

DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT

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Telephone Number: 601-359-3409 Fax Number: 601-359-3910

FEATURED CONTRACT

LAUNDRY PRODUCTS

Commodity: Laundry Products

Type of Contract: Negotiated - **Always** negotiate for your lowest price. The contract price is the maximum price the contract supplier can charge.

Dates of Contract: October 1, 2014 through September 30, 2015

Contract Analyst: Regina Irvin, Regina.Irvin@dfa.ms.gov

Contract Link:
<http://www.dfa.state.ms.us/Purchasing/StateContracts/LaundryList505.html>

Contract Annual Spend: \$554,061.94

Vendors on Contract:

Vendor Name	MAGIC Supplier Number	Contract Number
AutoChlor System	3100030938	8200014174
Betco Corporation	3100031005	8200014181
Diversey dba U.S. Chemical	3100031165	8200014188
Ecolab, Inc.	3100030975	8200014281
Procter & Gamble Distributing Co.	3100031285	8200014250
Spartan Chemical	3100031311	8200014177



EMPLOYEE SPOTLIGHT

James Brabston

The Office of Purchasing and Travel welcomes James Brabston as a Contract Analyst II. James joined the team on January 20, 2015. James transferred to The Department of Finance and Administration after 3 ½ years of service with The Mississippi Department of Transportation and over 13 years in commercial construction. James attended The University of Mississippi and graduated with a Bachelor of Science degrees in Business Administration and Psychology. His hobbies include photography, hunting, fishing and reading.



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Competitive Bid Contracts

The following Competitive Bid Contracts were effective on February 1, 2015, and will expire on January 31, 2016.

- Refrigerant Gases
- Automotive Batteries

Competitive bid contracts can be viewed on the Office of Purchasing, Travel and Fleet Management's website at <http://www.dfa.state.ms.us/Purchasing/StateContracts/Competitive.html>.

Office of Travel

Tips for Successful and Safe Business Traveling

Having a plan for business travel is a good thing. Hopefully, some of these tips will help in this area.



Pre-trip Preparation

- Make travel reservations through a state contract travel agency or an online booking tool
- Leave copy of itinerary with a family member/friend and a co-worker
- Keep all travel documents and receipts in one place

Packing

- Leave cherished valuables at home
- Empty wallet of unnecessary credit cards
- Travel lightly or use one large suitcase
- Bring a (small) flashlight

Clearing Airport Security

- Print boarding pass in advance
- Minimize luggage and keep all bags together, carefully labeled
- Bring laptop computer or tablet only if absolutely necessary
- Wear easy-off shoes
- Don't carry large amounts of change or keys

- Have a sense of humor, but don't make jokes about security

On the Aircraft

- Listen to flight attendants' safety advisory
- Identify two nearest exits
- Avoid heavy alcohol consumption

Leaving the Airport

- Move with confidence, look as if you are familiar with your locale, noticing your surroundings
- Use only clearly designated taxis and shuttles or reputable car rental companies
- Keep close tabs on your luggage on hotel shuttle buses
- Keep close tabs on your receipts for parking, baggage handling, anything over \$10

In the Rental Car

- Map or GPS the driving directions prior to departure from the rental site
- Become thoroughly familiar with car before leaving the lot – find the "bright lights" and cruise control, the door locks, the windows
- Place luggage and other items in trunk if you stop somewhere before you reach your destination

At the Hotel

- Avoid hotels with doors on the outside when possible
- Request rooms on 2nd – 4th floors
- Be discreet about room number
- Maintain credit card and identity security
- Locate nearest fire escapes, the stairwell, and the ice machine/vending area
- Use deadbolt locks at all times
- Be cautious when ordering room service or pizza delivery
- Use the in-room safe when necessary
- Before bedtime, keep coat, shoes, purse, flashlight, and room key together in one place for quick departure if needed

- Before bedtime, gather your receipts from the day or write down the actual cost of what you need to be reimbursed for

At Your Destination

- Shield credit cards from view during transactions
- Use hand or body to block view of calling card and ATM transactions
- Divide your money – take only what you'll need out of hotel safe
- Be very aware of pickpocket scams – pickpockets love tourists

International Travel

- Take copies of all travel documents and keep them separate from originals
- Keep phone numbers for hotel and American Embassy with you at all times
- Keep prescription drugs in original containers and carry copy of prescription
- Learn key basic phrases in foreign language prior to arrival
- Avoid being near large demonstrations
- Stay in “good” hotels when possible

Finally, Travel safely! Be successful! Have fun!

P-Card

The procurement card (p-card) program assists state agencies/departments and governmental entities with procurement processes.

The p-card essentially eases the process workload tremendously with one swipe of the card. When coordinating events and other office type functions where lunch, dinner, and/or some light refreshments, etc. may be necessary, the procurement card can be used. However, when using the p-card for food items, one should always remember to do the following things:



Completely fill out the Food Form

- The form should be filled out to reflect the event that was hosted.
- For example if you are holding a meeting/class, check the meeting/event box on the form, list meeting attendees/class being held, and write a purpose/description of the event **Please note that an agenda must be provided and attached to the food form and more than one person must be present for the purchase of food.**
- If you are making a bulk purchase of food, check the bulk purchase box and state the reason as to why you are buying the food for your department/agency.
- The food form can be found at <http://www.dfa.state.ms.us/Purchasing/ProcurementCardServices/UMBFoodPurchaseForm.pdf>.

Obtain an itemized receipt of purchased items

- Place the receipt in the file along with the food form.
- Make sure no taxes were placed on the sale.
- **Alcohol purchases are strictly prohibited.**
- **Tips can be placed on the tab.**
- Any gratuity over 20% requires a written justification that should be placed in the file.

For more information about food purchases with a procurement card, please visit the Procurement Card Guidelines on OPTFM's website at:

<http://www.dfa.state.ms.us/Purchasing/ProcurementCardServices/ProcurementCardGuidelinesRevised10-30-2013.pdf> or contact Symone Bounds, Procurement Card Administrator at Symone.Bounds@dfa.ms.gov or 601-359-9373 or Ross Campbell, Director of Marketing and Audit at Ross.Campbell@dfa.ms.gov or 601-359-2004.

Fleet Management

The Automotive Batteries competitive contract has been extended for another year. The vendor for this contract is Battery Sales and Service. The MAGIC Contract Number is 8200003231 and the Contract Smart Number is 1130-14-C-SWCT-00211.

Section 3.2 of the Automotive Batteries contract contains the following language:

State agencies should follow normal purchasing procedures for a battery B.C.I. Group that is not listed in this catalog. The minimum order quantity is two (2) batteries. State agencies purchasing only one (1) battery will not be required to buy from the contract vendor. The contract vendor may honor the price for orders of less than two (2) batteries.

For clarification purposes, the intent of this section is to allow state agencies to purchase one (1) battery from a source other than the state contract vendor during an emergency type situation. For instance, the vehicle is out of town and the battery goes dead, the agency could purchase one (1) battery to allow the vehicle to return to its home location. We would encourage everyone to contact the state contract vendor in all instances as they might be able to get the one (1) battery in a timely manner.

Batteries can be found on several state contracts. If your agency needs to purchase AA, AAA, C, D, or 9 Volt batteries, they can be found at a discount on the following state/cooperative contracts:

- Industrial Equipment and Supplies
- Office Supplies

Again, batteries can also be purchased from the vendor for the Automotive Batteries contract.

The following information has been developed by the Mississippi Department of Finance and Administration (DFA) called “DFA Rules of the Road”. This Information may be helpful if your State Agency does not have any “Rules of the Road” for your employees. Your agency may want to develop some “Rules of the Road” by using DFA’s, all or some, or you may want to create your own.

“DFA Rules of the Road”

Operator’s Guide For Emergencies

What if I have vehicle trouble?

If a vehicle breaks down while traveling, DFA will provide for repairs and roadside assistance to the driver.

The driver shall alert the Fleet Manager, Kent Adams, (Office: 601.359.9436 / Cell: 601.668.7944) if a vehicle breaks down or needs major mechanical or service repairs so that arrangements can be made for service and/or vehicle pick-up.

If necessitated by the circumstances, the driver may arrange for local towing services without obtaining advance permission from the Fleet Manager.

The driver’s **SAFETY** and security is paramount. If isolated, a driver should dial *HP (star 47) on a cell phone to summon the Highway Patrol. The driver can also dial 601.987.1212 or 911. The Highway Patrol maintains information on local towing service.

If unable to contact the Fleet Manager, the driver should contact the DFA Capitol Police dispatcher (601.359.3125) who can alert the local police or the Highway Patrol. The Capitol Police number is monitored 24/7.

If necessary, an overnight stay and transport home – by rental car, for example – can be arranged.

What if I’m in an Accident?

- Call an ambulance if anyone is injured.
- Immediately notify the city police, Sheriff’s office, or highway patrol.
- Do not move either vehicle until an officer of the law advises you to do so.
- The proof of insurance number that should be entered on the police report: 11-46-1.
- Do not make any statement of guilt to any party.
- Notify your immediate supervisor as soon as possible.
- Complete a State of Mississippi Liability Claim Reporting Form, available online: www.dfa.state.ms.us/office/tort/liabilityclaimrptgform.pdf.
- Submit the Liability Claim Reporting Form, along with the police report and any other applicable information to:

*Mississippi Tort Claims Board
P. O. Box 267
Jackson, MS 39205-0267*

*Or via hand mail
1301 Woolfolk Building*

*Or via fax
601-359-3262*



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT
MISSISSIPPI TORT CLAIMS BOARD
P. RYAN BECKETT, CHAIRMAN

The statute requiring all vehicles to carry proof of insurance does not apply to government-owned vehicles. (Section 63-15-5, Mississippi Code of 1972, Annotated).

All State-owned vehicles are covered for liability by the Mississippi Tort Claims Fund, as detailed in the Mississippi Tort Claims Act (Section 11-46-1 et seq., Mississippi Code of 1972, Annotated). The Fund is a self-insured fund, and there is no insurance policy or policy number. This letter shall serve as proof of insurance.

The Mississippi Tort Claims Board suggests placing a copy of this memo in every state vehicle. In the event of an accident, the law enforcement agency investigating the accident may use 11-46-1 as the insurance policy number for the motor vehicle accident report form. If you have any questions, please contact me at 601-359-3627 or LeaAnn.McElroy@dfa.ms.gov.

Numbers you Should Know:

- DFA Fleet Manager: 601.359.9436
- Capitol Police: 601.359.3125
- Highway Patrol: 601.987.1212



**The Office of Purchasing, Travel and
Fleet Management**

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- Laurie Pierce
- James Brabston
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Ross Campbell, Director of Marketing and Audit

- Brenda Carpenter
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Wayne Cranford, Director, Bureau of Fleet Management

- Billy Beard
- Ramona Jones

