrid vehicles are being rebid to include newly released vehicle classes and models. If you have any questions please contact Steve Smith at Steven.Smith@vermont.gov or 828-4681.

Fire Extinguishers and Related Services: The three fire extinguisher contracts are in the process of being rebid. The replacement contracts should be ready around the end of October. If you have any questions please contact Steve Smith at Steven.Smith@vermont.gov or 828-4681.

Policy Pursuit Vehicles: Chevrolet police pursuit vehicle requirements will be rebid soon.

Scrap Metal Removal Services: Contract #21840 with Earth Waste Systems will expire on 12/01/2016. An RFP will be posted soon to replace this contract. If you have any questions please contact Steve Smith at Steven.Smith@vermont.gov or 828-4681.

Apple Computer Products: The State of Vermont recently completed the RFP process for new Apple Computer Products to include Desktops, Laptops, iPads, as well as accessories and services. Contracts are in the process of being issued. If you have any questions please contact Stephen Fazekas at Stephen.Fazekas@vermont.gov or 828-2210.

Useful Links

- [Office of Purchasing & Contracting website:](http://bgs.vermont.gov/purchasing) <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
- [IT Retainer Contracts:](#) List of available IT retainer contracts