

Memo To: All Department Heads  
Chief Financial Officers

Memo From: Linda M. Hodgdon, Commissioner  
Department of Administrative Services

RE: Centralized Purchasing

Date: April 8, 2008

Governor Lynch has requested the Department of Administrative Services take steps to increase Centralized Purchasing. Centralization should allow for savings from improved economies of scale, improved bidding/contracting processes, improved internal controls, and reduced sole source/retroactive items.

Overall, increasing centralized purchasing will allow state agencies more time to spend on their core mission and less time on RFPs, Governor and Council items, and contract management. The Plant and Property Management Rules (Chapter Adm 600) can be applied to any service contract unless the service contract relates “solely to a single agency”.

We presently have Statewide Contracts for the following services:

Asbestos Testing	Asbestos Removal
Auctioneer Services	Credit Card Processing
Cellular Phone Service	Small Roof Repairs
Paper Shredding Services	Laboratory Equipment Maintenance
Telecommunication System	Electrical Ballast and Light Bulb Disposal
Repair and Installation	CISCO Maintenance
Desk Top Computer Maintenance	Elevator Maintenance
Fuel Oil & Anti Freeze Removal	Hazardous Waste Removal
Hazardous Waste Medical	Inspecting, Testing and Calibrating of BSC's
Filenet Services	Scale Service & Preventative Maintenance
PC Hardware Maintenance	Facility Locating Services
Paging Services	Parcel Delivery Services
Training Services	Scrap Tire Disposal
Tire Retreading	Oil Tank Repairs and Testing
Portable Toilets (Emergency)	Toner Cartridge Recycling
WCSA HP Maintenance	Office Supplies

I understand some agencies may still have individual contracts that are not part of the overall statewide contract. If you are one of these agencies, please contact Purchase and Property so we can work to integrate your individual contract with the statewide contract where possible. As we move forward, in cases where there is an applicable statewide contract, we will not allow stand-alone contracts except in extraordinary circumstances.

In addition to the existing contracts, we will be expanding the list of centralized purchasing contracts on an ongoing basis. We will be including the following new items in SFY 2009 as of the dates listed. If you have existing contracts in any of these areas, please contact the individual listed at Purchase and Property so we may incorporate your agency's needs within the overall statewide contract:

<u>Description</u>	<u>Date of Contract</u>	<u>Individual to Contact</u>
Pest Control	7/31/2008	Odie Champagne
Burglar Alarm Maintenance	7/31/2008	Bob Lawson
Window Washing	8/31/2008	Loretta Head
Tree Removal	8/31/2008	Mike Walsh
Fire Extinguisher Maintenance	8/31/2008	Unassigned
Indoor Air Quality Testing	9/30/2008	Alan Hofmann
Closed Circuit TV Maintenance	9/30/2008	Bob Lawson
Porta Potties	10/30/2008	Odie Champagne
Mold Testing Services	12/15/2008	Alan Hofmann
Sand Sweeping	12/31/2008	Unassigned
Mold Remediation Services	12/31/2008	Alan Hofmann

We are also planning to add, beginning in July 2009, to the centralized purchasing list: Vehicle Maintenance, Vehicle Rental, Snow Removal, Trash Removal and Janitorial Services. These are high-maintenance contracts that are time consuming to manage. Please make your DAS business supervisor aware of all existing contracts your agency has in this area so we can compile a comprehensive list prior to going out to bid.

If your agency contracts for any of these five services, please be sure not to enter into a contract that goes beyond June 2009 so that we may incorporate all statewide needs into one statewide contract, which will allow us to maximize savings and efficiencies for the state as a whole. It is our intention to continue to expand this list once the new ERP system is in place and people are comfortable with the new features of the software.

Thank you for your attention to these matters. I know in a cooperative effort we can save the state money, improve services and efficiencies, and free staff up to work on your agency's core mission. If you have concerns as you read this, please don't hesitate to contact Bob Stowell at Purchase and Property at 271-3606.