



Fall 2004
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Inside This Issue

- 1 In the Spotlight
- 1 NIGP Award
- 2 Liaison Spotlight
- 2 Best Practices Award
- 3 F.A.Q.'s
- 3 Special Events
- 4 Noteworthy
- 4 Liaison New's

Cyd V. Grimes, C.P.M.
Purchasing Agent

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- Pct. 1 Commissioner Ron Davis
- Pct. 2 Commissioner Karen Sonleitner
- Pct. 3 Commissioner Gerald Daugherty
- Pct. 4 Commissioner Margaret Gomez

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- Pct. 3 Cty. Commissioner Gerald Daugherty
- 353rd District Ct. Judge Lora Livingston
- 201st District Ct. Judge Suzanne Covington
- 331st District Ct. Judge Bob Perkins

TRAVIS COUNTY PURCHASING QUARTERLY

- Sylvia Lopez, Contributing Editor
- Jorge Talavera, Contributing Editor
- Betty Chapa, Designer/Associate
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Travis County Purchasing Quarterly

In the Spotlight Marvin Brice



By Betty Chapa

It would only be appropriate for us to end the fiscal year, which marked the County's 10-year HUB Program anniversary with a spotlight on the County's first HUB Coordinator. Many of you may know Marvin Brice a Purchasing Agent Assistant in the field of construction. He has been with Travis County for 11 years. He made his travel from the northern state of Indiana to Texas while in the United States Air Force. He retired from the United States Air Force after 15 years of service.

Marvin has shared his journey with his wife of 23 years, Karen. They also have a son, Brandon, who they recently sent off to Texas Tech University where he

will major in electrical engineering. Both Marvin and Karen feel, "really proud and think he is going to do great things."

Marvin has many successes that he credits to his parents who taught him to always be accountable for his actions. Their guidance in his upbringing as a young African-American helped him to become a "go-getter" and take in all the great things that life has to offer.

As I interviewed Marvin, he reflected on past assignments that marked new beginnings for Travis County. One is our HUB Program, for which he helped build the foundation. The other is the development of the construction section of purchasing. His nine years of Air Force

See Spotlight on Page 2

HUB Program Awarded National Honor

By Sylvia Lopez

The Travis County Purchasing Office was honored at the National Institute of Government Purchasing 59th Annual Forum and Products Exposition held August 7-11, 2004 in Biloxi, Mississippi. Purchasing received the "Top Innovation by a County Government Award" for our Historically Underutilized Business (HUB) Program.

The national award recognized the County for demonstrating leadership in the area of innovative practices related to communication, community outreach and technology, while ensuring transparency, efficiency and fairness in the expenditure of public funds.

Travis County competed against nine other states including Delaware and New York. Congratulations Travis County for making our HUB Program a SUCCESS!

"While other governmental entities are still discussing and fact finding on adopting a diversity program, Travis County proudly celebrates a decade of innovation."

-Sylvia Lopez





Purchasing Liaison **SPOTLIGHT** *Interviewed and Written By Sylvia Lopez*

Ken Gaede, an Architect and Project Manager for Facilities Management, grew up in Amarillo, Texas and

moved to Austin in 1971 to go to the University of Texas.

In his other life, Ken owned Gaede Design-Build and concentrated on residential projects, light commercial and other remodeling projects. After fifteen years as a small business owner, he closed the doors and became part of Travis County.

Ken enjoys his challenging job with overlapping deadlines and increased workloads and sticks to his philosophy of

realizing problems are unavoidable and dealing with them head-on.

As a teenager, his mother gave him the best advice while they were at a racetrack. Ken had a few lucky bets but ultimately walked away with empty hands. His mother told him that there was a great lesson in this. To realize that he is like the rest of us and will have to work hard for his money. To never think he would strike it rich but to work hard.

He briefly reflected on his days as the founding President of Tree Folks, an organization that plants trees at parks, schools, and streets around Travis County. Ken is a tree lover and describes them as providing shade, softening the landscape

and making scenery more pleasing to the eye.

Ken's most proud of being the first Architect and Project Manager for Travis County's first in-house design for a new building project: the North Rural Community Center and Clinic, located in Pflugerville. "Taxpayers are getting a good deal out of me."



Ken can be reached at (512) 854-9894 or ken.gaede@co.travis.tx.us.

Do you know a purchasing liaison you would like to nominate for this article?
Email sylvia.lopez@co.travis.tx.us.

Link up...to helpful purchasing information on the Web: resources for small business owners

www.co.travis.tx.us – Travis County Clerk's office provides you with information to file an Assumed Name (DBA).

www.irs.gov – visit the Internal Revenue website for Small Business Workshops.

www.texas.gov – Needing help starting your business? Texas On-line is ready to help you with their 4-step process.

Spotlight · Continued from Page 1

experience in this field, combined with his knowledge, skills, and ability helped in developing this section for Travis County under the direction of Purchasing Agent, Cyd Grimes. Marvin also wrote both the policies and procedures for the HUB Program and the chapter on Construction Procurement for the Purchasing manual, which are still used today.

Marvin enjoys the different aspects of his current position, "there are no problems, just challenges." Knowing that as a county employee he plays the role of an arbitrator, he says, "My customer is the department whether it be Facilities Management, TNR, or the Sheriff's Office. I'm there to support them. By the same token there's the contracting community that has to get a fair shake."

One of Marvin's challenges was the Criminal Justice Program, an \$82 million project. Despite the negative publicity this project received, Marvin says it was rewarding. "To bring a project from con-

ception all the way to end to where you see a building standing there...knowing that I had something to do with it is very rewarding."

Outside of work Marvin has a soft spot for children. He's a mentor in the Austin Independent School District's Mentoring Program and has been for the past eight years. "Little do they know, or maybe they don't believe, the road they are trying to travel I've already traveled." His motivation to give back to the community was a direct result of the Million Man March held in Washington.

Marvin enjoys cooking, traveling, especially to Jamaica, and now that he finds himself with more leisure time, catching up on a television show or reading a good book by his favorite author Terry McMillan. With retirement approaching he wants to enjoy, "the fruits of his labor for the past 25 years."



2004 Best Practices Award

The Texas Associations of Counties recognized Records Management for their "Innovation in County Government." Steven Broberg and Alicia Perez presented the awards to Travis County and Commissioners Court on August 24, 2004. The awards given were for the **Park System**, by Dale Cornibe which airs on TCTV; Travis County **"Commissioners Court Video-on-Demand Project"** by Susan Ver Hoef from Web Services and Liz Chupco, and **Law Library Pro Service Program** by Lisa Rush. The Purchasing Office congratulates you and all the staff for a job well done!

**INNOVATION
INSPIRATION
VALUE**



Q: Can Purchasing cancel a requisition in H.T.E.?

A: No, the requisitioner can cancel the requisition or modify it for a new use. Purchasing does not have the ability to cancel a requisition.

Q: How do I get our inventory updated on H.T.E.?

A: Forward transfer paper to the Purchasing Fixed Asset Manager and adjustment will be made. Transfer paper must be complete with signatures of both sending and receiving parties as well as new location.

Here's what you are saying about the Purchasing Office...

"Purchasing Office has an EXCELLENT leader Ms. Cyd Grimes and great staff!"

"Your staff is top-notch. Always pleasant, understanding and calming. They take our moments of panic and change them into moments of relief. They are professional and always helpful. Even at their busiest time of the year."

"I enjoy the newsletter."

"If this was a sport then Purchasing would be headed to the Super Bowl!"

The Purchasing Office thanks you for your comments.

Where Do They Go?

*At times we worry about everything
That leaves no time for us to sing
It seems that troubles weigh us down
Each and every time we turn around
A sunny day or is it just a myth
What could shine on a day like this
The dark clouds that float over our head
Brings no joy but gloom instead
Yet northern winds are gathering their power
To drive away those billows that glower
They clear the sky and the sun shines through
And let us know the things we can do
Where do they go when the winds blow hard
Into the ever receiving loving arms of God*

© Donald E. Rollack
July 12, 2004

Purchasing Staff Phone List

Main Number (512) 854-9700

Purchasing Agent	Cyd Grimes	854-9761
P.A.'s Executive Assistant	Lana Boling	854-9766
Purchasing Clerk IV	Melissa Hanson	854-9915
Purchasing Clerk III	Juan Gonzalez	854-9916
Purchasing Clerk III	Patricia Estrada	854-9917
Purchasing Clerk II	Vera Cervantes	854-9918
Asst. Purchasing Agent	Frank Holder	854-9451
Business Sys. Consultant	Scott Worthington	854-4851
Fixed Asset Manager	Ron Dube	854-6458
Warehouse Supervisor	Dan Rollie	854-6459
Fixed Asset Associate	Matt Phillips	854-7438
Purchasing Agent Asst. III	Mike Long	854-4850
Purchasing Agent Asst. III	Jason Walker	854-4562
Purchasing Agent Asst. III	Rebecca Edwards	854-9853
Purchasing Agent Asst. IV	Richard Villareal	854-4881
Purchasing Agent Asst. IV	Jerry Raisch	854-9724
Purchasing Agent Asst. IV	Marvin Brice	854-9765
Purchasing Agent Asst. IV	Sylvia Gonzalez	854-5860
Asst. Purchasing Agent	Bonnie Floyd	854-4173
HUB Program Coordinator	Sylvia Lopez	854-4561
HUB Program Specialist	Betty Chapa	854-9914
Purchasing Agent Asst. III	Lolly Jones	854-4204
Purchasing Agent Asst. III	Lori Clyde	854-4205
Purchasing Agent Asst. III	Rose Garcia	854-9763
Purchasing Agent Asst. III	Loren Breland	854-4854
Purchasing Agent Asst. III	Jimmy Ramirez	854-9764
Purchasing Agent Asst. II	Jorge Talavera	854-9762
Purchasing Agent Asst. II	Donald Rollack	854-9760

"Quarterly Quote"

"Appreciation is a wonderful thing. It makes what is excellent in others belong to us as well."

- Voltaire

Special Events Calendar

Austin
November 16, 2004

Essentials of Writing A Business Plan

Sponsored By:

SCORE

Location:

4100 Ed Bluestein Blvd.

North Entrance

To register, and for additional details, visit:

<http://www.cityofaustin.org/sbdp/>

Or call (512) 928-2425

Austin
December 2, 2004

Small Business Tax Recordkeeping

Sponsored By:

Texas State Small Business

Development Center

Location:

One Highland Center

314 E. Highland Mall Blvd., 1st Floor
Conference Room

To register, and for additional details, call:

(512) 225-9853

San Antonio
December 14-15, 2004

4th Annual

Small, Minority and Women Business

Owners Conference

Theme: "How to Get IN the Game and Stay IN the Game"

Sponsored by:

City of San Antonio & Bexar County

Location:

Henry B. Gonzalez Convention Center

200 East Market Street

San Antonio, Texas 78205

To register, and for additional details, visit:

www.bexar.org or

www.sanantonio.gov

Or call (210) 335-2478, (210) 207-3901

HUB Vendor Workshop

Travis County Purchasing had the opportunity to partner with Jamail Construction, a Houston based company, on July 21, 2004, and hosted a workshop. The workshop was intended to educate, provide sub-contracting opportunities and open doors for community involvement. Jamail Construction is one of the two construction firms that have successfully acquired the Job Order Contract from Travis County for minor construction and renovation services. Jamail recently opened an office in Austin and welcomes anyone interested in sub-contracting opportunities to contact their office for details.

Jamail Construction
7500 Highway 71 West, #203
Austin, Texas 78735

(512) 288-1200
Valerie Resendez, HUB Coordinator
(281) 461-7075



**HAPPY NEW YEAR TRAVIS COUNTY
WE LOOK FORWARD TO A GREAT
FISCAL YEAR 2005!**

The Travis County Purchasing Quarterly is a work in progress that will continue to grow and improve. We are always open to your suggestions so please feel free to email your ideas to betty.chapa@co.travis.tx.us. We at the Travis County Purchasing Office are striving to improve our service to you. Please let us know how we can better serve you.



When visiting the Purchasing Office, to ensure that you are serviced efficiently, please stop at the front desk. All documents will be logged in, date stamped and distributed appropriately. If you need to speak with a staff member, someone in the Purchasing Office will be happy to assist you. We at the Travis County Purchasing Office are striving to improve our service to you. Please let us know how we can better serve you.

Liaison News

Blue Be Gone In 2004

Reminder...Reminder...Reminder

You heard right! The department purchase orders, also known as the "Blue Copy" are no longer being distributed to departments. The Purchasing Office discovered this is a great cost saving step for Travis County. As stated by Scott Worthington, Purchasing's Business System Consultant, in a previous edition of the Purchasing Quarterly, "We're getting rid of old technology, moving to new technology, and streamlining the PO process." For questions feel free to contact our office at (512) 854-9700.

BROWN SANTA 5K RUN/WALK AND KIDS K

The Travis County Wellness Committee, in association with the Austin Runners Club, will have the first annual Brown Santa 5K Run/Walk and Kids K. The proceeds from this event will go to the Travis County Sheriff's Office (TCSO) Brown Santa Program.

Project BROWN SANTA is a community service of the Travis County Sheriff's Office and helps thousands of underprivileged children and their families in rural Travis County and residents of local retirement centers.

This event will take place on Sunday, December 5, 2004, at the Travis County Exposition Center, 7331 Decker Lane. For registration information contact Bonnie Floyd with the Purchasing Office at (512) 854-9700 or bonnie.floyd@co.travis.tx. For information about Brown Santa, please call (512) 24-SANTA, or visit www.brownsanta.org.

What can we do for you?

Liaisons, do you have any questions for our staff? Are you having difficulty with H.T.E.? Do you need a list of HUBs to help you get pricing? If so, e-mail me at betty.chapa@co.travis.tx.us. Your questions will be answered via e-mail and posted in our Quarterly newsletter for others to benefit. This will enhance our communication line.

NOTEWORTHY...

Purchasing has added a new face to our administrative staff. Patricia Estrada joined our team on August 9, 2004. She joins us with 5 years of experience from the County Attorney's Office. Welcome aboard and best of luck to you!

Love is in the air...

Congratulations are in order for Rebecca Edwards, Purchasing Agent Assistant, who tied the knot on October 10, 2004, with James Gardner. The Purchasing Office wishes the Gardners many years of happiness.



NEWS FROM MANOR, TEXAS

As many of you are aware, the Travis County Warehouse is located in Manor, Texas. Ron Dube, Dan Rollie and Matt Phillips take charge of surplus property, fixed asset inventory, and disposition of surplus property. Since their arrival three years ago, a cat hung around the building but wouldn't come near them. One day as Ron and Matt were going to the dumpster, to their disbelief the cat had stuck her head into a tin can. Ron said, "Matt acted quickly, grabbed the cat with can and I assisted him in using a can opener on the other end. I had to twist the cat as Matt opened the can with the opener." The cat was quickly named "Tin-Can" and now doesn't hesitate to get close to her rescue team. Thank you for your quick thinking and rendering aide. You saved a life!



In Memory of September 11th we ask that you remember the victims of the terror attacks and our soldiers.

