

# Purchasing Notes:

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Purchasing, Travel & Fleet Management  
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## **In This Issue:**

FEATURED CONTRACT – PAGE 2  
HEAVY EQUIPMENT CONTRACT – PAGE 3  
P-CARD CORNER – PAGE 3  
TRAVEL – PAGE 3  
PPRB – PAGE 4  
OPTFM COURSES CANCELLATIONS – PAGE 4

## Featured Contract

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### Copiers – Purchase & Rental

**Commodity:** This negotiated state contract is for the purchase and rental of copiers.

**Type of contract:** Negotiated Contract – remember, this means that you can negotiate your best price from the vendors on contract! State agencies may purchase items from any of the contract vendors listed below, or state agencies may purchase the items covered by this contract from a non-contract vendor provided they follow the applicable procedures set forth in Section 31-7-13 (a), (b), or (c) and that the price shall not exceed the negotiated contract price.

These contracts include various copy machines, multi-function printers and duplicators, with an array of accessories that are available for purchase or rental. When renting a copier, agencies must use the Generic Rental Agreement (dated February 2017 and is located on the OPTFM’s website). The terms of the rental agreement cannot be amended/changed without approval from OPTFM.

**Dates of Contract:** May 1, 2020 – April 30, 2021

**Vendors on Contract:** There are currently nine (9) vendors offering a variety of copy machines, multi-function printers and duplicators on this contract. The best way to view products and compare prices among the vendors is to access the below link:

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/a-b-c/copiers-purchase-and-rental/>

**Contract Analyst:** Regina Irvin, [Regina.Irvin@dfa.ms.gov](mailto:Regina.Irvin@dfa.ms.gov)

**Contract Spend:** During the last period, the contract spend was \$6,759,867.06.

## **Heavy Equipment Contracts**

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The Sourcewell Heavy Equipment contracts have been extended through May 20, 2021. The requirement to receive quotes and go with lower price has been removed. You may buy from any vendors on this contract. The current manufacturers on contract are listed below:

<b>Supplier Name</b>	<b>Supplier Number</b>	<b>Contract Number</b>
Caterpillar	3102045342	8200036742
Clark Equipment Company	3100029307	8200036886
JCB Inc.	3102043811	8200036002
John Deere Shared Services, Inc	3102044878	8200036667
Kubota Tractor Corporation	3100031235	8200036654
Volvo Constructions Equipment	3102044652	8200037027
CNH Industrial(Case/New Holland)	3102009193	8200036327

## **P-Card Corner**

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### When is payment due on Procurement/Travel Card?

Your program coordinator should make sure the statements are reconciled and forwarded to the proper personnel for payment when the statement/bill arrives. Late payments, lack of payments and partial payments are not acceptable. Pursuant to the Procurement/Travel Card Guidelines, the balances are only carried over for fraud or disputed amounts; otherwise, full payment is expected no later than 45 days. Delinquent accounts may result in cards being suspended until payment is rendered.

## **Travel**

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### What steps should be taken to rent a car for business travel?

There have been many concerns about renting cars for business travel during these unprecedented times. The Trip Optimizer System still needs to be completed to determine the least expensive route to your destination. However, it is ultimately the final decision of the traveler to decide which mode of travel they are more comfortable with.

Hertz Rental is the primary vendor for in-state rentals. They should be used first when booking in-state trips.

Enterprise Car Rentals have announced some temporary closing of rental locations, so please double check to make sure your rental location is open before booking a car for business travel.

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## **PPRB – Public Procurement Review Board**

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### PPRB Meeting Dates

July 23, 2020 9:00 AM  
August 12, 2020 9:00 AM  
September 2, 2020 9:00 AM  
October 7, 2020 9:00 AM  
November 4, 2020 9:00 AM  
December 2, 2020 9:00 AM

### Submission Deadlines

July 1, 2020  
August 5, 2020  
September 2, 2020  
October 7, 2020  
November 4, 2020

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## **OPTFM Class Cancellations**

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### **CLASS ALERT!!!**

We know some people had their CMPA certifications expire earlier this year and some will expire in the next few months, however, due to the pandemic, the CMPA classes that were scheduled for July, September, and November will need to be canceled. Also, the August and November CMFM classes for fleet managers will be canceled. We are sorry for the inconvenience, but we cannot risk holding classes with large groups of people. We will notify state agencies when we are able to start holding classes again.