



V.A.L.U.E. IN LOCAL GOVERNMENT
Cooperative Purchasing Program
Of Southeastern Wisconsin

www.value4gov.org

Volume Acquisition & Large Uniform Expenditures

FEBRUARY 2007

SPECIAL INVITATION



YOU ARE INVITED TO THE
V.A.L.U.E. ANNUAL MEETING

The 16th annual meeting of the V.A.L.U.E. Cooperative Purchasing Program is coming up very quickly, Wednesday, March 21, 2007, to be held at the Radisson Hotel, located in Wauwatosa.

V.A.L.U.E. is widely recognized for its innovative, proven, cooperative purchasing contracts as well as for its leadership in nurturing dialogue and knowledge among the public purchasing professionals of Southeastern Wisconsin. Please join us as we discuss the value and benefits of our cooperative program, as well as some of the latest "Hot Topics" in public purchasing for this coming year.

At this meeting you will be given an in-depth report from our lead agents on all of the cost reducing V.A.L.U.E. bids. You will learn how to navigate the V.A.L.U.E. website, as well as how your agency can take advantage of their cost saving benefits. We will have a one-hour training session on public construction contracts and a discussion on how other local agencies sell their surplus equipment. We will also feature one of our contracts by having a representative from JP Morgan-Chase show us the benefits available to your agency by implementing a P-Card Program.

Registration forms are included within this newsletter. We look forward to meeting you at the annual V.A.L.U.E. meeting.

This is one event you cannot afford to miss!!

Robert Barwick
City of West Allis
Chairperson-V.A.L.U.E. in Local Government

NEW V.A.L.U.E. CHAIRPERSON TO BE ELECTED

Members of V.A.L.U.E. in Local Government that are in attendance at the annual business meeting will have the opportunity to vote for a new chairperson. Robert Barwick, City of West Allis, who has held the Chairperson position for the past 3+ years will be relinquishing the leadership role to make room for another member to take control as Chairperson of the Planning Committee.

The Chairperson and Treasurer of the Planning Committee shall serve as an officer of V.A.L.U.E. for a one (1) year term, but may be elected or appointed to serve more than one term.

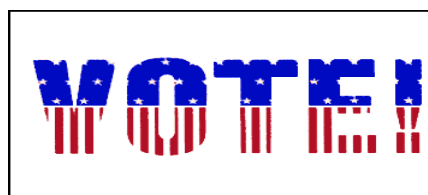
The duties of the Chairperson include:

- Responsible for adhering to V.A.L.U.E.'s policies and by-laws.
- Appoint a Vice-Chairperson
- Establish committees and project managers to carry forth the purposes of V.A.L.U.E.
- Develop monthly Planning Committee meeting agendas.

The duties of the Treasurer include:

- Shall have charge of all funds and assets of V.A.L.U.E.
- Prepare an annual report of the fiscal activities of V.A.L.U.E.
- Responsible for maintaining all financial records of V.A.L.U.E.

This is a great opportunity for you to advance your career by gaining managerial experience and building upon your leadership skills. Please consider joining the V.A.L.U.E. in Local Government leadership team.



**V.A.L.U.E. / WAPP Annual Meeting
March 21-22, 2007
Radisson Hotel Milwaukee West
2303 N. Mayfair Road, Wauwatosa, WI 53226**

AGENDA

WEDNESDAY, MARCH 21, 2007

- 8:00 a.m. **REGISTRATION AND CONTINENTAL BREAKFAST**
- 8:30 a.m. **GREETING AND INTRODUCTIONS** - Robert Barwick, City of West Allis
- 8:40 a.m. **V.A.L.U.E. ANNUAL BUSINESS MEETING**
- **New Member Recognition and Participation Awards** –Jean Kienzle, Elmbrook Schools
 - **Treasurer’s Report** –JoAnne Jacobson, Port Washington/ Saukville School District
 - **Election of Treasurer**
 - **Election of Chairperson**
- 9:00 a.m. **V.A.L.U.E. WEBSITE NAVIGATION** – Quick overview of the www.Value4gov.org website
- 9:05 a.m. **BID REPORTS**
- HVAC FiltersJason Cowan, Milwaukee Public Schools
 - Crack Sealer.....Robert Barwick, City of West Allis
 - Shredding Services.....Diane Knoll, Waukesha County
 - Copy Paper.....Jean Kienzle, Elmbrook School District
 - Admin., Lt. Trucks, SUV’s & Vans ...Karen Bollinger, Waukesha County
 - Law Enforcement VehiclesDiane Knoll, Waukesha County
 - Ammunition.....Cindy Greco, Waukesha County
 - BatteriesDiane Knoll, Waukesha County
 - Plow BladesCindy Greco, Waukesha County
 - Deicing ChemicalsDiane Knoll, Waukesha County
 - Janitorial Paper ProductsDiane Knoll, Waukesha County
 - Gasoline, Fuel Oil.....Cindy Greco, Waukesha County
 - Aluminum Sign BlanksMike Drzewiecki, City of Milwaukee
 - Procurement CardsCindy Greco, Waukesha County
 - EMS SuppliesRobert Barwick, City of West Allis
 - Electronic RecyclingKaren Bollinger, Waukesha County
 - Repair ClampsRobert Barwick, City of West Allis
 - Ambulance Billing ServiceJim Bembenek, City of Wauwatosa
- 9:35 a.m. **SPECIAL REPORTS –OPEN FORUM- COMMON SOLUTIONS**
- Office Supplies, Corporate Express Tools and Shortcuts - Cindy Greco, Waukesha County
 - Piggyback Contracts.
 - Vendornet website navigation.
- 10:00 a.m. **AUCTION ACTION** – Moderator, Bill Kurer, CPPB, Washington County
- **Propertyroom.com** - Bill Kurer, CPPB, Washington County
 - **eBay & WCTC On-Line Auction** - Vicki Nash, WCTC
 - **Waukesha County’s Options** - Karen Bollinger, Waukesha County
 - **SWAP Program** - Tim Sell, UW-Madison, Material Distribution Services
 - **Public Surplus.com** - Roy Hartmann, Washington County

- 11:00 a.m. **THE VALUE OF A P-CARD PROGRAM** – Therese Kelly, V.P. JP Morgan Chase
 - Who should be using a P-Card.
 - How to monitor spending by using customized controls.
 - Streamlining the procure-to-pay process.
 - Which expenses to target.
 - Where to find your cost savings.

- 12 noon **NETWORKING LUNCHEON**

- 1:00 p.m. **WAPP WELCOME AND INTRODUCTIONS**

- 1:15 p.m. **STATE CONTRACT UPDATES** – Helen McCain, Director, State of Wisconsin DOA

- 2:00 p.m. **PUBLIC CONSTRUCTION CONTRACTS** – James Bartzen, Partner –Boardman Law Firm
 James works on a wide variety of different complex legal issues involving the Construction, Fidelity, Surety, and Government Contract law. He will guide us through the basics of public construction contracts and fill us in on some of the latest court decisions involving public construction.

- 2:50 p.m. **BREAK**

- 3:00 p.m. **SELECT PRESENTATIONS FROM THE NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASERS FORUM** – Moderator, Cheryl Oliva, City of Milwaukee
 - **Leveraging your Potential by Maximizing the Value of your NIGP Dues** - Linda Dupuis, City of Green Bay
 - **CPPB/CPPO Certification Process** – Vera Butts, Social Development Commission
 - **You did What? The Ethics Quagmire in a Diverse World** – Gene Baietto, City of West Allis
 - **Project Management and Cross Functional Teams** – Susan Connelly, Waukesha County

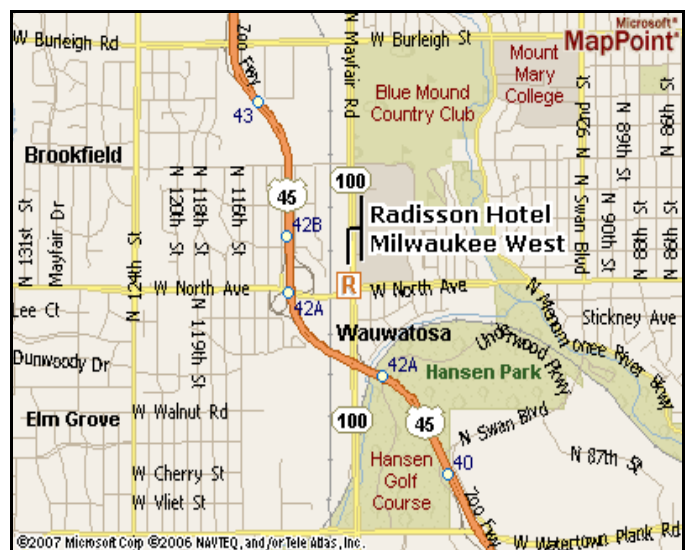
- 4:15 p.m. **ADJOURNMENT**

DIRECTIONS

From West: I94 East to Exit 305B (left) onto US45. Exit 42A (right) onto Hwy 100 (N. Mayfair Road). Left onto W. North Avenue

From South: I94 North to I894 (left). Exit 1A (road name changes to US45). Exit 42A (right) to Hwy 100 (N. Mayfair Road). Left onto W. North Ave.

From North: US41 south (road name changes to US45). Take Exit 43 (Burleight St). Turn left (east) onto Burleight St. Turn right onto N. Mayfair Rd (Hwy 100 S)



BID CALENDAR UPDATES

COPY PAPER



The current bid for Copy/Computer Paper was awarded in January, 2007 with a contract period of January 1, 2007-December 31, 2007. The bid was awarded to two vendors. Below are the awarded vendors with the bid items they were awarded:

Office Depot

- Bob Nelson
Phone: 1-800-613-4624 x 4421
- Bright Colors 20# 8 ½ x 11
 - Astrobrite Text 11 x 17 24/60#

• **Wisconsin Paper**

- Steve Stonecipher
Phone: 414-771-3771
- All Virgin & Recycled Copy Paper
 - Recycled Colors

A complete list of all awarded bid items & prices is posted on the V.A.L.U.E. website under 2007 Bids. Please note that the awarded items are highlighted.

Steve from Wisconsin Paper comments that *"at this time the crystal ball shows the paper industry to be stable. Most of the energy increases have been implemented and the weaker paper producers have either gone out of business or have been dissolved through mergers. The tightness in the market concerning paper that we saw last year seems to have ironed itself out. We hear no rumors of allocation."*

Jean Kienzle
Elmbrook Schools



SHREDDING SERVICES

Waukesha County is pleased to announce the addition of Shredding Services available to all V.A.L.U.E. members. This is a new service that was recently bid for V.A.L.U.E. members.

The bid has been awarded to Complete Shredding Services, LLC of Greenfield. Services include on-site shredding services and for those agencies that required the shredding to be witnessed, they have an on-board camera in the shredding compartment and holding compartment. Disposal of cardboard and locked containers are available at no cost to the agency. Containers sizes are 95 gallon bins (350 lbs) and flip top consoles (100 lbs). Costs

for shredding documents are \$.05 per pound or \$2.00 per box (estimated 40lb. Per box)

Participating agencies currently include Waukesha County, Howard-Suamico Schools, City of Wauwatosa, Village of Elm Grove, Racine County, Waukesha County Technical College, Port Washington-Saukville Schools, City of St. Francis and Kenosha County. This bid does have a piggyback provision, so V.A.L.U.E. members who did not commit to participation may contact Adam Bartoszek at Complete Shredding Services, LLC for service at 414-282-9760 ext. 101.

If you have any questions regarding this bid, you may contact Diane Knoll, Sr. Buyer, Waukesha County Purchasing at 262-896-8035 or dknoll@waukeshacounty.gov



RUBBERIZED CRACK SEALANT FOR ROAD REPAIRS

Maintenance departments are under siege trying to keep up with pavement cracks and pothole repairs. Prevention is much cheaper than repair. Research shows that active crack sealing programs are cost effective in extending the life of pavement as opposed to the cost of extensive pavement repairs for streets left unsealed. Traditionally, crack sealing has been low on the priority list, both in terms of funding and time allotments. However, an effective crack sealing program is the single best weapon against pavement failure.

The bid opening for rubberized crack sealant was held on January 30, 2007. Once again the V.A.L.U.E. process of combining commodity needs saved all of us money. This year's bid resulted in awards to two vendors: Sherwin Industries for the Crafcro products and Gerdau Ameristeel for the Right Pointe products. Please check out the V.A.L.U.E. web site for the bid award documents.

I would like to give a special thank-you to all the communities who sent me their commitments for this year. This years participants include the following cities, towns and counties.

- Cities of** Brookfield, Green Bay, Franklin, Hartford, Milwaukee, Sheboygan, Wauwatosa and West Allis.
- Town of** Vernon.
- Counties of** Kenosha, Racine, Walworth, and Waukesha.

Combining our quantities really did save our communities money.

Robert Barwick
City of West Allis



TIME TO BID

It will be necessary to rebid the gasoline/ fuel oil contract that expires this year on July 31st so this is a heads up that it's time to get your records together for when the commitment forms are sent out. For those of you don't currently participate in this contract, I strongly recommend you do so. On more than one occasion I've priced our contract against other agencies "buying on the fly" and we've always been more competitive. No- that's not an offer for me to do this for you; it's more of a carrot to try and convince you to participate. I'm hoping to get a survey out soon to determine if there is a need to have bio-diesel added to the contract, as well as to find out if the contract is fulfilling their needs and/or if other changes are required. Shortly after, the commitment and requirements forms will be sent out. Therefore, I appreciate your being prepared, as this is probably one of the largest contracts V.A.L.U.E. does with our agency alone spending almost \$500K/year. So if you don't "Pay at the Pump", make sure your keep your eyes open for this one.

Cindy Greco
Waukesha County

**STAINLESS STEEL PIPELINE
REPAIR CLAMPS**

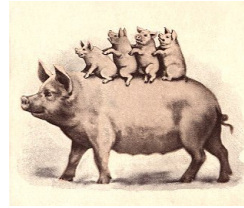


The contract for Stainless Steel Repair Clamps will be bid out later this spring. Expect to see an invite to participate in this bid coming to your e-mail in the month of May 2007. In the past, this bid has produced very competitive pricing, and I expect that again this year. Please start preparing your requirements so that you are ready to participate in this bid.

Here is a list of those agencies that have participated in the V.A.L.U.E. Repair Clamp bid these past few years.

- | | |
|-------------------------|-------------------------------------|
| City of Brookfield | Brown Deer Water Utility |
| Cedarburg Light & Water | Cudahy Water Utility |
| Fox Point Water Utility | City of Glendale |
| Grafton Water Dept | Menomonee Falls Water Dept |
| City of Milwaukee | Oak Creek Water |
| City of Port Washington | Racine Water & Wastewater Utilities |
| Village of Shorewood | Waukesha Water Utility |
| City of Wauwatosa | City of West Allis |

Robert Barwick
City of West Allis



**PIGGYBACK
OPPORTUNITIES**

LIQUID PROPANE GAS

Washington County has extended the current contract and price structure for Liquid Propane Gas supplied to the County from AmeriGas Propane Company. This is a V.A.L.U.E Piggy Back Contract and the extension is for an additional two years and will end on March 11, 2009. The new contact person at AmeriGas is Cheryl Kuhagan. She can be reached at 414-774-1160 or 800-635-5501. The bid tabulation and extension letter can be found on the V.A.L.U.E. website under piggy back contracts.

If you have any questions regarding the bid please contact me.

Roy Hartmann, Buyer
Washington County

OUTSOURCE IT SUPPORT SERVICES

Racine County has signed a five year IT Support Services contract with Velocity Partners of Brookfield for help desk support, web/database development and web content. Velocity has agreed to open the contract to all V.A.L.U.E. agencies.

The Velocity Partner contract permits each participating agency to design a custom service solution that will address their unique needs without the overhead costs that traditionally accompany managed services. Many types of technology skills are available. One of the contract's unique features is its pricing structure. Velocity Partners passes on the hourly costs of each individual tech with a fixed administrative fee per agency. As more technicians are placed in agencies, the administrative fee decreases on a tiered basis. Their pricing has resulted in significant savings for Racine County compared to other vendors that proposed more conventional service pricing models.

Racine County has outsourced the above name IT services to Velocity Partner staff for over 2 years.

For more information contact:

Diane Kelly
Racine County Purchasing



UP COMING NIGP COURSES

NEW NIGP COURSE AND TEXTBOOK: CAPITAL ACQUISITIONS

How do capital asset acquisitions differ from the purchase of supplies?

How do you ensure that a long-term best value solution is obtained for your agency?

State and local governments annually allocate one-third of their total expense budget toward capital purchases. As capital assets represent large, long-term, infrequent, and often high profile government investments, public procurement professionals must give special attention to the unique planning, procurement and contract administration processes exclusive to this product class.

NIGP's newest offering, *Capital Acquisitions*, presents a strategic, enterprise view of the capital acquisition process, the organizational environment in which it occurs, and details the critical evaluation tools and contracting best practices public procurement professionals must employ.

The *Capital Acquisitions* course and text is appropriate for procurement officials, senior buyers, procurement specialists, clients responsible for procuring and maintaining capital acquisitions, and agency contract administrators.

For a detailed course description visit NIGP Educate.

Performance Based Contracting Course Supports Key Trend

Performance-Based Contracting (PBC) provides that all aspects of service acquisition are based on desired outcomes rather than prescriptive specifications. In this contracting environment, price is usually a minor factor in the award criteria.

Beginning fiscal year 2002, Office of Management and Budget established a goal that 20 percent of all eligible service contract dollars over \$25,000 would be structured as performance-based contracts. A recent Price Waterhouse Coopers study indicates that state and local governments are quickly embracing performance-based service contracting. Yet, as governments move toward performance-based contracting, most public procurement organizations are not adequately trained or equipped to effectively compete these contracts.

"**Performance Based RFPs**" provides the requisite skills and tools needed to understand and manage this procurement methodology. Classroom activities incorporate case studies to evaluate the use and effectiveness of the process. During this two-day course, you will learn how to:

- * Judge when performance based RFPs are appropriate.
- * Incorporate the six components of performance based RFPs.
- * Structure acquisitions around purpose and desired outcome.
- * Effectively compete service contracts.
- * Achieve best value with performance based RFPs.

Presented By:

John R. Miller, CPPO, M.G.A.

Procurement Services

Harford County Public School System, Maryland

John will be presenting this course on March 29-30 in Fredericksburg, Virginia, hosted by the Virginia Association of Governmental Purchasing, Inc. Chapter of NIGP. To register contact Ellie Drew, CPPB, VCO at edrew@umw.edu. Any chapter or agency that wishes to request this course should complete the Seminar Request Form.

GSA Opens Contracts To State And Local Governments For Disaster Recovery

WASHINGTON — The U.S. General Services Administration (GSA) announced that state and local governments will soon be able to order products and services from federal contracts to support recovery from major disasters and acts of terrorism. The change will vastly improve GSA's ability to assist communities during times of national emergencies. With publication on February 1, 2007 of an interim rule change to 40 U.S.C. 502 in the Federal Register, GSA has begun the contract modification process to make this new support available by spring of 2007.

GSA Administrator Lurita Doan said, "*Opening our Federal Supply Schedules means unprecedented delivery speed and best value for state and local agencies directly helping Americans who need it most.*"

For state and local governments to use federal disaster relief and recovery contracts normally only available to federal agencies, purchases must be for recovery from a major disaster as declared by the President under the Stafford Disaster Relief and Emergency Assistance Act, or an act of terrorism. However, GSA's rule allows state and local governments to purchase these goods and services in advance of such a disaster to allow for rapid response and recovery.

GSA has been working with DHS and other federal agencies to implement this new program. Homeland Security Secretary Michael Chertoff determined all goods and services on GSA Federal Supply Schedules could be used for disaster recovery, but GSA contracts for Disaster Relief, Homeland Security and Wildland Fire and Equipment should be among the first available to state and local responders. *"We're taking steps today to make most critical contracts available as soon as possible,"* said GSA Chief of Staff John Phelps. *"This fits perfectly with our reaffirmed agency commitment to focus GSA contracts and expertise where they're needed most in an emergency, anywhere in the country."*

Beyond these initial offerings, GSA's entire Federal Supply Schedule of more than 10 million products and services will be opened for state and local disaster relief. *"GSA's already leveraged the buying power of the federal government to negotiate the most competitive deals with the best of America's businesses, so let's put that to work for Americans affected by disasters,"* said GSA Federal Acquisition Service Commissioner Jim Williams.

For more information visit www.gsa.gov or www.regulations.gov



UPCOMING WEBINARS

Life Cycle Costing - How It Can Benefit Your Agency!

Thursday, April 5, 2007

12 noon- 1:30

Kenneth Hayslette, CPPO, C.P.M., CPCM

Upon completion, each participant should be able to:

- List the basic concepts of Life cycle Costing (LCC) / Total Cost of Ownership (TCO)
- Identify the primary and secondary needs of the client / user components
- Incorporate the needs of the client / user into appropriate solicitation evaluation criteria
- Create defensible IFBs and RFPs using the LCC/TCO principles
- Apply the LCC/TCO principles in evaluating proposals
- Determine and use the appropriate financial tools to develop the business case
- Perform the make/buy/lease analysis
- Explain the advantages and limitations to using LCC/TCO

Registration deadline: Wednesday, March 28 at 5 PM EST

Developing Effective RFP Evaluation Criteria

Thursday, April 19, 2007

12 noon- 1:30

Donnell Fowler, CPPB & Keri Stocks, CPPB

Upon completion, each participant should be able to:

- Identify the steps of the RFP process
- Employ the useful tools for the RFP evaluation process
- Identify the appropriate individuals to be involved in the RFP process

Registration deadline: Wednesday, April 11 at 5 PM EST

The Art Form of Specification Writing

Thursday, June 7, 2007

12 noon- 1:30

Robin J. Rickard, CPPO

Upon completion, each participant should be able to:

- Differentiate between the kinds of specifications
- Know when and how to use specifications
- Apply some best practices in writing specifications
- Utilize standardization in specification writing, and
- Translate the end-users description into usable specifications

Registration deadline: Wednesday, May 30, 5 PM EST

For more information on any of these webinars go to <http://www.nigp.org/educate/outline/WEBINAR.htm>

Cost: \$25. To register for any of the webinars contact Vera Butts at: vbutts@cr-sdc.org



V.A.L.U.E. would like to welcome the following agencies that have joined our organization since February 2006.

Hamilton School District - Bryan Ruud, Pauline Phillips & Jeff Grove

Jefferson County - Gary Petre, Tammie Jaeger & Roland Welsch

Kenosha Unified School District - Bill Johnston

County of Sheboygan - Bernard Rammer

Silver Lake-Salem Jt. School Dist #1 - Frank Miller, Sue Schilz, Ron Schick & Renee Paulson

Town of Waterford - Ken Hinz

Wisconsin Indianhead Technical College - Nancy Erickson, John Will & Joan Kuhnly

Barb Weller
City of West Allis

**MONTHLY PLANNING
MEETING SCHEDULE**

April 18 City of West Allis
 May 16 City of Wauwatosa
 June 20 Waukesha County
 July 18 Milwaukee County

Planning Committee:

Robert Barwick City of West Allis
 Jim Bembenek City of Wauwatosa
 Vera Butts Social Dev Commission
 Susan Connelly Waukesha County
 Jason Cowan Milwaukee Public Schools
 Laurie Dudley Waukesha Schools
 Dawn Gurda Milwaukee County
 Roy Hartmann Washington County
 JoAnne Jacobson Pt Wash/Saukville Schools
 Lee Johnson Retired - City of West Allis
 Diane Kelly Racine County
 Jean Kienzle Elmbrook Schools
 Bill Kurer Washington County
 Kris McGill Walworth County
 Victoria Nash WCTC
 Steve Slawny Milwaukee County
 Peggy Watson Walworth County
 Janine Wilant City of Milwaukee

Webmaster:
 Chris Hubbard

Membership:
 Jean Kienzle Elmbrook Schools

Newsletter Editor/Publisher:
 Barb Weller City of West Allis

WEBSITES

V.A.L.U.E. in Local Government
www.value4gov.org

Wisconsin Association of Public Purchasers
www.wapp.org

National Institute of Governmental
 Purchasing, Inc.
www.nigp.org

Vendornet
vendornet.state.wi.us

V.A.L.U.E. Membership Information
 Send agency / member corrections or
 additions to:
bweller@ci.west-allis.wi.us
 414-302-8321 (fax)

2007 BID CALENDAR

Ammunition Waukesha Cty
 Batteries Waukesha Cty
 Copy Paper Elmbrook Schools
 Crack Sealer City of West Allis
 Electronic Recycling Waukesha Cty
 EMS Supplies Open
 Gasoline, Fuel Oil,
 Diesel Fuel Waukesha Cty
 HVAC Filters MPS
 Janitorial Paper Products Waukesha Cty
 Law Enforcement Vehicles Waukesha Cty
 Light Trucks/Automobiles Waukesha Cty
 Liquid Calc. Chloride, Bagged
 De-Icing Chemicals, Water
 Softener Chemicals Waukesha Cty
 Office Supplies Waukesha Cty
 Plow Blades Waukesha Cty
 Procurement Card Waukesha Cty
 Repair Clamps City of West Allis
 Shredding Services Waukesha Cty
 Sign Blanks/Post City of Milwaukee



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**PO Box 14611
 West Allis, WI 53214**