



V.A.L.U.E. OF THE MONTH JANUARY 2012

V.A.L.U.E. IN LOCAL GOVERNMENT'S 21ST ANNUAL MEETING

Please mark your calendars for March 8 & 9, 2012 and plan on attending V.A.L.U.E. in Local Government's 21st Annual Meeting! This is again another great opportunity to join in with other public purchasers to keep up with what's going on in public procurement and within the V.A.L.U.E. organization.

This year following our business meeting, we will focus on Public Works and Public Procurement for Public Works Projects. The Planning Committee has arranged to have many professionals present on topics such as:

- Public Works Procurement and Contracting
- Use of AIA documents in contracting for public works projects and related professional services
- Bid Bonds, Performance/Payment Bonds and Retainage
- Prevailing Wage Requirements
- Owner Direct Purchase Orders

All members are welcome to attend both days of this meeting and for those attending both days, on Friday you will get the chance to hear from Rick Hughes, Director, State Bureau of Procurement who will also be providing an update to us on existing state contracts and current solicitations. The entire two days should prove to be very informative for all in attendance.

I'd encourage you to attend this meeting and also spread the word about our Public Works theme for this meeting and invite people from your Public Works Departments to sign up and attend. The cost per person is nominal for the value you will get from this meeting! Please watch for the agenda coming out soon for more details.

In closing, I'd also like to welcome any new members to our organization and express my sincere thanks to all the members of V.A.L.U.E. for their participation in our organization; especially to the individuals who have done the work of developing the V.A.L.U.E. Cooperative and Piggybacking Bids/Contracts for our members to use. I'd also like to thank the members of the Planning Committee for all their efforts that go into running this fine organization and also for planning our annual meeting event. It's the work of many that makes all that we do and offer possible.

See you in March!

Bill Kurer
Washington County Purchasing Agent
& V.A.L.U.E. in Local Government Chairperson

V.A.L.U.E. NOMINATIONS ARE BEING SOUGHT FOR LEADERSHIP POSITIONS

Nominations are now being sought for the leadership positions of Chairperson and Treasurer for the V.A.L.U.E. in Local Government organization. Members in attendance at the annual business meeting on March 10th will have the opportunity to vote on filling these positions. Bill Kurer, Washington County, has held the Chairperson position for the past 5 years, and JoAnne Jacobson, Port Washington/ Saukville School District, has held the position of Treasurer for the past 10 years.

If you or another V.A.L.U.E. member would like to serve in either position, you must enter a written petition for nomination to the Planning Committee by February 1, 2012 so that you can be included on the ballot for the March 8th, 2012 election.

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.

Remedies for Supplier Screw-ups, Part I

PurchTips - Edition # 245 December 13, 2011

By Charles Dominick, SPSM, SPSM2

www.NextLevelPurchasing.com

Which Contractual Remedies Do You Use?

If a supplier's product fails to comply with acceptance criteria, there are five common contractual remedies that procurement professionals use: replacement, supplier repair, self-repair, refund, and contract termination. You can negotiate for a specific remedy or the option to choose from a list of remedies at time of failure.

For each possible remedy, there are things that should be contractually specified to avoid disputes. In this edition of PurchTips, we've provided two checklists to help you determine what to agree upon with your supplier when drafting the contract if replacement and/or supplier repair are among your preferred remedy options. A future edition of PurchTips will provide checklists related to the other remedies.

If replacement is your chosen option:

- Do you need to return the defective item or can you simply dispose of it?

- If you need to return the defective item, does the supplier need to receive the defective item prior to shipping the replacement?
- If you need to return the defective item, who pays for the shipping of the defective item and the shipping of the replacement?
- If you need to return the defective item, what shipping options (e.g., next day air, ground shipping, etc.) are acceptable for shipping the item back to the supplier?
- How quickly must the supplier deliver the replacement (including any shipping time)?

If supplier repair is your chosen option:

- Who pays for the shipping of the defective item from your organization to the supplier and for the shipping of the repaired item back to you?
- What shipping options (e.g., next day air, ground shipping, etc.) are acceptable/required for shipping the item back to the supplier then back to you?
- How quickly after receipt of the defective item must the supplier deliver the repaired item (including any shipping time)?

Submitted by
Robert Barwick
City of West Allis



Copy Paper

Unisource has been awarded the 2012 paper bid effective January 1, 2012. Award documents are posted on the V.A.L.U.E. website

Laurie Dudley
School District of Waukesha

Rubberized Crack Sealant

Award was made to Gerdau (Right Pointe), Sherwin Industries (Crafco) and Brock-White (W.R. Meadows) for the period Jan-April. See the V.A.L.U.E. website for tabulation and award letter.

Robert Barwick
City of West Allis



What's in the Fine Print and Why: Standard P.O. Terms and Conditions for Services

Pricing: \$75/ Members / \$105 Non-Members
Date and time: Thursday, February 16, 2012, 12 PM – 1:30 PM
Presented by: Michael E. Bevis, CPPO, CPSM, C.P.M., PMP
Registration Deadline: February 15, 2012, 5 PM

All skill levels. This is the *second* session in a three part series that presents an explanation of the meaning and purpose of Purchase Order Terms and Conditions. Purchase Orders are contracts, the Terms and Conditions in Purchase Orders each serve specific purposes. This series considers three basic types of Purchases: P.O.s for Goods; P.O.s for Services; and P.O.s for Construction. Each session is complete in it self and you can take one or all of the sessions in any order. In each session we will consider P.O. recommended terms and conditions paragraph by paragraph. Purchase Orders for Goods do not work for Professional Services the practical and business requirements are different and sometimes mutually exclusive. A different set of terms and Conditions is needed for professional Services, no matter what the dollar value.

At the end of this Webinar, students will be able to:

- Understand the nature and purpose of the Purchase Order for services;
- Apply the legal requirements of the P.O. to the business purposes of the organization;
- Develop new and/or revise existing services P.O. documents to better fit organizational needs; and,
- Develop P.O. training materials for the use of client departments.

What's in the Fine Print and Why: Standard P.O. Terms and Conditions for Services

Pricing: \$75/ Members / \$105 Non-Members
Date and time: Thursday, March 1, 2012, 12 PM – 1:30 PM
Presented by: Michael E. Bevis, CPPO, CPSM, C.P.M., PMP
Registration Deadline: February 29, 2012, 5 PM

All skill levels. This is the *final* session in a three part series that presents an explanation of the meaning and purpose of Purchase Order Terms and Conditions. Purchase Orders are contracts, the Terms and Conditions in Purchase Orders each serve specific purposes. This series considers three basic types of Purchases: P.O.s for Goods; P.O.s for Services; and P.O.s for Construction. Each session is complete in itself and you can take one or all of the sessions in any order. In each session we will consider P.O. recommended terms and conditions paragraph by paragraph. Work or Construction P.O.s must respond to the special relationship between the Public Entity and the company performing the work, this relationship creates the need for contractual provisions (terms and conditions) that are different from those needed in P.O.s for goods or those for services.

At the end of this Webinar, students will be able to:

- Understand the unique nature and needs for a Purchase Order for small construction project;;
- Apply the legal requirements of the P.O. to the business purposes of the organization;
- Develop new and/or revise existing services P.O. documents to better fit organizational needs; and,
- Develop P.O. training materials for the use of client departments.



V.A.L.U.E. Monthly Planning Meeting **December 14, 2011**

In Attendance: Bill Kurer, Robert Barwick, Laurel Schleimer, Sung Ye Jacobs, Amos Owens, Cindy Matz, Barb Weller, Nick Cramer, Diane Kelly, Karen Jefferies, Jim Bembenek, Laurie Dudley, Roy Hartman, Monique Jones

I. Common Solutions/Open Forum

Jim Bembenek discussed confusion with the Turn-out gear RFB; he stated there were questions on the contract term and that there was no official contract; however the V.A.L.U.E website states the contract is for three years. A discussion centered on the lowest cost provider being a Canadian firm, however there was no local Representative. Jim stated the City of Minneapolis has used them in the past. The second

lowest bidder was awarded the contract because the Canadian firm lost points due to no local representation.

Jim Bembenek stated the firm stated they would hold pricing for one year, Laurel Schleimer advised the group of a meeting that will be held Thursday December 15th to discuss the contract issue further. A discussion was held with comments that it would be wise to wait to determine if the mills will be issuing a price increase; questioning if the bid should be thrown out and reissued. Jim stated the contract is not in writing and referred to the bid being posted on the V.A.L.U.E. website.

Bill Kurer asked what would happen if the next lowest bidder was use. Amos stated the County would go to the next lowest bidder as a good faith effort.

Roy Hartman asked about MRO, no contract for Electrical or Plumbing. WSCA contract was mentioned, Grainger and Fastenal. Robert Barwick, talked about NJPA being similar, however there was a larger market basket that can be used for Grainger. Sung Ye Jacobs asked Grainger to confirm extension via email and stated Grainger was willing to provide that information.

II. Ongoing/Unfinished Business

A. Update on Aid Matrix

Diane Kelly stated there was no new information, but had an 11:00 conference call to discuss Aid Matrix. Diane was working on her last email project implementation plan and timeline. Diane will be retiring; however she will try to attend meetings, and will update Nick Cramer and Cindy Matz.

B. Annual Meeting

Nick Cramer handed out an updated Agenda for review.

Bill Kurer stated he will do a brief review of the past few years and changes to V.A.L.U.E. and what the future may hold for V.A.L.U.E. moving forward.

Diane Kelly discussed past meetings and how V.A.L.U.E. was in the morning and WAPP was in the afternoon. Bill commented that changes were due to the Public Works topic and having enough time to cover all topics.

Bill Kurer discussed ways to send out a non-member invitation and thought posting this on the website might be a good idea. The draft invitation was reviewed and discussed with the group. Barb Weller suggested making the invitation a part of the newsletter and Laura suggested an email blast in addition to the news letter. Bill will work with Barb to send it out the second week in January. Laurie Dudley stated she will check and see if she can find a statewide DPI directory to send the invitation to as well.

Bill Kurer stated registration costs have been discussed between WAPP and V.A.L.U.E.

Bill Kurer asked about registration process. It was stated that it will be on WAPP website.

III. Bid Report/Updates

Anissa was going to look into boiler chemicals; Roy commented that might be a tough thing to do. Laurie Dudley suggested a specification sheet might help.

Roy Hartman stated he sends out quotes two times per year for Guard Rails/Culverts; Bill questioned if it could be done cost per foot with different diameter. Nick Cramer stated he would have Kris McGill contact Roy to com up with a list of common items.

Monique Jones and Cindy Matz to work with Karen Bollinger on ice melt and filters. Jim Bembenek talked about LED Street lights

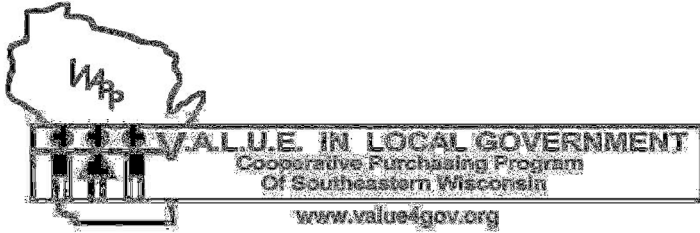
Laurel Schleimer talked about communication services, T1 lines and the internet. Robert asked that information be sent to him for review and asked how many people would be interested in participating; most stated their IT department would handle specifications for these services.

Jim Bembenek commented they were originally with AT&T but saved money by switching to Paetec. More to be discussed at next months meeting.

IV. New Business

New business was discussed

Submitted by,
Monique Jones
Social Development Commission



MONTHLY PLANNING COMMITTEE MEETING

Wednesday, January 18, 2012

8:30 AM - 10:30 AM

7525 W. Greenfield Avenue, West Allis, WI 53214

Phone: 414-302-8300

(Meeting Minutes and Refreshments by Cindy Matz)

AGENDA

I. Common Solutions/Open Forum Discussion

- A. Learn from your peers or bring an issue you'd like to discuss

II. Ongoing/Unfinished Business

- A. Update on status of vendor resource listing in cooperation with SE WI Emergency Mgt Group & AidMatrix (Update from Cindy or Nick)
- B. 2012 Annual Meeting Planning
 - 1. Public Works Session
 - 2. Invitation
 - 3. Annual Meeting Registration Process
- C. Bid Calendar Routing (Review and Discuss)

III. Bid Reports/Updates

- A. Review V.A.L.U.E. Contracts listing for updates and discussion items
- B. New Bid Opportunities

IV. New Business

V. Adjournment

Future Meetings - Date/Location/Refreshments & Minutes

February 15, 2012	March 8 & 9, 2012	April 18, 2012	May 16, 2012	June 20, 2012
City of West Allis	Hilton Garden Inn	City of West Allis	City of West Allis	City of West Allis
Nick Cramer	Annual Meeting	Laurel Schleimer	Laurie Dudley	Karen Bollinger