

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

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Proprietary Information from Vendors

If you are responsible for writing or crafting an RFP or RFQ, please include a section requiring vendors to separate their proprietary information on a color sheet of paper marked "CONFIDENTIAL" in the upper right hand corner. State law requires that we be able to separate exempt material from a public document. The following language may be used:

Instructions to Proposers:

IMPORTANT! The offeror/proposer should mark any and all pages of the proposal considered to be proprietary information which may remain confidential in accordance with Mississippi Code Annotated 25-61-9 and 79-23-1 (1972, as amended). Each page of the proposal that the proposer considers trade secrets or confidential commercial or financial information should be on a different color paper than non-confidential pages and be marked in the upper right hand corner with the word "CONFIDENTIAL." Failure to clearly identify trade secrets or confidential commercial or financial information will result in that information being released subject to a public records request.

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Featured Employee

The Office of Purchasing, Travel and Fleet Management (OPTFM) welcomes Ramona Jones. Ramona joined OPTFM on September 8, 2014. If you make a call to the main line in OPTFM, you will reach Ramona whose main responsibility is to assist in the daily operations of the office as Administrative Assistant.

Ramona is a junior at Jackson State University pursuing a degree in Human Resource Development.

Ramona enjoys spending time with her family, traveling and reading. Welcome, Ramona!



The Office of Purchasing, Travel and Fleet Management would like to congratulate Lance Fulcher, Director of the Office of Purchasing, Travel, and Fleet Management on being elected to the Board of Directors for the National Association of State Procurement Officials (NASPO).

NASPO is a non-profit association dedicated to strengthening the procurement community through education, research, and communication. It is made up of the directors of the central purchasing offices in each of the 50 states, the District of Columbia and the territories of the United States. NASPO is an organization through which the member purchasing officials provide leadership in professional public procurement, improve the quality of procurement, exchange information and cooperate to attain greater efficiency, economy, and customer satisfaction.

We are confident that Lance will represent the State of Mississippi well! Way to go, Lance!!!

FEATURED CONTRACT

Industrial Equipment and Supplies

Commodity: Industrial Supplies

Type of Contract: Negotiated

Dates of Contract: September 1, 2014 – August 31, 2015

Contract Analyst: Carolyn A. Jenkins,
carolyn.jenkins@dfa.ms.gov

Contract link:

<http://www.dfa.ms.gov/Purchasing/statecontracts/IndustrialEquipmentlist445.html>

Contract Spend: \$6,113,369.30

Vendors on Contract:

Vendor Name	MAGIC Supplier Number	Contract Number
Applied Industrial Technologies	3100005837	8200013691
Fastenal Company	3100031181	8200013693
Ferguson Enterprises	3100011816	8200013927
Grainger Industrial Supply	3100031196	8200013627
Grainger Industrial Supply - (Universities and Community Colleges Only)		5-445-22736-A
Graybar Electric Company, Inc.	3100031198	8200013628
HD Supply Facilities Maintenance	3100031202	8200013690
Hilti, Inc.	3100033930	8200013641
Medi-Surg Medical and Office Supplies	3100033948	8200013942
MSC Industrial Supply Company	3100031257	8200013699
O.T. Trans, Inc.	3100034048	8200013696
PlumbMaster, Inc.	3100031282	8200013697
Revell Supply Group	3100031288	8200013698
Sefco Electric Supply Company, Inc.	3100031298	8200013692
Snap-On Industrial	3100031307	8200013913
Stuart C. Irby Company	3100031315	8200014287
WESCO Distribution, Inc.	3100031347	8200013695

Certified Mississippi Purchasing Agent

CONGRATULATIONS TO THE RECENT CMPAs FROM THE SEPTEMBER, 2014, CLASS: Stacy Baldwin - UMMC; Candace Barnett - UMMC; Robert Bozone - MDOT; Kelly Brooks - MDOT; Jerri Clair - ITS; Veronica Dunning - MLC; Janice Fitten - HRC; Rebecca Foust - MDOT; Elisa Garner - MSDH; John Genin - UMMC; Retha Gregory - MDOT; Joe Grist - NMSH; Donna Hamilton - ITS; Anthony Hardaway - ITS; Nelda Howerton - DOR; Judy Langley - UMMC; Mark Lott - UMMC; Charlla Sistrunk - MDES; Lisa Smith - MSDH; Blakeney Smith - UMMC; Donna H. Smith - OSA; Teresa Washington - ITS; and Wyatt Williamson - UMMC.



Office of Travel

Hotel/Motel Services Contract

The new Hotel/Motel Services Contract effective October 1, 2014 – September 30, 2015, is now available on the Office of Purchasing, Travel and Fleet Management's website at: <http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>.

Meal Reimbursement Rates

A list of the maximum state reimbursement rates for high cost areas has been pre-calculated for your convenience and is available on the OPTFM Travel Information website at the following url: <http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html>.

If you cannot find the city you are looking for, locate the county and use the amount listed. *If neither the city nor county is listed, the maximum state reimbursement rate is \$41/day.*

Please note: Mississippi has a prescribed rate of \$41 for all cities and counties, with the exception of Oxford, which is in Lafayette County, for \$46/day.

{Direct link to meal rates:
<http://www.dfa.state.ms.us/Purchasing/Travel/15convertedrates.pdf>
 }

Travel Tip

Calculating Reimbursement for Driving vs. Flying

When travel is by private vehicle, the total travel expenses reimbursed, including meals and lodging, shall not exceed the cost of the lowest unrestricted air fare unless a complete written justification signed by the employee's Executive Director determines that it is in the best interest of the agency that the employee drive, or that, on comparison of "total driving" and "total flying" expenses, it is less expensive to drive than to fly. If the employee chooses to drive and expenses exceed the cost of the lowest unrestricted air fare, reimbursement will be limited to cost of flying.

To determine reimbursable driving expenses the "total cost of driving" must be compared with the "total cost of flying". "Driving total cost" shall include enroute meals, enroute lodging, and the official rate for mileage reimbursement when a private vehicle is used for state business. "Flying total cost" shall include the lowest unrestricted air fare, any charges for shipping of equipment and/or supplies required at destination, and all required ground transportation at destination, e.g., taxis to/from meeting site. If a vehicle is deemed by the agency head to be required at the destination, then the cost of a rental vehicle will also be included in this total cost for comparison.

In order to be reimbursed for mileage, meals and lodging for approved travel to/from an out of state destination when an employee drives and there exists reasonable air service, the Travel Voucher must include a written statement from the agency head **specifically** making one or the other of the following statements:

"It is less expensive for (employee name) to use his private vehicle for travel on (date from), (origin), (date to), (destination)."

or

"In my opinion, it is in the best interest of this agency that (employee name) use his private vehicle for travel on (date from), (origin), (date to), (destination)." This statement will require a complete justification by the agency head.

If the driving expenses will be held to the lowest unrestricted air fare, that fare should be checked and noted that reimbursement is being restricted to that amount, or if it is evident that driving is cheaper than flying, such as (to/from New Orleans, Memphis, Mobile, Birmingham), no further authorization is required.

If a cost comparison must be made between driving vs. flying cost, the cost of flying should be multiplied by the number of passengers and compared to the cost of driving.

Procurement Card



The use of a procurement card has many benefits such as being able to purchase items in a quick and more convenient manner. However, once your procurement card has been used, there are several important factors that you have to remember:

- According to Section 10.112.01 of the Mississippi Procurement Manual, **balances on credit cards shall be paid at the receipt of the monthly statement.**
- This means that unless there is a disputed claim on the monthly statement, **NO BALANCE** can be carried over to the next month.

If the balance is not paid in full at the end of each month the following things are subject to happen to the agency account:

- 45 days delinquent – The account will be charged an interest rate of one and one-half percent (1 ½ %) on the delinquent amount.
- 60 days delinquent – The agency will be contacted by Ross Campbell, Symone Bounds, or Laurie Pierce (for travel cards) about the past due balance to try to get the account in a non-delinquent status.
- 90 days delinquent – The agency account is subject to suspension of which all cards can possibly be entered into a suspended state until the account is paid in full.

While procurement cards make purchasing easier for both state contract items and non-state contract items, paying the balance off each month is vital for agency use.

Cooperative Contracts

The Office of Purchasing, Travel and Fleet Management (OPTFM) has established an agreement with National Joint Powers Alliance (NJPA) to allow purchases from their cooperative contract with Staples Business Advantage, a division of Staples Contract and Commercial Inc. for office supplies. This contract has been extended through September 30, 2015.

Cooperative contracts can be viewed on OPTFM's website at the following link:

<http://www.dfa.state.ms.us/Purchasing/StateContracts/Cooperative.html>

Competitive Bid Contract(s)

The following Competitive Bid Contract(s) were extended:

- Emergency Fuel - 405-11
- Office Papers - 645-31
- Office Papers - 645-32

These 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>.



Negotiated Contracts

Effective October 1, 2014

- Class 175 - Laboratory Equipment and Supplies
- Class 340 - Fire Protection Equipment, etc.
- Class 445 - Industrial Equipment and Supplies
- Class 505 - Laundry Products
- Class 680 - Soft Body Armor
- Class 885 - Water Treatment Chemicals

These contracts are on our website at:

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

Fleet Management

The Vehicle Contract and the Police Vehicle Contract have been awarded. Several new vehicles are available this year due to multiple line awards. Many of the vehicles are more fuel- efficient than in past years due to new Federal guidelines. Also, there are several vehicles listed that run on compressed natural gas (CNG).

Seven vendors were awarded contracts for the time period of October 1, 2014 through September 30, 2015. The vendors are listed with their contract number and their MAGIC distributor number.

Police Vehicle Contract

Vendor	MAGIC Contract #	MAGIC Distributor #
Butch Oustalet Ford	8200014422	3100016939
Gray-Daniels Ford	8200014424	3100019553
Roundtree of Jackson	8200014421	3100005858
Rogers-Dabbs Chevrolet	8200014423	3100034780

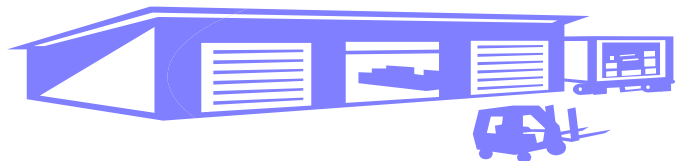
Vehicle Contract

Vendor	MAGIC Contract #	MAGIC Distributor #
Butch Oustalet Ford	8200014549	3100016939
Gray-Daniels Ford	8200014506	3100019553
Gray-Daniels Toyota	8200014505	3100019542
Howard Wilson Chrysler	8200014508	3100019654
Landers Dodge	8200014618	3100017456
Roundtree of Jackson	8200014509	3100005858
Rogers-Dabbs Chevrolet	8200014542	3100034780

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

Senate Bill 2503 places a moratorium on vehicle purchases by State Agencies. Please refer to this Legislation before requesting new vehicles.

MS OFFICE OF SURPLUS PROPERTY



P.O. Box 5778 Jackson, MS 39288-5778
 Phone: 601-939-2050 Fax: 601-939-4505
 E-Mail: surplus@dfa.ms.gov

Needing office furniture, file cabinets, tables, vehicles, lawn equipment and other items, then consider checking out Mississippi Office of Surplus Property. If we do not have what you need, then let us find it in Federal Surplus Property and bring it to you.

Do you have property you need to dispose of? Then just call us. We will even come pick up your property when possible. We can shred hard drives and provide documentation that this service was

performed. We are here to serve you and help you save money.
We look forward to serving you to help meet your needs.

DIRECTOR'S OFFICE:

601-939-2050

Missy Elmore

missy.elmore@dfa.ms.gov

ELIGIBILITY & COMPLIANCE:

601-939-2050

Mike Deckelman

michael.deckelman@dfa.ms.gov

AVAILABLE PROPERTY:

601-939-2050

John Fuller

john.fuller@dfa.ms.gov

or

Burnette Robinson

burnette.robinson@dfa.ms.gov

LAW ENFORCEMENT:

601-939-2050

Mike Deckelman

michael.deckelman@dfa.ms.gov

STATE PROPERTY:

601-939-2050

Jason Ogletree

jason.ogletree@dfa.ms.gov

FEDERAL PROPERTY:

601-939-2050

John Fuller

john.fuller@dfa.ms.gov

FEDERAL / STATE AUCTIONS:

Surplus Vehicles

601-939-2050

Alan Crawford

Alan.Crawford@dfa.ms.gov

PROPERTY REQUEST:

601-939-2050

John Fuller

john.fuller@dfa.ms.gov

or

Burnette Robinson

burnette.robinson@dfa.ms.gov

RECEPTIONIST:

601-939-2050

Jewel McCrory

jewel.mccrory@dfa.ms.gov



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

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Brenda Carpenter

Symone Bounds

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Billy Beard

Ramona Jones