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DEPARTMENT OF ADMINISTRATIVE SERVICES

JULY 2019

SAVE THE DATE!

DAS Procurement Summit

SAVE THE DATE! September 25th

DAS Procurement's

2019 CT Municipal and State Procurement Summit

“Partnering for Change” at the Connecticut Convention Center

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We've announced our keynote speaker Matt Havens. Matt takes a hilarious approach towards recognizing the error of our ways and simplifies the picture so your audience doesn't have to get a PhD in psychology to figure it all out.



continued...



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Improved Trade Labor Contract Awarded

DAS has awarded the new Trade Labor Services Contract (19PSX0002) with over 80 Certified Small Business contractors and with over 30 available services. Services include Heating & Air Conditioning, Restoration Services, Duct Cleaning, Roofing, Electrical, General Contracting, Window Cleaning and much more.

The Trade Labor Contract is for emergency and normal repair work, project work and now preventive maintenance work. On the previous trade labor contract maintenance work was not allowed and required their own contracts. The new trade labor contract now allows for scheduled maintenance work for equipment such as your HVAC systems. All that is required is a statement of work to be completed and a minimum of three contractor's quotes. (See attachment 2 of the contract)

The contract has also been modified for project work. Project work will also require a statement of work to be completed and a minimum of three contractor's quotes. It allows for subcontracting of trades not listed on the contract and has restrictions not allowing contractors from making up subcontractors costs.

Overall, the new trade labor contract will provide more flexibility, and lower costs on materials and labor.

Detailed Instructions are provided on the State Contracting Portal to assist you in the use of the contract.

New Audio Visual Equipment Contract

Agencies will be happy to know that a new, easier to use contract is now in place for audio and video equipment purchases and service needs that are under \$100,000. The contract will be in effect from July 1, 2019 through May 31, 2023 and is open to all state agencies as well as municipalities. Contract #19PSX0015.

There are a total of 12 Contractors (five of which are brand new to this contract and offer new manufacturer lines, aggressive discounts and additional prompt payment discounts). The contract was designed to have the widest variety of brands available at the best possible pricing.

The Exhibit B Price Schedule is an Excel Workbook with separate tab spreadsheets so that everything is now in one place. The "master sheet" lists all the contractors with all the discounts they are offering for each manufacturer in each of the five categories; Audio, Video, Presentation, Photographic and Peripherals. Each Contractor now has a separate tab on the spreadsheet that has links to the appropriate price lists for your verification. Installation and other services are available on this contract due to strong demand by contract users.

Do not hesitate to reach out to any of the awarded contractors who are more than willing to assist you with any audio/visual needs you may have. Feel free to reach out to Contact Specialist, Teresa Dupont, teresa.dupont@ct.gov with any other questions you may have.

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Annual DAS P-Card Rebate

Department of Administrative Services Commissioner Josh Geballe and State Comptroller Kevin Lembo accepted a rebate check of \$1.4 million from JPMorgan Chase, stemming from the use of the state's Purchasing Card (P-Card) Program.

Each year the State of Connecticut receives a rebate from JPMorgan Chase Bank based on the annual charge volume generated by the State Purchasing Card Program contract. Users consist of state agencies, higher education, municipalities, municipal schools, and non-profits, all using this credit card program to make business purchases and ultimately earn money back in the form of a rebate.

The P-Card is a commercial MasterCard and works just like a personal credit card, but it has custom designed features and built-in controls including pre-set limits encoded into the magnetic strip to meet the specific needs of the cardholder. The cards are monitored and maintained online.

This year, thanks to all of our participating contract users, the P-Card Program received a rebate payment in the amount of \$1,434,952.93. Municipalities, municipal schools and not-for-profits that participate in our program and receive rebates (per the rebate policy) have come to rely on this in their budgets. As an example, two participating municipal users received a rebate of over \$50,000. That's a pretty significant amount for just going about your daily business!

Any rebate earned by state agency purchases is deposited into the State's General Fund.

"The rebate amount continues to grow and the money being spent to earn the rebate is already budgeted to be used in the day-to-day business of state government. The P-Card is the states preferred payment method, which increases efficiencies and rebate earnings," said P-Card Program Administrator Kerry DiMatteo.

If you are interested in learning more about the P-Card Program, please contact the team at DAS.PCardAdmin@CT.gov.

State of Connecticut Purchasing Card Program P-Card Rebate Report 2018 Calendar Year: January - December

| Contract Totals: 2018 | | | | | |
|-----------------------------------|--------------------|------------|-------------------|---------------|------------------------|
| Groups Using P-Card Contract* | Groups Represented | # of Cards | Transaction Count | Charge Volume | Rebate Earned |
| Total Contract Rebate Info | | | | | |
| | 162 | 5,068 | 369,536 | \$ 89,686,299 | \$ 1,434,952.93 |

| Rebate consists of the following: | | | | | |
|-----------------------------------|----|-------|---------|---------------|---------------|
| All Executive Branch Agencies | 78 | 1,400 | 105,501 | \$ 31,777,569 | \$ 512,388.76 |
| State Universities | 5 | 1,609 | 118,909 | \$ 31,804,214 | \$ 514,137.34 |
| Municipality & Not-for-Profit | 79 | 2,059 | 145,126 | \$ 26,104,516 | \$ 408,426.83 |

| General Fund Earnings: 2018 | |
|--------------------------------------------------------------------------------|------------------------|
| Total rebate earned for 2018 spend: | \$ 1,434,952.93 |
| Amount issued to individual Client Entities using contract, per rebate policy: | -\$336,965.45 |
| Total 2018 rebate amount deposited into the General Fund: | \$ 1,097,987.48 |

| Total P-Card Program Rebate Earnings for the General Fund from 2002 to 2018: | | | | | \$ 7,680,325.62 |
|------------------------------------------------------------------------------|-------------|---------------|---------------------|----------------------|---------------------------------|
| P-Card Program Totals: 2002 - 2018: | Trans Count | Charge Volume | Total Rebate Earned | Client Entity Rebate | Total Deposited in General Fund |
| | 3,827,703 | \$806,090,010 | \$9,419,565.94 | \$ 1,860,494.01 | \$ 7,680,325.62 |

*Contract Users included in the Executive Branch group are State Agencies under the administration of Department of Administrative Services (DAS) and Office of the State Comptroller (OSC). Contract Users included in the Municipality & Not-for-Profit group are set up as individual Client Agencies administering their own programs. The State Universities (UCONN, CCSU, SCSU, ECSU, WCSU) are set up as Client Entities administering their own programs. Listings of these groups are provided in the attached sheets.



(From L to R:) Carol Karnilowicz (OSC), Veronica Coty, Mae Lo, Monique Lopez (JPMC), Kerry DiMatteo, Comptroller Kevin Lembo, Peter Johnsen (JPMC), DAS Commissioner Josh Geballe, Ed Muendell (JPMC), Beth Macha (OSC), Sarah Ormerod (OSC), Arline Adamovich-Witek (OSC)

Equipment Maintenance Program: Partnering with NY can offer up to 27% discount

The DAS/Procurement Division has piggybacked off the State of New York, Office of General Services Contract number PS65207, the REMI Group, LLC (Group 79000, Award 21988), for Equipment Maintenance Program (EMP).

Click on the following link to view Contract https://biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=20953

The EMP provides maintenance coverage on various types of agency equipment. Typically this coverage is provided through maintenance agreements and service contracts often entered into independently by authorized users. The EMP provider shall be responsible for oversight, administration and coordination of the equipment maintenance and service. Currently the following equipment is covered under this contract: Maintenance for Fujitsu Scanners for the Department of Labor and all Using State Agencies and Maintenance of Perkin-Elmer Equipment for the Department of Health.

The EMPs pricing offers up to a 27% discount from current equipment vendor's maintenance contract costs. Big savings for your agency!

Client Agencies can choose one (1) of two options for their services:

Option 1: Direct: If the Client Agency chooses this option they will create and maintain a direct relationship with their preferred service vendor and they may call them directly when equipment is in need of maintenance/repair and coordinate the service. Please see page 5 of the 7900021988can.pdf for additional information.

Option 2: Service Management System: If the Client Agency prefers to have The Remi Group, LLC handle all of the outsource of tasks by contacting, scheduling, tracking and following up with the Client Agency preferred vendors for service calls, this option is of no charge to the Client Agency. Please see page 5 of the 7900021988can.pdf for additional information.

Exhibit B: Refer to Exhibit B, Price Schedule, for the individual Client Agencies utilizing the Contract for pricing.

Additional questions about the contract/program should be directed to the following:

- For Fujitsu Scanners – Janet DelGreco Olson, Contract Specialist, 860.713.8079 janet.delgreco@ct.gov
- For Perkin Elmer Equipment – Arlene Watson-Paulin, Contract Specialist, 860.713.5237 arlene.watson-paulin@ct.gov

We encourage you to start saving money on all of your equipment maintenance needs through this Contract. Remi's Contractor contact information: For inquiries regarding what Remi does and how to get started using Remi, please contact: Olivia Cox – General Manager Northeast – P: 914-200-8339 – olivia.cox@theremigroup.com

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Contracts Awarded over the last 14 Days

Click on the category to see the contract
Adobe Acrobat Required

19PSX0105 Woolen Uniforms for State Police

19PSX0172 To provide a nexus to previous contract 12PSX0027 for the purpose of concluding the system build deliverables and commence the maintenance and support phase

18PSX0130 Workers Compensation Third Party Administrator Services

19PSX0031 Service and Maintenance for a DigiTag 1650 Thermal Transfer Printer

19PSX0038 Footwear for the Department of Correction

19PSX0057 Child Nutrition Program food products and the Warehousing and Delivery of USDA donated foods

19PSX0060 Glass Spheres for Waterborne Paint for the Department of Transportation.

19PSX0096 Hair products, Equipment, Accessories and Furniture

19PSX0097 Firm Supply of Electricity

19PSX0127 Towing and Roadside Service

19PSX0131 Pole Line Hardware

19PSX0136 Chain link fence replacement and/or installation

19PSX0153 Medical Infirmary Beds for the Department of Correction

19PSX0154 Commercial Card Solutions for Fleet Cards

19PSX0157 Towing and Roadside Service for Litchfield County

Don't forget DAS' Small and Minority Owned Companies

The DAS Supplier Diversity Program, also known as the Set-Aside Program, assists Connecticut Small And Minority Businesses (SBE/MBE) to identify business opportunities for improved economic growth. The Program is also charged with establishing and administering the process for certification of Connecticut SBE/MBE companies.

To Search our database of SBE/MBE companies, use this link: <https://biznet.ct.gov/SDSearch/SDSearch.aspx>

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DAS Procurement comes to the rescue of CT Fire Academy

DAS Procurement recently had the opportunity to work with the Connecticut Fire Academy to procure two unique pieces of equipment that are essential to the operation of their facility.

19PSX0115 - FireVent Mobile Ventilation Trailing Trailer is a one-of-a-kind training prop that resembles a roof on a trailer which allows it to be towed to various locations. The hydraulic roof can be adjusted to mirror steep pitches which creates a realistic experience for the fire cadets. The replaceable plywood roof panels allow trainees to practice positioning ladders and using cutting saws to vent a roof. Each training trailer is built from the ground up here in the USA.

While competition for this specialized equipment is limited, the Connecticut Fire Academy believes this to be the highest quality ventilation training trailer on the market and a tool that all cadets will benefit greatly from. Additionally, there is talk of renting the unit to various fire departments throughout the state in order to share the training experience.

19PSX0106 - Liquefied Petroleum Gas (LPG) Vaporizer is a vital piece of equipment that is used to transform liquid propane into a gas that is used to power the props and burn buildings for cadet training. The Connecticut Fire Academy can support two vaporizers. One of the two that are currently installed has been out of commission for several years and requires replacement. A new unit will alleviate the stress from the current operational vaporizer as well as provide a sense of security in the event that one fails. Without a working vaporizer, the Fire Academy would be unable to provide the training environment and expose the cadets to situations that they are sent to experience.

This procurement was unusual in the fact that we were initially unsuccessful in obtaining pricing using a reverse auction. When issued as a traditional bid, we were able to achieve over \$28,000 in cost avoidance!



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Changes in Custodial Service Contracts

CT Community Nonprofit Alliance recently terminated multiple Custodial Service contracts in accordance with Connecticut General Statute 4a-82(n). In short, the statute states that each exclusive contract awarded prior to October 1, 2013, in this case contracts awarded to “CT Community Nonprofit Alliance,” shall remain in effect until such time as either party terminates the contract in such party’s own best interest with not less than sixty days written notice. Each such contract may be amended to include updated terms and conditions, but shall not allow for any price increases except statutory or mandated increases to the minimum wage and standard wage.

CT Community Nonprofit Alliance exercised their right to terminate multiple contracts; this has resulted in a few contracts being combined or replaced with some notable savings. See below:

1. The previous contract terms ranged from 8 to 16 years. The new contracts have updated Contract language approved by the Attorney General’s Office.
2. Three of the new contracts brought a total savings of \$112,973.32 over the previous contracts.
3. Four of the previous contracts were merged together into two contracts. Merging these contracts will bring cost savings for contract administration, contract management and monthly invoicing.

Here is a break-down per contract:

19PSX0113 – DESPP’s Troop E in Montville and Troop R in Westbrook. The last contracts (11PSX0135 and 09PSX0232) were combined into one contract.

19PSX0121 – Military’s Army Aviation Support in Windsor Locks replacing 06PSX0274.

19PSX0122 – Military’s TASMG in Groton replacing 09PSX0347 brought a cost savings of \$28,588.32 comparing to the previous contract.

19PSX0123 – Military in Granby replacing 03PSX0459 brought a cost savings of \$67,417.00 comparing to the previous contract.

19PSX0124 – DMV in Norwich and Old Saybrook (05PSX0328 and 06PSX0232) were combined into one contract.

19PSX0133 – DOT Fleet in Norwich replacing 05PSX0303 brought a cost savings of \$16,968.00 comparing to the previous contract.

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State Agencies now save on the electric bill

DAS Procurement in cooperation with CT DEEP has awarded a cost-saving third party electricity supply contract (19PSX0097) effective July 2019 through June 2020. During the term of this contract the supply/generation rate for Eversource and UI Electric accounts for participating State Agencies will be \$0.07665 per kWh. This rate is lower than the current standard rate, and lower than the standard rates for UI and Eversource which take effect in July.

State Agencies are encouraged to review the supply line items on their Eversource and or United Illuminating invoices (beginning in August 2019) to verify they properly reflect the supplier as Direct Energy and the rate as \$0.07665 per kWh.

Should you have any questions regarding the contract and or your Agency's participation, or if you don't see the correct information on your electricity bills, please do not hesitate to contact Paul Greco at: paul.greco@ct.gov

Homeland Security, Public Safety and Traffic Safety Supplies Contract

DAS Procurement recently piggybacked off a Massachusetts contract (HLS06) [19PSX0104](#) for Homeland Security, Public Safety and Traffic Safety Supplies. Grainger and Safeware, Inc. are the two vendors on the award. Safeware, Inc. has set up a website dedicated for Connecticut with a generic username and password. Users will see contract pricing once logged in. For access to the website and any questions, please contact Robert.Zalucki@ct.gov.

https://biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=20754