



PERSONAL COMPUTER EQUIPMENT AND RELATED DEVICES

The Office of Purchasing & Contracting recently participated in a multi-state bid solicitation opportunity for personal computer equipment and related devices. As a result of that solicitation contracts have been issued to fifteen companies to support the various requirements of the state.

Contracts that have been executed and available for use effective September 1, 2009 have been posted to the Purchasing & Contracting website. Although there are a few contracts that have yet to be executed due to a variety of reasons, they will be posted to the website as they become available. A more detailed description of the contracts are available on Page 3 of this Newsletter.

Please note that previous contracts with HP, Dell and Lenovo have been removed from the website and are no longer available.

RECYCLING CELL PHONES

The first step should be to confirm with the vendor that cell phones are not required to be returned to them as part of your plan or contract agreement.

Simple cell phones should be completely erased (all contacts, calls received and sent, etc.) and then sent to Surplus Property (please note that a Surplus Property notification file should also be completed prior to sending. This form is available on the Surplus Property website at: http://bgs.vermont.gov/business_services/surplus/forms

Surplus Property will coordinate appropriate recycle of cell phones based on current market options available. Surplus Property does donate to various programs when appropriate.

Smart phones (with PC-like functionality) must be disposed of per the new statewide Digital Media and Hardware Disposal Policy and Standard. A copy of the policy and standard, along with more information can be found at the following site: http://dii.vermont.gov/Policy_Central

Questions on alternative processing for smart phones should be directed to Kris Rowley, DII - Systems Security Director at 802/828-0911 or email at kris.rowley@state.vt.us .

In this issue...

Buyer's Guide	2
Cell Phones	1
Contract Updates	3
IT Contracts	1
Useful Links	2

BUYER'S RESOURCE GUIDE

The Buyer's Resource Guide was updated in August 2009 and is now available on the Purchasing & Contracting website at the following link:

<http://bgs.vermont.gov/sites/bgs/files/pdfs/purchasing/BGS-Purchasing-resource-guide.pdf>

This manual is intended as a guide for Vermont state agency personnel to the policies, procedures, and practices that guide the state's procurement process. The goal of the Office of Purchasing & Contracting is to provide state agencies with exceptional products and services that meet agency requirements effectively, at the lowest cost, through a process that meets all applicable laws and administrative requirements.

Title 29, Chapter 49 V.S.A states "The Commissioner of Buildings and General Services shall contract for and make all purchases, including but not limited to all fuel, supplies, materials, equipment, for all departments, offices, institutions and other agencies of the state and counties."

The Office of Purchasing & Contracting is charged by the Commissioner to provide these services and administer the requirements outlined in the statutes and applicable administrative bulletins.

We welcome any comments that you may have regarding this resource guide. Please email any comments, questions or suggestions to deborah.damore@state.vt.us .

USEFUL LINKS

- Office of Purchasing & Contracting website: <http://www.bgs.vermont.gov/purchasing>
- Contracts added or amended in the last 30 days: <http://www.bgs.vermont.gov/sites/bgs/files/pdfs/purchasing/BGS-Purchasing-Updated-Contract-List.pdf>
- List of all Purchasing & Contracting contracts: <http://www.bgs.vermont.gov/sites/bgs/files/pdfs/purchasing/BGS-Purchasing-Current-Contract-List.pdf>
- Contracts may be viewed or printed: <http://www.bgs.vermont.gov/purchasing/currentcontracts>
- To be added to the list-serve to receive this publication, go to: <http://bgs.vermont.gov/purchasing/newsletter> and click on the **SIGN UP NOW** link. All you need to do is type in your email address where it specifies, make sure immediate delivery is checked, and then click on Submit.
- Email any comments, questions or suggestions to: vtbids@state.vt.us

COMPUTER TECHNOLOGY CONTRACTS

Several new computer technology contracts have become available for use. As stated previously Vermont participated in a multi-year, multi-state solicitation process with the Western States Contracting Alliance (WSCA). The resulting contracts will introduce several new suppliers to our menu of technology vendors.

Contracts are divided into three primary groups. PCs (may include printers, servers, and storage), Printers, and Servers-Storage. Leasing is not authorized for any of these contracts.

The table below identifies the vendors that the state is contracting with as a result of the formal solicitation process. The contract numbers and further data on these contracts can be found on the Purchasing & Contracting link of the BGS web site. The contracts that are identified as having a pending status will be posted to the web site as they become available.

Contracts can be found at: <http://bgs.vermont.gov/purchasing/currentcontracts>

PCs	PRINTERS	SERVERS-STORAGE
1. APPLE	1. KYOCERA MITA	1. EMC
2. DELL	2. LEXMARK	2. IBM
3. FUJITSU	3. OKIDATA	3. SUN
4. HP	4. RICOH	
5. LENOVO	5.XEROX	
6. PANASONIC		
7. TOSHIBA		

ATRION NETWORKING CORPORATION: Contract #11796 has been extended for one year with a new expiration date of July 31, 2010. This contract provides for the purchase of Cisco hardware, software, and Cisco Smartnet maintenance.

INSIGHT PUBLIC SECTOR: Contract #11829 has been extended for one year with a new expiration date of July 31, 2010. This contract provides for the purchase of HP printers.

CONTRACT UPDATES

VERISON WIRELESS dba Cellco Partnership:

Contract #14825 with **Verizon Wireless** has been completed and is available for use. This contract will run through March 31, 2011 and can be used for wireless phone service and equipment. This contract is available for use by political subdivisions. Chittenden County users of Verizon Wireless please note this recently received news release: **A new cell site at St. Michael's will provide enhanced coverage to the St. Michael's College as well as parts of the Essex Fairgrounds. St. Mike's will enhance the coverage on RT 15 from Winooski to the Essex 5 Corners and will also provide capacity relief to the Burlington Core.**

ROAD SALT: AMERICAN ROCK SALT

COMPANY: Contract #'s 11834, 11885, and 11886 for AOT Districts 1, 4, & 6 have been renewed at a 2% increase over the previous contract year. These contracts are not available for use by Political Subdivisions. Contact Dona Bosley at dona.bosley@state.vt.us or 802/828-2217 with any questions.

ROAD SALT: CARGILL INC.: Contract #15500 has been for AOT Districts 2, 3, 5, 7, 8, & 9 and has been posted to the website. This contract is available for use by the political subdivisions that participated in the bid solicitation process with the state. The list of approved political subdivisions is posted to the website along with the contract. Contact Dona Bosley at dona.bosley@state.vt.us or 802/828-2217 with any questions.

J F GRIFFIN PUBLISHING: Contract #15617 for Vermont Fish and Wildlife Guide to Hunting, Fishing and Trapping has been issued for a period of twenty-four months with and option to renew for two additional one year periods. The contract is valid until July 31, 2011. Contact Betsy Laraway at betsy.laraway@state.vt.us or 802/828-4658 with any questions.

UNIVERSAL LABEL TECHNOLOGIES: Contract #15663 for Department of Liquor Control Warehouse labels has been issued for a period of twelve months with and option to renew for two additional one year periods. The contract is valid until July 31, 2010. Contact Betsy Laraway at betsy.laraway@state.vt.us or 802/828-4658 with any questions.

HEARING AIDS: Bids received in response to this solicitation are currently under review at this time. Any contract issued as a result of this bid process will be posted to the Purchasing & Contracting website when fully executed. Contact LaRose at deb.larose@state.vt.us or 802/828-4635 with any questions.

LAMPS AND BALLASTS: Bids received in response to this solicitation are currently under review at this time. Any contract issued as a result of this bid process will be posted to the Purchasing & Contracting website when fully executed. Contact Dona Bosley at dona.bosley@state.vt.us or 802/828-2217 with any questions.

HAZARDOUS WASTE, UNIVERSAL WASTE DISPOSAL AND EMERGENCY RESPONSE: Bids received in response to this solicitation are currently under review at this time. Any contract issued as a result of this bid process will be posted to the Purchasing & Contracting website when fully executed. Contact Dona Bosley at dona.bosley@state.vt.us or 802/828-2217 with any questions.

CULVERT: Vermont is currently participating in a multistate bid opportunity with New Hampshire and Maine for HDPE and metal culvert. Contracts issued as a result of this bid process will be posted to the Purchasing & Contracting website when fully executed. Contact Dona Bosley at dona.bosley@state.vt.us or 802/828-2217 with any questions.

CONTRACT UPDATES

ENTERPRISE RENTAL CONTRACT: Contract #9817 has been extended to December 31, 2009 with minor price increases for daily, weekly and monthly rates on cars and vans. The Office of Purchasing & Contracting is participating in a cooperative bid process with several other states to achieve potential savings for future rental vehicle contracts.

The Office of Purchasing & Contracting would like to hear from you regarding your experiences with this contractor, good or bad. Please provide specifics, such as approximate rental date, rental pickup location, etc. Please contact Steve Smith at: Steven.smith@state.vt.us or 802/828-4681.

2010 MODEL YEAR VEHICLES: An RFP will be issued in the near future to establish 2010 model year vehicles contracts. Anticipated contract dates will be September 2009 through September 2010.

The typical delivery timeframe for vehicles under these contracts is 90-120 days after receipt of order. If vehicles are required prior to this timeframe, contact Steve Smith at: Steven.smith@state.vt.us or 802/828-4681.

SNOWPLOW BLADES: As a result of a cooperative bid process with Vermont, New Hampshire and Maine, a new contract is being issued for snowplow blades. The contract will be posted to our website in the next few weeks. This contract is also available for use by Political Subdivisions within Vermont. Please contact Steve Smith for additional information at: Steven.smith@state.vt.us or 802/828-4681.

VT INFORMATION CENTER UNIFORM CONTRACT: Bids received in response to this solicitation are currently under review at this time. Any contract issued as a result of this bid process will be posted to the Purchasing & Contracting website when fully executed. Contact LaRose at deb.larose@state.vt.us or 802/828-4635 with any questions.

WAREWASHING & LAUNDRY COMPOUNDS AND SERVICES: Bids received in response to this solicitation are currently under review at this time. Any contract issued as a result of this bid process will be posted to the Purchasing & Contracting website when fully executed. Contact LaRose at deb.larose@state.vt.us or 802/828-4635 with any questions.

AOT – SAFETY SHIRTS & SWEATSHIRTS: Bids received in response to this solicitation are currently under review at this time. Any contract issued as a result of this bid process will be posted to the Purchasing & Contracting website when fully executed. Contact LaRose at deb.larose@state.vt.us or 802/828-4635 with any questions.