

Department of Administration

Office of Business Process Improvement

Cheryl Buxton, Director

Procurement and Contracts

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Primary Website: <http://da.ks.gov/purch/>

Bid Solicitation List: <http://da.ks.gov/purch/rfq/>

Procurement Contracts: <http://da.ks.gov/purch/contracts/Contract.asp>

Delegated Purchasing Authority

- With the implementation of SMART, most agencies have moved to \$5,000
- Correctional Industries and KCI are ***mandatory use*** suppliers
 - Exemptions can only be granted by the Director of Procurement and Contracts
 - Regardless of dollar amount
- Statewide Mandatory Use contracts are just that, ***mandatory use***
- Agency specific contracts are ***mandatory use***
- Repetitive purchases over a 12-month period that exceed \$5,000 should be bid
- Prior Authorizations – forms must be filled out in their entirety
 - OKP – Only known provider – rarely used
 - Must provide details about research that lead to the assumption that the vendor is the OKP
- Many of these guidelines are set in statute (\$5000, especially)

2012 State Use Catalog

- 2012 Catalog will soon be available in .pdf format and ***on-line only***
 - State Use Vendor Portal (Information, On-line Direct Ordering, etc)
 - www.ksstateuse.org
 - Also soon available through the Procurement and Contracts website
 - <http://www.da.ks.gov/purch/KansansCat.htm>
 - “State Use” Button on the left side of main webpage
 - Pricing with vendors already reflects 2012 pricing
- **Cartridge King**
 - Ordering Direct from CK is still an option
 - Staples will pass through orders to Cartridge King for catalog products
 - Orders for Cartridges through Staples will be fulfilled by Cartridge King

NEW Furniture Contracts

NEW Audio/Visual Equipment and Services Contracts

2012 Projects

- Review of On-Call Construction Projects
- Purchasing Information Exchange (PIE) Meetings
- Procurement Training Development

DAPU PurchNotices

Communications from **Procurement and Contracts** are facilitated through this List-Serv. To sign up, send your request to Janet.Miller@da.ks.gov

Reminders:

- Use ethanol-based fuels in State or Enterprise vehicles
- Use re-manufactured cartridges – save money – help persons with disabilities

FURNITURE CONTRACTS

New contracts have been awarded for Furniture, Office, Library, School and Laboratory, effective January 1, 2012. Please see the links below for reference to the manufacturers and Dealers on contract.

All contacts are based on discount percentage off MSRP. Please be aware that selecting the Manufacturer with the highest discount may not always yield the best price. Each agency should be prudent and responsible in their purchases, following guidelines set forth by their agency.

Please review these contracts as they are significantly different from previous contracts. These contracts have been designed to give the State a large selection of furniture to choose from, allowing each agency the resources to purchase products that best meet their agencies needs at a discounted price.

One major difference with the new contract is:

A waiver MUST be obtained by ordering Agency prior to ordering Seating. Dealers and Manufacturers are REQUIRED to obtain an approved waiver form from the ordering agency, prior to accepting an order.

- Statute K.S.A. 76-769 exempts all Universities from Statute K.S.A. 75-5276, therefore a waiver form is not required from these entities.
- A link to the waiver form and instructions can be found below and also on each contract for your reference.
- In the past your instructions have been that if the seating is on contract that a waiver is not required, however, this is not longer true.
- Statute K.S.A. 75-5276 requires that state agencies purchase goods and services, including office furniture, from Kansas Correctional Industries (KCI). In applying this statute and administering this waiver process, the term office furniture shall mean:

Furniture, at the time product requirement is indicated, that it is intended primarily for use in an office environment (including faculty offices, meeting rooms and conference rooms). Please note that KCI's web site and catalogs do not contain all products offered.

Links:

Categories:

<http://www.da.ks.gov/purch/adds/EVT0000546-AwardedCategories.xlsx>

Manufacturers:

<http://www.da.ks.gov/purch/adds/EVT0000546-OfficeFurnitureManufacturers.docx>

Dealers:

<http://www.da.ks.gov/purch/adds/EVT0000546-OfficeFurnitureDealers.docx>

Manufacturers, Dealers & Web links

<http://www.da.ks.gov/purch/adds/EVT0000546-ManufacturersDealers&WebLinks.xlsx>

Region/Zone Map:

<http://www.da.ks.gov/purch/adds/EVT0000546-DealerRegion-ZoneMap.pdf>

KCI Waiver:

<http://www.da.ks.gov/purch/adds/EVT0000546-KCIWaiver.docx>

Additionally, all web links to Manufacturer's websites may not be active. Per bid specifications the manufacturer's have until the end of January 2012 to get their sites up and running. While these sites are under construction please contact the Manufacturers or Dealers with questions.

If you should have questions regarding the new contracts please give me a call.

Bonnie Edwards, Procurement Officer
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ASTRA - January 4, 2012

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