

BuyLines

DEPARTMENT OF ADMINISTRATIVE SERVICES

JANUARY 2016

Contracts

Magazine Contract

Contracts

Order Office Supplies

Contract Award 05PSX0362 (Printing Services) to expire on February 28, 2016

Agencies are advised that Procurement Services will not be re-issuing and awarding the above mentioned contract for offset printing services. Beginning March 1, 2016, Client Agencies will begin to utilize their General Letter 71 (“GL-71”) purchasing authority for offset printing needs previously purchased under this contract.

Simply put:

- Purchases under \$2,500 may be made without obtaining quotations or bids.
- Purchases over \$2,500 and up to \$10,000 (annually) must be based upon, when possible, at least three written quotations or bids, from responsible and qualified sources of supply.
- Purchases over \$10,000 and less than \$50,000 (annually) must be based upon, when possible, at least three written quotations or bids, from responsible and qualified sources of supply. Client Agencies must also publish their request for quotation or bid notice on the State Bid/Contracting Portal in accordance with the provisions in Connecticut General Statute 4e-13.
- Purchases over \$50,000 must be submitted to DAS for solicitation.

Click on the following link to view GL-71 in its entirety: [General Letter Number 71](#).

Client Agencies wishing to continue to use CT certified Small and Minority businesses, may search the Supplier Diversity webpage at: [SBE/MBE Company Directory Search](#). Simply choose “Printing and Related Services (0083)” in the “Class” field and hit the grey “search” bar at the bottom of the page.

Any questions regarding printing may be directed to Teresa Dupont at teresa.dupont@ct.gov or 860-713-5072.

▶ [Bid Notice Postings](#)

▶ [Contact Us](#)

State Contracts Issued over the last 14 Days

Click on the category to see the contract
Adobe Acrobat Required

14PSX0178 Interoperability Solution

15PSX0169 Telerecorder Transcription Services

15PSX0225 Trash Removal and Recycling Services for Department of Correction

15PSX0237 Microscopes and Accessories

15PSX0243 Repair and Calibration of Vehicle Speed Measurement and Indicating Devices

15PSX0244 Promega PowePlex Fusion 6C-System 200 rxn Kits

15PSX0248 Graves Opening, Closings and Reopenings

15PSX0258 Complete in Place X-LITE Attenuation System

15PSX0260 Data Center and raised floor cleaning services

15PSX0261 Supplemental RFP-Crash Cushion Attenuation Parts

15PSX0274 Supplemental Bid for Rental of Equipment without. Refer to Contract 15PSX0109 for information.

Magazine Contract Expires - no rebid

With modern technology such as e-books and e-magazines, along with a major decrease in the use of “hard” copy magazines, the Magazine Subscription contract, **11PSX0328**, which expired on December 31, 2015 will not be rebid.

Agencies wishing to procure magazine subscriptions can do so by following their agency guidelines and using their GL-71 purchasing authority.

State Supplier Diversity Certifications Issued over the last 14 Days

The State’s Supplier Diversity program targets at least 25% of the state’s business be transacted with small businesses including those owned by minorities, women and the disabled. To participate, contact the Department of Administrative Services Supplier Diversity Office. Once certified, you can bid on contracts covered by the program as well as all other state contracts.

Use this link to see the companies the DAS State Supplier Diversity program has certified over that past 14 days.

Ordering Office Supplies Contract #12PSX0184

Contractor Information:

Staples Advantage: Joel Hintz, 203-521-7635; Website: www.staplesadvantage.com

Suburban Stationers: Bob Shulman, 860-347-0299; Website: www.pinfinity.net

CCPA (toner only): Kirk A. Springsted, 860-257-7909; Email: kspringsted@ccpa-inc.org

Questions about ordering office supplies may be directed to Jill Belisle, Contract Specialist, at 860-713-5149 or jill.belisle@ct.gov.

In an effort to streamline processes and create ordering efficiencies, effective November 1, 2015, the Department of Administrative Services (DAS) improved the ways agencies may order Office Supplies from the above referenced contract. These changes eliminate the need for DAS to maintain a large item catalog in Core-CT, and enables agencies to view and order catalog items directly from the contractor's websites at the current state contracted prices by using their state P-card. At the same time, DAS has eliminated most of the product items from the Core-CT Catalog except for certain agency inventory items. These changes ensure the agencies can view and order the most current contract products at the most current contract prices without facing outdated information resulting in incorrect orders and problem invoices.

While we encourage using the P-card as the preferred and simplified method for ordering office supplies, we understand that in some instances that is not possible. The procedures below outline the process to order directly from the office supply contractor's website using your P-card, and the process for ordering through Core-CT (without the P-card).

Order Method	Process Description
P-Card	The agency buyer logs on to the Contractor's website to view products and state contract pricing. The buyer creates their order by adding items to their shopping cart. The order is completed on the contractor's website and the agency P-card information is entered at the time of order for payment. The buyer can print or pdf a copy of their order for use as supporting documentation with their monthly P-card reconciliation. No invoices will be sent to the agency as the P-card is your payment tool. These purchases should be covered under the PO to JP Morgan.
Core-CT	The agency may log on to the Contractor's website to view products and state contract prices. When products are identified for order, the buyer documents the item information and contract pricing and then leaves the contractor's website to create an ePro Requisition or Purchase Order through Core-CT. Agencies will follow the standard procedures for creating, receiving and making payment for these orders in Core CT. "See attached" is not acceptable as an item description to be used, therefore, descriptions should be complete.

Benefits & Options of Ordering Directly from the Contractor's Website via P-Card:

- Contract pricing always current.
- Agencies may create custom templates for order placement/reorders.
- Full color graphics
- Recycled/recycled content items are easily identified.
- Suggested product alternatives are easily identified.