

Louisiana Purchasing News

Director's Message *By Denise Lea*

We have all celebrated March as professional purchasing month. I'm sure all of you are busy closing out this fiscal year and getting ready for next fiscal year. Congratulations to all of you for doing what you do so well!

I know it is difficult to believe, but hurricane season is just around the corner. Review the helpful information on our website on emergency procurement and review your agency's needs. Process those procurements now so that you will be prepared if our state is faced with another hurricane. Let us know if you recognize the need for a contract that would benefit your agency in the event of a hurricane.

The news article in this newsletter concerning the Small Entrepreneurship (Hudson Initiative) Program contains some important information. This program will impact your day-to-day operation, so agencies need to be thoroughly informed about the program.

A new Small Purchases Executive Order is expected to be issued soon. This will be disseminated when we receive it and will also be posted on our website.

OSP Spotlight

Helpful Information About Emergency Procurement

Prior to hurricane season in 2006, a guide was developed for agencies to use in emergency situations, such as those experienced during Hurricanes Katrina and Rita. This guide includes information on FEMA reimbursement, emergency procurement methods, links to contracts and items specifically geared to meet emergency needs, emergency procurement information for those types of contracts handled through OCR, and other useful information.

This guide is accessible under "What's New?" on our homepage, and every effort is made to keep the information updated. When a catastrophe is anticipated and if time permits, it is suggested that the information in this guide be printed prior to the occurrence, considering probable power failures.

Office of State Purchasing

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Special points of interest:

- *Helpful Information About Emergency Procurement*
- *Small Entrepreneurship (Hudson Initiative) Program*
- *LaCarte Purchasing Card – Vendor Tax Exempt Information*
- *Search Contracts Using LA eCat*
- *New Contracts for Athletic Equipment & Supplies, Band Instruments, Cosmetology Equipment & Supplies*

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State Purchasing is facilitating the implementation of the Small Entrepreneurship (Hudson Initiative) Program and is excited to report on the progress. We have highlighted the key features of the program and the developments in progress. You are encouraged to continue the efforts that you have already undertaken to involve small entrepreneurs in procurement and contracting opportunities in order to accomplish the statewide expenditure goal announced by the Commissioner of Administration. Our office is eager to assist you in anyway that you deem necessary.

► **KEY FEATURES OF THE PROGRAM:**

- The Small Entrepreneurship Program (also known as the Hudson Initiative) was created by Act 440 during the 2005 regular legislative session.
- The intent of the Hudson Initiative is to provide additional opportunities for Louisiana-based small entrepreneurs (SE's) to participate in contracting and procurement activities with the State of Louisiana.
- The Small Entrepreneurship Program is race and gender neutral. The program is goal oriented.
- The administrative procedures implementing Act 440 have been promulgated by the Division of Administration and are located at www.doa.louisiana.gov/osp/se/se.htm.
- All state departments/agencies as defined in the statutes, including colleges and universities; community and technical colleges; Facility Planning and Control; Office of Contractual Review, and DOTD are required to participate in this program.
- The Division of Administration and all State departments/agencies are responsible for the overall operation and implementation of the Hudson Initiative. The Office of State Purchasing is facilitating these efforts.

- Procurements that are designated as suitable for SE participation will require the bidder to either be a certified small entrepreneurship or to put forth a good-faith effort to use certified SE's as subcontractor(s) in the performance of the contract.

► **CURRENT PROJECTS:**

- "Hi-Trak" is the name of the on-line reporting mechanism that is being developed for utilization by agencies to report SE expenditures and training of staff and vendors in compliance with Act 440. Agency staff will be trained relative to the use of this system. The anticipated rollout is May 2007.
- Recommended language to include in solicitations deemed suitable for small entrepreneurship participation has been sent to SE liaisons.
- An alpha list of certified SE's as well as their enrollment by commodities has been placed on the OSP home page for ready reference by agencies and bidders.
- A seminar involving agency personnel and all SE certified vendors is planned for May 8, 2007.
- Vendor and staff training modules are nearing completion and are anticipated to be finalized by May 2007.

► **VENDOR CERTIFICATION:**

- Agencies are requested to continue to encourage vendors on their bidder's list to certify and enroll in LaPAC.
- The Louisiana Department of Economic Development (DED) is responsible for vendor certification. Vendor qualifications and on-line certification are available at: www.ledsmallbiz.com

Additional information relative to the implementation of the Program may be obtained from Rosemary Jackson at 225-342-8012 or by email: rosemary.jackson@la.gov.

'LaCarte' Purchasing Card



Vendor Tax Exempt Information

Larger businesses are requesting that agencies register direct with their company to establish a tax exempt account for all purchases made with the 'LaCarte' purchasing card. When making a purchase at their store, they require their assigned tax exempt number instead of the State of Louisiana tax exempt number listed on your purchasing card.

In order to assist agencies, whenever possible, the State Purchasing Office has registered for all 'LaCarte' users. The numbers listed below should be of assistance when purchasing from these merchants. Please remember that these numbers are established in the State of Louisiana's name and when questioned you should not state your agency's name, but rather the State of Louisiana to eliminate problems. However, if anyone encounters problems using these numbers, please call Tammy Toups at 225-342-8039 or email tammy.toups@la.gov.

Also, please remember the following when using your 'LaCarte' cards:

- Cardholders must advise store clerk of tax-exempt purchase prior to initiating transaction.
- Purchases made with the Visa® card are tax exempt; however, if making an in-store purchase, the exemption is applicable in Louisiana only.
- Remember: 'LaCarte' purchasing cards are non-transferable and use by anyone other than the cardholder is prohibited.

HOME DEPOT – #5511616 – The original tax exempt information is on file at the State Travel Office.

LOWE'S – #046100014 – The original tax exempt information is on file at the Cortana Mall Lowe's in Baton Rouge

OFFICE DEPOT – #36087878 – The original tax exempt information is on file at home office.

WAL-MART – #192118 - The original tax exempt information is on file at the Wal-Mart Store #1016.

(See State Purchasing's website for additional information at: www.doa.louisiana.gov/osp)

Internet Purchases Using the LaCarte P-Card

Steps to Ensure Enhanced Security . . .

- When using your LaCarte purchasing credit card number to make ANY purchase, always use good judgment and common sense. Try to select a company you have done business with in the past or are able to verify the company's credentials.
- Most vendors' credit card processing units have the ability to detect that the shipping address is different from the cardholder's billing address. The company can either refuse to ship or will verify with you that the different recipient and shipping address is correct.
- Check the company's security policy to see if credit card numbers or ordering information is stored on company servers. Company servers are particularly vulnerable to persons who want access to large volumes of information.
- If you have already accessed the company's web page, you can check the security of your connection by looking at the lower corner of your browser window. If you see an unbroken key or a closed lock (depending upon your browser), then the encryption technology is active.
- You can also double-check the security of the web site by looking at the URL line of your browser. When accessing a secure server, the first characters of the site address will change from "http" to "https".
- Some web browsers and some firewalls don't permit communication through secure servers. In that case, you'll be unable to connect to the server so you won't have to worry about mistakenly placing an order through an unsecured connection. If you can't access the secure server for whatever reason, place your order by phone or by fax.

If you have any other concerns or questions, you may contact our office at 225-342-8039.

Search Contracts Using LA eCat

Did you know that you can use the contract search feature in LA eCat without logging in? Just click on the LA eCat logo on OSP's home page. This will take you to the log-on screen where you simply click on the words "Contract Search". This search feature works a little differently than the Contract Search on OSP's website. There are tips to help you, or you can call OSP's Help Desk for assistance (225-219-HOW2).

Recent enhancements have made searching for contract information in eCAT more favorable. You can now view any contract notes, the OSP buyer who handles each contract with contact information, vendor contact, as well as distributor vendors, indicators for SEBD and SE certification, the commodity number for each item, and you can now view and print an entire contract.

If you are interested in using LA eCat to place contract orders, you can contact Llewellyn DeFoe for information and assistance at 225-342-8020 or llewellyn.defoe@la.gov.

We encourage you to become familiar with eCat search because the old search engine will soon be eliminated.

Changes . . .

OSP has had quite a few personnel changes since our last newsletter. A recent round of "musical chairs" and several new hires have brought fresh faces and ideas, as many are now challenged with learning new commodities and duties.

Team 1: Tammy Grant is now Manager of Team 1. Nick Cascio moved into Team 1 as a food buyer. Gina Purpera is still buying food, but has also moved to Team 1. Lisa Sanchez now handles pharmaceuticals, temporary personnel, drug testing, among other commodities. Connie Spann came to us from DOTD in July, 2005. Included in her commodities are police and prison supplies, fire extinguishers, and contracts for janitorial and pest control services. Most recently, Team 1 gained new employee Tom Ketterer as the buyer for heavy equipment, agricultural and

lawn equipment, ATV's, golf carts and utility vehicles, etc. Tom comes to us from the Department of Agriculture.

Team 2: Dottie Young has officially retired, although she has agreed to remain with us on a part time basis to assist her replacement on the construction desk, Brenda Myers. Brenda has already been a great addition to the team. Nadine Molliere has joined our staff, coming from the Louisiana Office of Student Financial Assistance. Nadine is on the copier desk and is working hard to revamp the copier contract to allow for connectivity, a change that we are sure will make all state agencies very happy. Janelle Warner Brown has joined Team 2 and comes to us from the Office of Group Benefits. Janelle has been assigned Fuel, Lubricating Oils and Greases, as well as other commodities. Janelle is researching a possible revamp of the fuel contract.

Team 3: Belinda Miller has moved to Team 3 as Manager. New also to Team 3 are Lelia Achee, who has assumed most commodities formerly handled by Augustine Jackson. Vanessa Dargin joined our staff in July, 2005, and handles janitorial chemicals, herbicides and pesticides. New employee Patsy Bergeron recently moved from the DOA-Office of Finance and Support and brings with her many years of purchasing experience. Among her commodities are paper products, fertilizer, signs, photo I.D. systems, veterinary supplies, etc.

Team 4: Rosemary Jackson is now the Manager of Team 4 and heads up the new Small Entrepreneurship Hudson Initiative Program. Working with her in that endeavor, in addition to their other duties, are Augustine Jackson, Ann Campbell, Roy Paul, and Shelita Woods. Augustine still handles the Office Supply Contract.

Team 5: Lona Gros has been an asset to Team 5 since she came to OSP in July, 2006 from the purchasing office of DPS. Her purchasing experience brings value to her commodity assignment of printing. Marie Russell has moved to Team 5 also, bringing her commodities and years of printing experience with her.

Travel/LaCarte – Tammy Toups is now Assistant Director over the Travel section, and Barbara Rhodes has moved to this section, which is also responsible for LaCarte and finance programs. Tammy replaced Jimmie Sanders, who is still working with us and has been assigned to special projects.



Support Area - New in the Support Area are our receptionist LaTonya Matthews and Rolanda Allen, who works in the Bid/File Area. Lola Johnson joined us since our last newsletter, working first as receptionist and then moving to the bid room.

Farewells - We have bid farewell to a number of people in the past few years.

Marita Woodruff retired in early December, 2005. She had worked for State Purchasing since 1992, managing the advertisement desk for most of that time. She plans many adventures in the Canary Islands, which is the home of her children and grandchildren.

Also retiring in December, 2005, after many years of state service, was Pam Miller. Pam spent much of her career in purchasing for the Department of Public Safety, but was at OSP for approximately 10 years. We trust she is enjoying retirement.

Sharilyn Livingston retired in January, 2006, after 30 years of state service. Although she also worked at Dept. of Public Safety and Dept. of Revenue, the majority of her career was spent at State Purchasing, most recently as Assistant Director. We know she is enjoying being retired.

Sally Bollich was next to retire, in April, 2006. Her plans as she left were to spend time with her children and grandchildren, work in her yard, and just whatever.

Jackie Bourgeois, who helped keep our File Room in order for many years, retired in June, 2006. She loves to read and is an avid Bingo player, which she is sure to be enjoying.

Our latest retiree is Dale Beard, who officially retired March 5 of this year. For many years, Dale served a valuable role as State Purchasing's computer whiz, in addition to his other duties, for many years as Assistant Director. We are sure he plans to relax and to forget all about AGPS, LaPAC, eCat, Business Objects, etc. Hopefully, he won't forget about us.

We miss all of these special people who were a part of our lives at State Purchasing. We wish each of them a wonderful retirement filled with good health and happiness.

Contract Updates

LaMAS Contracts

Lawson Products Automotive Shop Equipment & Supplies

LaMAS Contract No. 406507, T number 92476 for Lawson Products Automotive Shop Equipment and Supplies is available for use with certain restrictions as stated in the contract notes. The vendor contact is Michael Nash at 847-827-9666, extension 2591, or email:

mnash@lawsonproducts.com for product information and price quotations. A web link to their landing will be established in the near future.

Please contact the vendor listed above, or Scott Underwood at 225-342-8036 or email:

scott.underwood@la.gov for assistance.

LaMAS Carpet Contracts

New LaMAS Carpet Contracts are listed below. Remember to check our website often as new contracts may be added.

406753 - Shaw Industries
 406744 - Tandus US
 406787 - Bentley Prince Street
 406878 - Interface Flooring

Installation is an option on these contracts. Installation prices are based on carpet installation in an open, empty office / dormitory / quarters space on a CLEAN floor. A clean floor is one whose condition is appropriate to accept carpet with no additional preparation other than possibly sweeping. Sub floor preparation (take-up and disposal of existing floorcovering, flashpatching for uneven floor, extensive floor cleaning, cost of temporary warehousing, etc.) is not covered by this contract. Installation shall be performed during the ordering agency's normal hours, Monday through Friday, holidays excluded.

Contact Margaret Baird if you have questions at 225-342-8044 or email: margaret.baird@la.gov.

Floor Maintenance Equipment, Walk-Behind and Rider-types



A Louisiana Multiple Award Schedule (LaMAS) Statewide Contract has been established for Floor Maintenance Equipment, Walk-Behind and Rider-types.

These contracts offer a comprehensive line of floor maintenance equipment, parts and consumables. It is highly recommended that you shop these contracts and make your selections based on sound business decisions.

This equipment is designed for use in offices, hospitals, warehouses, gymnasiums, auditoriums, convention centers, parking ramps, stadiums, etc. Over-the-road equipment is excluded.

Items to be found on the contract are scrubbers, sweepers, vacuum cleaners, wet/dry vacuums, burnishers, extractors, spotters, air movers, floor machines (for polishing, scrubbing, buffing, stripping, and sanding). Chemicals are proprietary, where included, and are manufactured expressly for the equipment with which it is listed.

Contract numbers are:

- 406276 Windsor
- 406277 Nilfisk Advance, Rider-type
- 406278 Nilfisk Advance, Walk-behind type
- 406279 Powrflite/CFR
- 406246 Nobles
- 406248 Tennant Rider
- 406249 Tennant Walk-behind.
- 406551 Kent/Euroclean
- 406812 Betco Commercial Floor machines

Inquiries regarding these contracts may be directed to Margaret Baird at 225-342-8044 or via email: margaret.baird@la.gov.

LaMAS Prefabricated Buildings & Structures Contract No. 406414



Hurricanes Katrina and Rita prompted a need for more secure buildings. These buildings may be used to house telecommu-

nications or other sensitive equipment. They may also be used as a guard shack or as other protective shelter for personnel. As a response to this need, a LAMAS contract was established.

Based on the vendor's information, these buildings are engineered to withstand a category 5 hurricane. Since the lead time for delivery is approximately seventy-five (75) days, orders should be placed as soon as possible for a possible delivery by the start of the next hurricane season. The vendor should be contacted to configure a building to accommodate your agency's specific needs.

The agency will be responsible for hiring a contractor to build the slab and to obtain the crane to place the building on the slab. All labor and materials work associated with the purchase of the prefabricated building is to be handled outside of the contract following proper purchasing procedures. Any state agency wishing to utilize this contract will be required to obtain approval for the structure from the Office of Facility Planning and Control prior to placing the order.

To view the contract, visit our web site: www.doa.louisiana.gov/osp/contracts/lamas/prefabldgs/pfbcontrs.htm. The vendor's contact information is as follows:

Kontek Industries, Inc.
1200 Dawson Rd
New Madrid, Mo 63869
Vendor Number: 43155873101
Vendor Contact: Don Selke
Vendor Contact Phone: 573-748-5561

For any additional information, call Brenda Myers at 225-342-8022 or email her at: brenda.myers@la.gov.

Technology

Microcomputers and Peripherals Brand Name Contracts

Memorandum OSP 07-03 regarding the Brand Name Microcomputer and Peripherals contracts was released on November 21, 2006. The purpose of the memorandum was to provide clarification regarding the type of equipment available on these contracts and the type of installation that is allowed on the state contracts. The memorandum clarified the definition of the term 'peripherals'; named items that have inadvertently been added to some of the contracts; and provided information on the use of installation on the contract. State Purchasing has been contacting all of our vendors, and we are in the process of revising these contracts. Accordingly a copy of the memorandum is available on OSP's website or by contacting Carolyn Thurston.

Currently, there are forty-four (44) active contracts that are either Brand Name Microcomputer & Peripheral Contracts, Brand Name Peripheral Contracts or Brand Name Scanner Contracts. Eleven (11) of these contracts are "Catalog" contracts.

When purchasing from the catalog contracts, agencies should make sure that they review the contract notes that relate to that particular contract, as the notes may change to include new information pertaining to the contract.

New Catalog Contracts added in 2006 and 2007 include:

AOS (Advanced Office Systems) - 405189
Lenova (IBM Products) - 406254
Kyocera Mita - 406737
Apple - 404553

G & G Computers Brand Name Microcomputers and Peripherals Contract has been changed to Magnolia Brand Name Microcomputers and Peripherals Contract. The Contract No. 404814 remained the same.

Kodak Brand Name Scanners Contract was recently awarded to Image Express, Inc. The new Contract No. is 406870.

If you have any questions or need help, please feel free to contact Carolyn Thurston at 225-342-8028 or e-mail: carolyn.thurston@la.gov.

IT Master Agreements

Agencies may not be aware of the fact that the Office of State Purchasing has successfully negotiated Master Terms and Conditions Agreements with several vendors. These agreements can be used by agencies for the procurement of hardware, software, software maintenance, and hardware maintenance.

The agreements which are currently in place include:

- FileNet
- Unisys
- ESRI
- Storage Technology (soon to be Sun Microsystems)
- IBM
- Computer Associates
SCT

We also have in place Master License Agreements with:

- Novell
- Microsoft

Additional information regarding any of these agreements can be obtained by contacting Mary Randolph at 225-342-8025 or by emailing mary.randolph@la.gov.

Fax Machines

The fax machine contracts listed below are effective until December 9, 2007:

<u>Contract</u>	<u>Brand</u>	<u>Prime Contractor</u>
405876	Imagistics	Imagistics International
405877	Brother	Brother International
405878	Muratec	Muratec America
40619	Canon	Advance Office Systems
405880	Vintage Machines	Allfax Specialties & Maintenance

If you need assistance with the Fax Machine Contracts, contact Beckie Sicard at 225-342-6634 or beckie.sicard@la.gov.

Telecommunications

E-rate contracts, which were established after Hurricanes Katrina and Rita, have been renewed through June 30, 2011. This will allow schools and libraries to have a continuity of service with the E-rate vendors.

The devastation caused by both hurricanes prompted the Federal Communications Commission to enact a procedure to allow schools and libraries in the affected areas to rebuild their telecommunications infrastructure. Billed on every phone bill is a charge called the Universal Service Fund (USF). The Universal Service Fund helps provide communities across the country with affordable telecommunications services. The support for schools and libraries, commonly referred to as E-rate support, provides affordable telecommunications and Internet access services to connect schools and libraries to the Internet. This support goes to service providers that provide discounts on eligible services to eligible schools, school districts, libraries, and consortia of these entities. The E-rate program pays a percentage of the expense. After the hurricane, the percentage was declared to 90%, leaving the schools and libraries with the opportunity to return to a pre-hurricane status at 10% of the cost. In addition to affected schools and libraries, all public and private schools in Louisiana are eligible for this substantial discount.

The Office of State Purchasing filed the necessary documents with the federal government and bid 23 eligible services or functions through an RFP. The renewed contracts out of this process are:

BellSouth - 406418 - Phone Service, Phone Systems, Internet Service, Networking Equipment

Cohesive Connections - 406422 - Networking Equipment, Phone Systems

Cox Business - 406425 - Local Phone Service, Internet Access

Dell - 406426 - Computer Equipment

Global Data Systems - 406420 - Network Equip.

INX, Inc. - 406424 - Network Equipment

SkyRider - 406421 - Wireless Wide Area Networks & Internet

The satellite phone and service contract, which was also established after the hurricanes, is out for bid again. It was found that during the hurricanes the only line of communication that remained operational was satellite phones. A new contract will be in place by May 1, 2007. As with the previous contract, this will be a convenience contract available to all state agencies, political subdivisions and quasi state agencies.

A new contract will be established this year for a small, portable broadband terminal that will support internet connectivity, e-mail, fax and satellite phone service to any outside location where the unit can see its Inmarsat satellite. The coverage is global. This bid opened on February 14, 2007 and an award is expected this spring.

Due to the recent increases in commodity prices for steel, copper and plastics, all of the wiring contracts, (Indoor, Outdoor and Basic) are currently out for bid with new contracts anticipated in the spring of 2007.

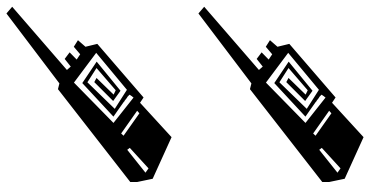
We are currently without telephone equipment contracts; however, a new bid is expected to be released by May 2007.

New video conferencing contracts are in place for Polycom and Tandberg. Wire One is the primary contract holder for each. Wire One will provide a quote to meet the need and provide the discount off the current published list price. See contract notes for complete guidelines. The contract numbers are Polycom - 406677 and Tandberg - 406720.

OSP is in the process of revising the procedures for the establishment and use of Information Technology/Telecommunications Networking state contracts. As we move forward with these new initiatives, we will be implementing new contracts that include all Local Area Network (LAN), Metropolitan Area Network, Wide Area Network (WAN), and Telephony routers, switches, servers, security, intrusion detection, wireless access points, wireless transport and network application devices. We will also be implementing changes to our existing guidelines, procedures and requirements. This information will be made available on our website as it is finalized.

If you need assistance with these contracts, contact Timothy N. Kemp, CPPB, at 225-342-8021, email: tim.kemp@la.gov.

Two-way Radios



OSP established two Portable Two-Way Radio Contracts in April of 2006. The contracts are with Motorola, Contract No. 406472, and E. F. Johnson, Contract No. 406473, and are effective until 03/31/08.

Agencies are responsible for analyzing and comparing like items on both contracts. In order to purchase any radio other than the lowest cost radio available on either contract the following conditions shall be met: 1) The Purchasing Entity shall prepare a written narrative justifying the purchase of the higher priced item. The narrative shall include the factors requiring the higher priced radio. The stated factors shall include, at a minimum, all features specific to the radio that require its purchase, any service factors involved in the selection of the radio, and an explanation justifying the additional cost based on the identified factors; 2) Prior to submitting an order for a radio other than the lowest cost radio available on this contract, the narrative justification shall be reviewed and approved by the head of the using agency or political subdivision or his designee. The approved narrative justification, along with any supporting documents and information shall be placed and maintained in the procurement file.

If the radios being purchased are intended for use with the State Police Radio System, prior to purchasing, a request must be made from the end user directly to the State Police Radio Maintenance Division – Phone: 225-925-6036.

Questions on these contracts may be directed to Beckie Sicard @ 225-342-6634 or by email: beckie.sicard@la.gov.

Wireless Telephone Service and Equipment

Effective July 1, 2006, the Wireless Telephone Service and Equipment contracts were moved from the Office of Telecommunications Management (OTM) and are now managed by the Office of State Purchasing. Blackberry equipment and services will continue to be managed by OTM. The contracts which are currently in effect are:

Cingular – Contract No. 406569

Nextel – Contract No. 406601

Sprint – Contract No. 406602

Verizon – Contract No. 406593

Alltel – Contract No. 406647

Beckie Sicard is the contact for these contracts. Her telephone number is 225-342-6634, email: beckie.sicard@la.gov.

More Contract Info . . .

Coffee Talk



Agencies are reminded that there is a statewide contract for Community Coffee brand name products: Contract 406227, T-number 92438.

This contract is available for use by participating political subdivisions and quasi agencies, as well as state agencies.

Please check the contract for selection and prices. Cappuccino items are in the process of being added!

For further information, such as delivery schedules, product information, etc., you may call Sean Kirby at 225-368-4110.

Snack Attack!



State Purchasing is in the process of creating a new contract in the food area. This contract will be called "Snacks."

Snacks will be defined as a commodity that is an individual portion, example: a small bag of chips, a cup of pudding, a pack of peanut butter crackers, a fruit cup, etc. These items can be either healthy or not so healthy, as long as it is an individual portion.

If you have any items you would like to see added to this contract, please submit them to Gina Purpera, gina.purpera@la.gov, no later than April 27, 2007.

Household Appliances

New contracts went into effect February 1, 2007, for household appliances, including washers, dryers, ranges, dishwashers, microwave ovens, and freezers for household use. Contract information is as follows:

Mobile One/dba Campo #406879	Glindmeyer Dist. Co #406567
Whirlpool Corporation #406880	Sears Contract Sales #406881

Inquiries regarding these contracts may be directed to Margaret Baird at 225-342-8044 or email: margaret.baird@la.gov.

Kitchen Tools

Contracts for kitchen tools have been established effective June, 2006. Contract information is as follows:

Buller Fixture — 406594
Lee Equipment Co — 406595
Calico Industries — 406596
Cook's Correctional Kitchen Equip. — 406597

On this contract you will find a wide assortment of items including: mixing bowls, ladles, scoops, steam pans, pots, pans, food containers, dishwasher racks, café trays, sheet pan racks, and T-bar shelving.

OSP contact for this contract is Margaret Baird, phone 225-342-8044 or email: margaret.baird@la.gov.

Furniture



New furniture contracts have been awarded since our last newsletter.

Our "A" grade wood furniture is with Inwood Inc. This is now a discount off catalog list price with seating excluded. This allows greater flexibility in ordering as all items in the catalog are discounted. This contract has several distributors that can assist you in your selection. Selections can be viewed at www.inwood.net. Please check our website under Featured Contracts.



Nova Solutions, Contract No. 406757, is for Recessed Monitor Computer Workstations. This is a line item contract that includes recessed computer workstations under glass which gives the user a flat desk surface while protecting the privacy of the screen. The dealer for Nova Solutions in Louisiana is La. School Equipment.

The three Modular Systems Furniture contracts for cubical furniture have been re-bid. Awards are as follows: Herman Miller Brand is with Ensemble - 406854; The Haworth Brand is with Gulf South Business Systems - 406853; and the Steelcase is with Frost Barber Inc. - 406852.

The seating can now be purchased as a separate item, and not necessarily with cubical furniture. A separate discount is applied when seating only is purchased.

John Collins can assist you with these contracts. He can be contacted by phone at 225-342-8031 or by email, john.collins@la.gov.

Emergency Response Equipment



The State of Louisiana has a Hazardous Incident Response Equipment (HIRE) contract, for the purchase of equipment that qualifies for Homeland Security Grant Funding. ARAMSCO has been awarded Contract No. 406289. This contract is available to all state agencies and political subdivisions.

New -- In the event of a declared emergency Aramsco will discount contract pricing an additional 7%.

The following categories of equipment are available for purchase:

- Personal Protective Equipment (PPE)
- Explosive Device Mitigation & Remediation Eqt.
- CBRNE Search and Rescue Equipment
- Decontamination Equipment
- Physical Security Enhancement Equipment
- Terrorism Incident Prevention Equipment
- Medical Supplies
- Agriculture Terrorism Prevention, Response & Mitigation Equipment
- Intervention Equipment
- Decon Trailer and accessories

Use the link below to access products available on the ARAMSCO Contract No. 406289.

www.doa.louisiana.gov/osp/contracts/emergencyeqt/aramscopricing.pdf

Please contact Ann Campbell with any questions regarding this contract at 225-342-8043 or via email ann.campbell@la.gov.

Temporary Personnel

The Temporary Personnel Contract No. 406369 was renewed with Westaff. The new expiration date is 12/31/2008.

Questions on this contract? Please contact Lisa Sanchez at 225-342-8035 or email lisa.sanchez@la.gov.

NEW! – Athletic Equipment & Supplies, Band Instruments, Cosmetology Equipment & Supplies



A number of contracts have recently been established primarily for the Department of Education for schools in the Recovery School District. However, many of the vendors have agreed to extend the contract pricing to all state agencies and political subdivisions.

Those contracts available for use by all state agencies and by any political subdivisions or quasi agencies authorized to use state contracts are as follows:

<u>Football Weights & Equip.</u>	<u>Track & Field Equip.</u>
406882	406897
406883	406898
406884 (excluding line 00002)	406904
406899	406905
406900	406906
	406907

<u>Football Uniforms</u>	<u>Volleyball, Softball & Baseball Equip. & Accessories</u>
406921 (excluding line 00001)	406929
406922	406931
406925	406941

<u>Band Instruments</u>
406914
406915
406916
406917
406918

<u>Cosmetology Equipment & Supplies</u>
406910
406911

If you have any questions regarding these contracts, contact our Help Desk at 225-219-HOW2.



Get It Printed! Printing Contracts on the Web

Envelopes, Certificates, Licenses, Diplomas — Yee Ha! Rapid Printing, Snap-Sets, Pamphlets, Booklets — Ha Yee! Get that printing job done! No more poking through the web to find the printing contracts. Check out the OSP website's direct link: www.doa.louisiana.gov/osp/contracts/printing/printing.htm

If you need help, or have a printing question, please feel free to call the new printing buyer, Lona S. Gros, CPPB, @ 225-342-8023, email: lona.gros@la.gov. Go ahead, call and introduce yourself.

Toner

Contract No. 406452 includes 211 lines of strictly OEM (Original Equipment Manufacturer) products. Should your agency need a specific brand and type not already on this contract, let us know types and quantities and we will create a list for adds at time for Rebid/Renewal.

Janis Donaldson at 225-342-8015, email: janis.donaldson@la.gov can assist you with this contract.

Pesticides and Herbicides

New contracts for pesticides, herbicides and related items went into effect November 1, 2006. Users can access these contracts via LA eCat contract search from our website.

If you have any questions regarding these contracts, contact Vanessa Dargin at 225-342-8047 or vanessa.dargin@la.gov.

Brand Name Chemical Contracts

There are 63 brand name contracts for various types of chemicals, including commercial chemicals & solvents in bulk, detergents & cleaning compositions, water & wastewater treatment chemicals, disinfectants, antimicrobial soaps, healthcare and skin cleansers.

Agencies are reminded that when receiving chemical orders, make sure a Material Safety Data Sheet (MSDS) is included and that the container is properly labeled with all required information and warnings.

Contact Vanessa Dargin at 225-342-8047 or vanessa.dargin@la.gov if you need assistance with these contracts.

Janitorial Supplies



In response to industry changes and demand for popular items, we have revamped the Janitorial Supplies Contracts 406539 – 406542. We have attempted to improve the quality level and added scrubbers with long and hand-type handles, round stick lambs wool dusters, metal dustpans with long handles, and floor, window and griddle squeegees with handles and extensions. We are interested in your feedback on these contracts.

Contract No. 406542 includes all kinds of garbage containers -- round ones, square ones, round and square tops for them, dome-tops and tops with swings, a fire-resistant office size, an ash and trash type—dollies to transport them, and even a wet-floor sign.

Check out these contracts. You might be pleasantly surprised.

For assistance, contact Janis Donaldson at 225-342-8015 or email janis.donaldson@la.gov.

Tires - Helpful Hints

There are two contracts awarded for tires:

- Auto/Truck, 406644, Goodyear
- Farm/Industrial/Specialty, 406719, Bridgestone/Firestone



Since most agencies have tires installed on vehicles, confirmation orders are issued after the fact. It is helpful to use [LA eCat](#), with its enhanced search capabilities to find the appropriate line item to enter the confirming order.

To find tires by product code/model, go to LA eCat, search for Contract No. and Model. Enter the 9 digit Goodyear product or the hyphenated 6 digit Bridgestone model. The Search will show the line item with price, description and size. If you want to search for tire size, you may enter the size in the description field and find all tires sizes to fit your vehicle.

The numbering sequence assigned to tires may assist you in locating tires:

Goodyear, 406644

- | | |
|---------------------|--|
| - Lines 0001-005XX | Tires, Auto/Trailer |
| - Lines 00991-00994 | Mounting, Auto/Trailer |
| - Lines 10001-100XX | Tires, Police Pursuit |
| - Lines 10991-10994 | Mounting, Police Pursuit |
| - Lines 20001-20XXX | Tires, Light Truck, Bias |
| - Lines 20991-20994 | Mounting, Light Truck, Bias |
| - Lines 30001-303XX | Tires, Light Truck, Radial |
| - Lines 30991-30994 | Mounting, Light Truck, Radial |
| - Lines 40001-400XX | Tires, Commercial Light Truck |
| - Lines 40991-40994 | Mounting, Commercial Light Truck |
| - Lines 50001-502XX | Tires, Commercial Over the Road |
| - Lines 50991-50996 | Mounting, Commercial Over the Road |
| - Lines 99901-99904 | Waste Tire Fees (fees may increase/decrease per DEQ) |

Bridgestone/Firestone, 406719

- | | |
|---------------------|--|
| - Lines 10001-103XX | Tires, Farm |
| - Lines 10991-10996 | Mounting, Farm |
| - Lines 20001-202XX | Tires, Industrial/Specialty |
| - Lines 20991-20996 | Mounting, Industrial/Specialty |
| - Lines 99901-99904 | Waste Tire Fees (fees may increase/decrease per DEQ) |

If you need assistance with these contracts, contact Pete Jones at 225-342-0274 or pete.jones@la.gov.



Is there an **ELECTRIC VEHICLE** in your future?

With the focus on fuel efficiency, clean air and global warming, it just makes sense. Contract No. 406726 is the first of its kind to offer a road worthy vehicle powered by batteries. Check out the new 2, 4 or 6 passenger Columbia Eagle, or the Columbia SUV available with a long bed or short bed. Ordering guidelines and instructions are posted on the OSP Vehicle website: www.doa.louisiana.gov/osp/contracts/vehicles/vehicles.htm.

If you have questions or need more information on these alternative powered vehicles, contact Lona Gros at 225-342-8023 or by email to: lona.gros@la.gov.

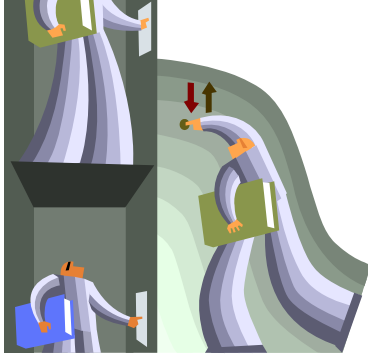
Automotive Transmission Repair Contract



A new transmission repair contract for Troop L Mandeville/Slidell Area has been awarded to Smooth Shiftz/Cottman Transmission in Mandeville. This area has been without a contract since Hurricane Katrina, due to the destruction of the facility of Certified Transmissions, the company that held the contract for many years. The owner of Certified elected not to rebuild his shop, which forced us to canvass the area for other shops that may have been spared from Katrina's wrath. Fortunately, we found a company capable of servicing the state's needs.

The new contract will become effective April 1, 2007. If interested, you may contact Lynn Gazzo at 985-626-0045 or visit the facility at 2021 Tamvest Court.

Contact Don Fontenot at (225) 342-9200 or by email to don.fontenot@la.gov if you have questions.



Elevator Maintenance Contract

That time already? Yes, Yes, Yes, I know. Where did the time go? It's that time again, for you to start sending your requisitions to us for renewal or re-bid. Elevator safety is very important, so don't get caught in that last minute hustle and bustle – act now to get your new contract in place.

If you have any questions, contact Tanya Angrum 225-342-8066, email: tanya.angrum@la.gov.

Water Coolers

Contract No. 406896 to Glacier H2O Systems has replaced the previous Contract No. 406247 for water coolers. The contract period is from February 1, 2007 through August 31, 2007.

The new vendor contact is John Kohl at 504-361-4900. Please contact John Kohl or Linda Swaggerty at (225) 342-9752 or email: linda.swaggerty@la.gov for assistance.

Footwear

The footwear contract series—Contracts Numbers 406571 – 406584, has been updated and revised. There are white fisherman's type boots (Cajun Reeboks), waders, several types of rubber boots from low grade to steel-toed industrial type, with law enforcement type footwear. If your agency orders footwear, you may want to check these out!

Call Janis Donaldson at (225) 342-8015 or email janis.donaldson@la.gov if you need assistance with these contracts.

Film Processing Services

We have a new Contract No. 406945 for Film Processing Services for Area 2 agencies, which includes lines from the previous contract, new lines for Digital Processing of many types and new lines for Scan-to-Disk Services, which may be more useful for record keeping and legal documentation.

Questions? Contact Janis Donaldson at 225-342-8015 or janis.donaldson@la.gov.

Ammunition / Guns

New contracts for Police and Prison Ammunition, Guns, and Miscellaneous Supplies have been awarded. Contract numbers are listed below.



Ammunition and Guns: 406826, 406827, 406828, 406829, 406830, 406831, 406832, 406833, 406834, 406836

Misc. Supplies: 406049, 406055, 406361, 406363, 406364, 406365, 406802, 406803, 406804, 406805, 406806, 406807, 406808, 406809, 406810

Contact Connie Spann at 225-342-5258 or email connie.spann@la.gov regarding these contracts.

Spray Paint

A series of statewide contracts for spray paint exists. Included are Sherwin Williams enamels in specific colors, Krylon enamels in different colors and types, even for upside-down marking and some fluorescents, as well as an Omaha Orange for equipment marking or painting. See Contract Nos. 406660, 406661, and 406662.

Contact for these contracts is Janis Donaldson, telephone 225-342-8015, email: janis.donaldson@la.gov.

Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP) No. 405673

Updates to the MMCAP contract are submitted to all participants by email as they occur. These updates include information such as price changes, item deletions, item additions and product information. In order for all agencies to have the latest and up-to-date information concerning the contract, it is necessary that all participants notify this office of any changes regarding their agency contact person. Accurate email addresses should be kept current in order to receive your updates. There is no news yet as to the new awarded contract, but emails will be sent from Lisa Sanchez once this news is received.

For questions, please contact Lisa Sanchez at (225) 342-8035 or lisa.sanchez@la.gov.

Statewide Drug Testing Contract

The Statewide Drug Testing Contract No. 405962 was renewed with Civigenics, d/b/a Secon. The new expiration date is 1/31/2008.

Contact for this contract is Lisa Sanchez, Tel: (225) 342-8035, email: lisa.sanchez@la.gov.

Flu Vaccines



The flu vaccines are now available for ordering. The list of vendors is below. Your agency must be a part of MMCAP in order to use the contract. These vaccines are to be purchased directly from the manufacturer.

Any questions on these vaccines should be directed to the vendor(s). You will find the details at www.mmcap.org under Member News and Support Documents.

Vendor	Product	Contract No.
ASD	FluLaval and Fluvirin	406901
GSK	Fluarix	406909
MedImmune	FluMist	(no number at this time)
Sanofi Pasteur	Fluzone	406902

Please contact Lisa Sanchez at 225-342-8035 or email lisa.sanchez@la.gov if you need information on these contracts.

Quotable

Act as if what you do makes a difference. It does.
- William James

Winners are not those who never fail, but those who never quit.
- Unknown

Attitude is a little thing that makes a big difference.
- Unknown

Hard work pays off in the future. Laziness pays off now.
- Unknown

Change is inevitable, except from vending machines.
- Larry the cable guy

640 K ought to be enough for anybody.
- Bill Gates, 1981

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*Your comments, questions and
suggestions are welcome!*

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