



Winter 2005
Volume 5, Issue 1

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

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**TRAVIS COUNTY
PURCHASING QUARTERLY**

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Travis County Purchasing Quarterly

In the Spotlight Juan Gonzalez



By Betty Chapa

Our featured spotlighter, usually behind the scenes, comes out for this issue of the quarterly. Juan Gonzalez has been with the Purchasing Office for eleven years, as a Purchasing Clerk. He was hired as a temporary employee and two weeks later was offered a full-time position. Although this position was Juan's first government job, he took to it quite well. He believes his "self-starter" approach helped him succeed.

He remembers when he first started with Purchasing, there were only 9 employees. This has now tripled. His quiet demeanor does not affect his ability and willingness to assist you. Juan is the "go to" person for computer and advertising needs.

He gets the most satisfaction from his job when a buyer presents a document to him and he is able to give them a finished product. When it comes to his daily tasks he doesn't feel that any job is too hard to tackle. He welcomes challenges that come his way. He says, "this helps make my job interesting."

Throughout his time in Purchasing he is proud that he was able to contribute to the Purchasing Office to help make processes run smoother.

Outside of Travis County, Juan is a father of two, Christina 21 and Anthony 20 years old. His kids are his life and he is very proud of them. Being a single parent was one of his toughest struggles. Anthony was his biggest

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We Want To Do Business With You

By Betty Chapa

Those exact words set the mood on December 9th during the first "procurement overview" with the local Austin Asian American Chamber of Commerce. This event was held at the United Central Bank, a fairly new, Asian-Owned bank. Our goal was to get the word out to small business owners, with the help of Judge Biscoe and Commissioner Sonleitner, that Travis County is always buying something. All forty-five attendees walked away with insight into county government. Other exhibitors present were Lone Star Infrastructure, LCRA and Texas Guaranteed Student Loan. The evening included a 10-minute Japanese drumming performance by Austin Taiko.

"The Time Is Always Right
For Embracing Diversity"



Despite the Rain and Fog, Runners paved the way for Brown Santa

The Travis County Wellness Committee, in association with the Austin Runners Club, hosted the first annual Brown Santa 5K Run/Walk and Kids K. A total of 1,500 participated and 250 of those participants were for Brown Santa. The Brown Santa races were held at the Travis County Exposition Center and all proceeds benefited the Brown Santa program. Door prizes and medals were given throughout the morning. Those in attendance included Commissioner Gerald Daughtery and Commissioner Karen

Sonleitner. This event was a great success! Bonnie Floyd, Race Director, presented Tracy Dorthy, the Chair of Brown Santa, with a check to the Brown Santa Organization in the amount of \$6040.67. We thank everyone who participated in this event and we look forward to seeing you next year.



Commissioners Court and 5K Committee December 21, 2004



Bonnie Floyd and Donna Stirman



Brown Santa 5K Run/Walk Committee

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

<http://www.bigastin.org/bplan/>: Visit this site to help you develop an organized business plan.

<http://www.constructionnews.net/>: Find out the latest in the construction industry in the four major metropolitan areas of Texas.

<http://www.iedtexas.org/iedStarting.htm>: The Institute for Economic Development can help the aspiring or new business owner plan for success.

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accomplishment and true test of patience due to his special needs. He believes his parents' guidance made him very independent and a great father. Juan lives by these words, "If you fail, you fail, but at least you tried." He echoes these words to his kids and hopes this inspires them to try everything in life so they won't have any future doubts.

Juan desires to grow professionally and eventually obtain a college degree.

Those unfamiliar with Juan might say he is quiet. But those that know him say he is a great friend.

Juan's hobbies include helping others in need. He knows first hand how it feels to need help. He wants to give back to a community that helped him once upon a time.

He believes kids need guidance so he formed a model car club to help guide and teach kids a new skill.

Juan believes that in order to inspire young kids they must first, "believe in themselves." This helps them to learn important skills such as patience, being a team player, and the art of creativity. He also enjoys helping out both Brown Santa and Blue Santa during the holidays.

He is a rare native *Austinite* and loves living here. He says, "The city has so much to offer. Not to mention our crazy weather."

His love for Aztec culture is apparent by his favorite book *Atzlán*.

Juan enjoys spending time with his girlfriend Amy, watching his favorite TV show, CSI and just relaxing. Juan aspires eventually to travel to Cancun, Mexico and visit the pyramids. Ultimately he looks forward to retiring from Travis County.

While Juan ponders retirement, for now he is excited about the future birth of his grandchild in the spring.

DEFINITIONS

Cycle Time-The time between when a purchase requisition is assigned to a buyer for action and when an actual purchase order is placed with a vendor. Cycle time does not include the time required for delivery, nor the time it takes for the Purchasing Office to make corrections to line item accounts, commodity codes, etc.

Purchase Requisition-A request by a department to the Purchasing Office authorizing the Purchasing Office to enter into a contract with a vendor to purchase goods or services for the county and the Auditor to charge the appropriate department budget. This automated form is for internal use and cannot be used by a department to order materials directly from a vendor.

Separate Purchases-Purchases made in a series of separate purchases, goods and services that in normal purchasing practices, would have been purchased in one purchase.



Frequently Asked Questions

Winter 2005

Q: How do I cancel a purchase order?

A: The Purchasing Liaison cannot cancel a purchase order. All purchase orders must be canceled by someone in the Purchasing Office. To have a purchase order canceled, simply email the appropriate buyer with your cancellation request and the PO number. The buyer will then cancel the purchase order. Note: The purchase order must be "un-received" in order to be canceled.

Q: Is there a difference between canceling and liquidating a Purchase Order?

A: Canceling a purchase order means that the entire, outstanding balance of a purchase order is to be liquidated. Liquidating a purchase order typically means that only a portion of the outstanding balance of a purchase order is to be liquidated. But in some situations the entire, outstanding balance may be liquidated.



FACT BUSTER

- The minority population will account for nearly 90 percent of the total growth in the U. S. population from 1995 to 2050.
- Did you know that America's 25 million small businesses-
 - Employ more than 58 percent of the private work force
 - Generate more than 51 percent of the nation's gross domestic product
 - Are the principal source of new jobs

Source: [United States Department of Commerce](#) & [United States Small Business Administration](#)

Are You?

*Are you as steel that some folks wield
Are you a one that does not yield
Are you a warrior that can't let go
Are you steadfast in the winds that blow
You are and more than that besides
To conquer all no matter what betides
For love and friends give you the strength
To meet your challenges at any length
And when the battle day is through
You bid all your troubles a fond adieu*

© Donald E. Rollack
November 3, 2004

Purchasing Staff Phone List

Main Number (512) 854-9700

<i>Purchasing Agent</i>	<i>Cyd Grimes</i>	<i>854-9761</i>
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<i>Fixed Asset Associate</i>	<i>Matt Phillips</i>	<i>854-7438</i>
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<i>Purchasing Agent Asst. III</i>	<i>Jason Walker</i>	<i>854-4562</i>
<i>Purchasing Agent Asst. III</i>	<i>Rebecca Edwards</i>	<i>854-9853</i>
<i>Purchasing Agent Asst. IV</i>	<i>Richard Villareal</i>	<i>854-4881</i>
<i>Purchasing Agent Asst. IV</i>	<i>Jerry Raisch</i>	<i>854-9724</i>
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<i>Asst. Purchasing Agent</i>	<i>Bonnie Floyd</i>	<i>854-4173</i>
<i>HUB Program Coordinator</i>	<i>Sylvia Lopez</i>	<i>854-4561</i>
<i>HUB Program Specialist</i>	<i>Betty Chapar</i>	<i>854-9914</i>
<i>HUB Program Specialist</i>	<i>Jerome Guerrero</i>	<i>854-4852</i>
<i>Purchasing Agent Asst. III</i>	<i>Lolly Jones</i>	<i>854-4204</i>
<i>Purchasing Agent Asst. III</i>	<i>Lori Clyde</i>	<i>854-4205</i>
<i>Purchasing Agent Asst. III</i>	<i>Rose Garcia</i>	<i>854-9763</i>
<i>Purchasing Agent Asst. III</i>	<i>Loren Breland</i>	<i>854-4854</i>
<i>Purchasing Agent Asst. III</i>	<i>Jorge Talavera</i>	<i>854-9762</i>
<i>Purchasing Agent Asst. III</i>	<i>Manuel Perez</i>	<i>854-4853</i>
<i>Purchasing Agent Asst. II</i>	<i>Donald Rollack</i>	<i>854-9760</i>
<i>Purchasing Agent Asst. II</i>	<i>Vacant</i>	<i>854-9764</i>

“Quarterly Quote”

“One day we must come to see that peace is not merely a distant goal we seek, but that it is a means by which we arrive at that goal. We must pursue peaceful ends through peaceful means.”
-Martin Luther King, Jr.-

Special Events Calendar

Austin, Texas

QuickBooks for Construction January 26, 2005

4100 Ed Bluestein Blvd., North Entrance

For more information call: (512) 974-7756 or to register call: (512) 974-7806.

Sponsored by the Small Business Development Program

Las Vegas, Nevada Making Connections – 2005 March 14-18, 2005

AGC's 86th Annual Convention/CONEXPO-CON/AGG will focus on the Networking and Education of contractors.

For additional details contact: Rick Brown at (703) 837-5357 or e-mail brownr@agc.org

Attention: Purchasing Liaisons Austin, Texas The 12th Annual Vendor Fair “Opening Doors to Diversity Suppliers at the University of Texas”

May 4, 2005
10:00 a.m. to 4:00 p.m.

Frank Erwin Center
1701 Red River
Austin, Texas

For more information please contact:
Annette Smith (512) 471-2850
Tiffany Dockery (512) 471-2863

Purchasing Bids Farewell to One of its Finest



By Betty Chapa

With her Proclamation in hand from the Commissioners Court, Melissa Hanson said goodbye to county government after serving 10 years in the Purchasing Office. Melissa's outgoing personality and governmental knowledge will be greatly missed by many county employees. Gonzales County will be very fortunate to have Melissa Hanson in their community. We wish her much success on her new business endeavor in Gonzales, Texas.



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.

*From Our Office To Yours
We Wish You A Happy New Year!*



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.



Liaisons

Do you know how important you are to the daily operations of purchasing? Did you ever wonder how important your purchasing requests are? Did you know that you make a difference to many woman and minority-owned businesses?

You are important to the purchasing process. You make a difference in the growth of a small business. You open the doors to small business owners who are woman and minority-owned. Here are a few tips to help you be even more successful at what you do.

TIPS!

- Expand the list of vendors you contact. Use different vendors for each purchase. Do you need a list of HUB vendors? Contact our office and we will prepare a list especially for your needs.

World Wide Web World Wide Web

The Purchasing Office has a new service for those who have shown interest in doing business with Travis County. You are now able to subscribe to our new service, will keep you informed of opportunities via e-mail. All you have to do is visit our website at: <http://www.co.travis.tx.us/purchasing/solicitation.asp>

NOTEWORTHY...

Good Bye Jimmy Ramirez

The Purchasing Office will say goodbye to Jimmy Ramirez, Purchasing Agent Assistant on January 21, 2005. He will return to official state business with the offices of Health and Human Services Commission. We wish him well in his new position.

~Promotions~

Patricia Estrada was promoted to Purchasing Clerk IV, a position vacated by Melissa Hanson in December 2004.

Jorge Talavera was also promoted to Purchasing Agent Assistant III. He will take on the duties left by Jimmy Ramirez.

The Purchasing Office congratulates Patricia and Jorge and wishes them good luck in their new roles.

~Welcome~

The Purchasing Office adds a new face to the HUB Program. Jerome Guerrero, HUB Program Specialist joined us January 18, 2005. He brings with him over 7 years of experience from the Texas General Land Office. Welcome aboard and best of luck!

Manuel Perez Returns From Active Duty...

In August 2002 Manuel Perez was called to active duty by the Army Reserves. Before he left county government he stated that he would return after he completed his mission. On Monday, December 06, 2004, his statement came true when he returned as a Purchasing Agent Assistant. He returned a civilian and a married man. Manuel and his new bride Mary were united in November 2004. The Purchasing Office wishes the couple many years of happiness. Welcome back!

