



Summer 2005
Volume 5, Issue 3

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

Travis County
Commissioners Court
County Judge Samuel T. Biscoe
Pct. 1 Commissioner Ron Davis
Pct. 2 Commissioner Karen Sonleitner
Pct. 3 Commissioner Gerald Daugherty
Pct. 4 Commissioner Margaret Gomez

Travis County
Purchasing Board
Pct. 4 Cnty Commissioner
Margaret Gomez, Chairperson
Pct. 3 Cnty Commissioner Gerald Daugherty
353rd District Ct. Judge Lora Livingston
201st District Ct. Judge Suzanne Covington
331st District Ct. Judge Bob Perkins

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Travis County Purchasing Quarterly

In the Spotlight Lana Boling

By Jerome T. Guerrero



Lana Boling is the Purchasing Office Executive Assistant to Cyd V. Grimes, CPM, and a sixteen-year employee with Travis County. She is a native Austinite who loves her job and shows it. Her first job out of high school at the Texas Welfare Department paid \$230 per month instead of the listed \$225 per month. "Wow," she said, "I haven't even started my first job and I already got a raise!"

Marrying right out of high school to Clyde Boling, 44 years later she has three children - one daughter, two sons, one son-in-law, one daughter-in-law, one soon to be daughter-in-law, two grandchildren who live near and two grandchildren who live in Indiana.

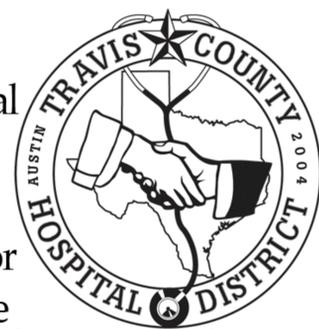
She went to Baker school on 39th and Avenue B, which is near the historical Rooster Andrews. "The school went from 1st - 9th grade. Then, I went to McCallum High School." After school, she and her friends would walk to the Avenue B Grocery Store to buy Dr Pepper for a dime and peanuts for a nickel. "In high school, we would drive to City Park and hook up our record player to the electrical outlet by the bath house and dance. Also, we would jump a fence because there were a lot of swimming holes in that area. But you can't do that any more." Back then, the roads to City Park were very primitive. "There weren't that many homes out there, and FM 2222 was a very bad road. Not at all like it is now." Which brings up how

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Travis County Hospital District Unveils New logo

By Jerome T. Guerrero

After months of brainstorming and endless energy by a local art class, Travis County Hospital District (TCHD) unveiled its new logo. Designed by Ms. Tiffany Bauer's art classes from Kirby Hall School, children came up with various concepts for the TCHD logo. Ideas ran from bandages to a variation of the Staff of Asclepius (single serpent without wings) to the Lone Star of Texas. The decision was difficult but the Board of Managers decided on this concept. The concept was then "electronically drawn" by a professional graphic artist. Ms. Bauer and her class were presented with a Certificate of Appreciation for their efforts. The children's ideas and the resulting final logo look great. Look for the logo on business cards and letterhead.



see more of the children's ideas on page 2

Purchasing Liaison Spotlight

Katrinna Hayner

By Jerome T. Guerrero



Katrinna can be reached at
(512) 854-9704
or e-mail: katrinna.hayner@co.travis.tx.us

Katrinna has an ear that will listen and a shoulder to lean on when the day is going "a little wild." Her primary responsibility is Administrative Assistant to Dusty Knight. At the end of every month, you can find Katrinna helping out with car registrations when it "gets real busy" and soothing irate taxpayers. "Sometimes, they just want someone to listen to their problems." Katrinna adds, "I'm a good listener. I make a lot of eye contact." She is responsible for off-site record management, payroll and budgeting. Unofficially, she is the office counselor. "I always keep a bowl of candy at my desk. I provide a calm area."

Raised in a military family, her dad is retired Air Force and her mom is retired Army, she has traveled around the world but has always found her way back to Texas. She never lost her East Texas "twang" either. After her father's retirement, he was called to do missionary work. She went with her parents and her son to Russia in 2000. In June, she will travel to Australia to vacation with her "special man in my life." Why Australia? "I've never been there and I've always wanted to go."

Katrinna will treat you as she would want to treat herself. The thing that is not a part of your job, you do it because you love to do it and it benefits others.

Do you know a purchasing liaison you would like to nominate for this article?

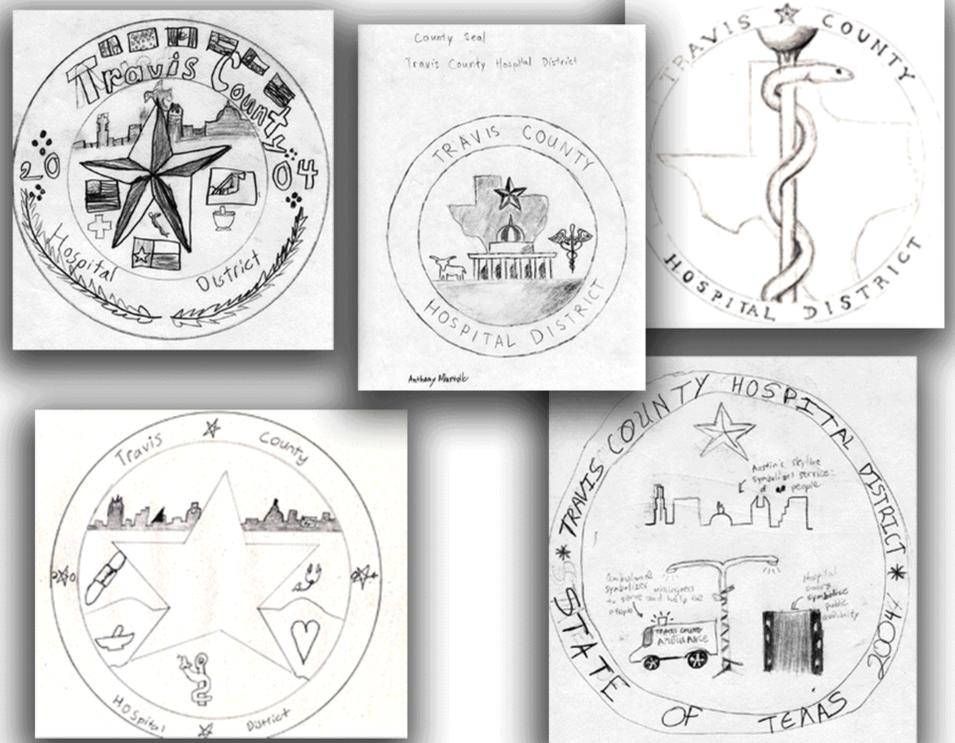
E-mail jerome.guerrero@co.travis.tx.us

Link up

... to helpful purchasing information; resources for business owner; fun sites
<http://www.msnbc.msn.com/id/6969325/> : The Answer Desk; Got a question about business, ask The Answer Desk
<http://www.tpwd.state.tx.us/park/> : Texas Parks & Wildlife Commission link to parks and other fun outdoor activities

Hospital District Logo - Children's art work

It was difficult to decide on the final concept for the hospital district logo. Below are some of the children's ideas. It is amazing to see the range of styles and talent that the children demonstrated. The children were ages 10 - 11. A great big "Wow!" to all.



Spotlight • Continued from Page 1

Lana has seen Austin change over her life. "I grew up with the change. People say you must have seen a lot of change, but I haven't noticed it as much as people who were here and left, then came back."

While she had small children at home, she was an early "work at home" mom. "I worked with an electric typewriter, an original document and three carbons. I was paid 30¢ a page to type out the transcripts. I listened to reel-to-reel tapes and transcribed the hearings. I typed about two - three hours a day." An early telecommuter? "Oh, no, the court reporter from the Railroad Commission would drop off the tapes for me to transcribe." She was making a little extra money so she could take care of her kids at home.

Lana always brightens our day in the office. She takes care of the administrative duties, purchasing office needs, payroll and generally makes sure the office runs smoothly. Lana provides warmth to the Purchasing Office that brings employees together like a family because we are people with families too.

HUB Team Vendor Out-Reach

By Jerome T. Guerrero



Betty Chapa and Jerome Guerrero attended the 4th Annual HUB Economic Opportunity Forum on May 18th and UT's Annual Vendor Fair on June 9th. Both events helped expose the HUB team to various types of vendors, including those providing printing services to custom coffee blends.

The Texas Department of Transportation's Learning Information Networking Collaboration (LINC) mentoring program provided another opportunity for the HUB Program Coordinator to meet small business owners outside of Travis County in Ft. Worth, Texas. The final phase of the LINC program

"graduates" proteges and exposes them to purchasers from the government sector.

From all these contacts, the HUB staff will create specialized "HUB Vendor" listings to be placed on the internet. Look for some of these lists soon. If you need a specialized listing, call the HUB staff at 854-4561, 854-9914 or 854-4852



Purchasing Definitions:

Lowest Responsible Bid - An offer from a responsible bidder who submits the lowest and best bid meeting all requirements of the specifications, terms, and conditions of the invitation for bid, including any related costs to the county in a total cost concept. The term "responsible" refers to the financial and practical ability of the bidder to perform the contract and takes into consideration the past performance of the vendor.

Change Order - A document used in construction contracts that changes the contract by increasing or decreasing the cost or the time for performance or changes the goods or services to be delivered.

Services - The furnishing of all labor by a contractor which does not include the delivery of a tangible end product, including maintenance, construction, manual, clerical, personal, or professional services.

CAREFREE

Flying kites in the air like birds
 Easy conversation of unhurried words
 Slowly strolling on well worn paths
 Punting strongly or poling rafts
 A sunny day of the harried week
 Greeting friends some cheek to cheek
 Laughing and whirling on green grass
 Sharing glances with people you pass
 A glowing time when peace reigns supreme
 The halcyon day spent in the sunbeams
 Oh such sweet glorious hiatus from strife
 A little bit of happiness that makes up life

© Donald E. Rollack
 May 20, 2005

Purchasing Staff Phone List

Main Number (512) 854-9700

Purchasing Agent	Cyd Grimes	854-9761
Executive Assistant	Lana Boling	854-9766
Purchasing Clerk	Vera Cervantes	854-9918
Purchasing Clerk	Patricia Estrada	854-9915
Purchasing Clerk	Juan Gonzalez	854-9916
Purchasing Clerk	Jessica Mendoza	854-9917
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.	Rebecca Gardner	854-9853
Purchasing Agent Asst.	Jason Walker	854-4562
Purchasing Agent Asst.	Mike Long	854-4850
Purchasing Agent Asst.	Marvin Brice	854-9765
Purchasing Agent Asst.	Sylvia Gonzalez	854-5860
Purchasing Agent Asst.	Richard Villareal	854-4881
Purchasing Agent Asst.	J. Lee Perry	854-9724
Asst. Purchasing Agent	Bonnie Floyd	854-4173
HUB Coordinator	Sylvia Lopez	854-4561
HUB Specialist	Betty Chapa	854-9914
HUB Specialist	Jerome Guerrero	854-4852
Purchasing Agent Asst.	Donald Rollack	854-9760
Purchasing Agent Asst.	Manuel Perez	854-4853
Purchasing Agent Asst.	Jorge Talavera	854-9762
Purchasing Agent Asst.	Lolly Jones	854-4204
Purchasing Agent Asst.	Loren Breland	854-4854
Purchasing Agent Asst.	Lori Clyde	854-4205
Purchasing Agent Asst.	Rose Garcia	854-9763

Quote of the Day

"Hard work spotlights the character of people: some turn up their sleeves, some turn up their noses, and some don't turn up at all."

- Sam Ewing

Special Events Calendar

TAMACC 30th
 Annual Convention
 July 27 - 30, 2005
 Houston, Texas
 visit: www.tamacc.org
 for more information

CMPI Luncheon
 (Community Mentor Protege Initiative)

A luncheon sponsored by CMPI to recruit potential mentors and proteges

TENTATIVE DATE
 August 5, 2005
 at the AGC Office
 321 S. Lamar Blvd.
 11:20 a.m. - 1:00 p.m.

Texas HUB Alliance 2005
 "Working from the Outside In"
 The Texas HUB Alliance Vendor Fair provides a n opportunity for minority and woman owned businesses to exhibit and meet key personnel from across the state.

September 22, 2005
 Palmer Auditorium
 10:00 a.m. - 4:30 p.m.

"Meet the Lender,"
 hosted by the City of Austin, will be at the Hyatt Hotel, August 8, 2005. Over 40 lenders will be avaiable for networking and information.

For more information call Michelle Bledsoe at 512-974-7781

Q & A

Q: When should I put in a requisition for an item I will need in the near future?

A: As soon as possible. The requisitioner must account for the time it takes for the Purchasing Office to determine the appropriate purchasing procedures based on the cost of the purchase, the goods and services to be purchased, the existing contracts for goods and services and other relevant factors.

The consequences of not putting a requisition into the system as soon as possible? The end user may not receive the product in the time expected which can lead to a number of issues depending on the need.

Q: What is the maximum amount of time you can wait to receive items in HTE? Why?

A: You should not wait any amount of time to receive the items in HTE. After physically receiving a product, items should be thoroughly inspected to determine if the order was accurate and the product is working properly without defects or damage.

If the product is not in an acceptable condition, contact the appropriate buyer to return the product for a replacement. **If the product is "receivable," it should be received immediately in HTE.** Receiving the item is extremely important since not doing so may lead to delays in payment to vendor, and interest penalties possibly.

Q: What should I do if I encounter a vendor in the HTE database with a wrong phone or fax number, or other outdated information?

A: What you should not do is ignore a vendor file with erroneous information. Contact your purchasing representative or the HUB office so that the item may be corrected. Simply E-mail the vendor number and a description of the wrong information. If the date is overlooked, another buyer, purchasing liaison or other HTE user will surely encounter the flawed file again.

Q: Do buyers have different requirements, like when to seek out competition on small purchases?

A: No. All buyers follow the same procurement guidelines. When a requisition is over \$2,500, three written quotes must be solicited. One of those quotes should be from a certified HUB, if available.

Q: What is the threshold that buyers use when determining whether a written solicitation is required?

A: For all purchases less than \$2500, only one informal quote is required. Between \$2500 and \$25,000, three written quotes are required. For all procurements over \$25,000, a formal solicitation is required.

Info for Liaisons

☞ **Liaisons**, mark your calendars for Sept 22 for the Texas HUB Alliance 2005. This is an opportunity for minority and women owned businesses to exhibit and meet key purchasing personnel from across the state.

☞ Do you know that if you are stumped for a HUB, you can contact the HUB Office for a customized listing of potential vendors for your needed service or commodity.

Call the HUB Staff at 854-4561; 854-9914 or 854-4852 for help.

To ensure that you are serviced efficiently, please stop at the front desk when visiting the Purchasing Office. 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. The Travis County Purchasing Office is striving to improve our service to you. Please let us know how we can better serve you.

The Travis County Purchasing Quarterly is a work in progress that will continue to grow and improve. We are always open to your suggestions. Please feel free to e-mail your ideas to jerome.guerrero@co.travis.tx.us. The Travis County Purchasing Office is striving to improve our service to you. Please let us know how we can better serve you.

NOTEWORTHY...

Welcome

The Purchasing Office welcomes J. Lee Perry. He was with the State of Texas for 8 years. He is a family man with wife, Aimee, 2 sons and a baby daughter of 3 months.

New Offices for...

The City of Austin Small Business Development Program (SBDP) announces the opening of the Business Solutions Center (BSC). Small business can access an online plan room for private and public construction projects. The BSC also offers internet access, business plan software and classes. The office is located at the One Texas Center, 505 Barton Springs Road, 1st Floor. Call Michelle Bledsoe at 512-974-7781 for more information.

Congratulations

Bonnie Floyd, Asst. Purchasing Agent, walked 60 miles over 3 days, June 10-12 in Dallas. The 2005 Dallas/Fort Worth 3-Day raised over 4.1 million dollars for the Susan G. Komen Breast Cancer Foundation. The money raised will go to research, education, screening and treatment. Well done, Bonnie!!

Supplement to the Summer 2005 Issue

Summer Teen Drinking Prevention

By Gloria Souhami

It's summer time – will this be your child's first year at camp? Will this be your child's first summer behind the wheel? Will this be your child's first summer trying alcohol? Our youth expect their summers to be full of fun. It us up to the adults in their lives to keep it fun, safe and sober.



Have a teen driver in your home? Traffic crashes are the leading cause of death for teens in Texas. "Parents can play a major role in reducing the risks of alcohol-related incidents, during summer vacation time," says Captain David Ferrero, of the Texas Alcoholic Beverage Commission. "Make sure your children understand that it is illegal for anyone under the age of 21 to drink or possess alcoholic beverages. In Texas, the fines are significant, and if you are driving and drinking, you are also looking at jail time and loss of your driver's license."

Discuss the dangers of alcohol with your child. No matter what your family's standards may be, don't underestimate the pervasiveness of alcohol in your child's school and social life. Be an un-cool parent. Ask questions so you'll know what is going on. Know what the weekend plans are: who they will be with; how they are getting there; who will be driving; where they are going; where they are staying; when they will return; how they can be reached.

As parents, do not be a part of the problem. It is illegal for you to serve or allow underage persons access to alcohol in your home. By doing so, you risk a \$2000 fine and/or 180 days in jail.

"It is important," says Gloria Souhami, program director for the Travis County Attorney's Underage Drinking Prevention Program "to develop and maintain good communication with your teenagers. Get involved in their lives. Set up clear rules and consistently enforce them. Be a positive role model. Summer rolls around once a year, but the temptation to drink is there all the time."

For more information about underage drinking, its consequences and its prevention, contact Gloria Souhami at 512-854-4229.

Did you know that...

once a driving permit is obtained by a teen (15 or older) the teen must:

- hold the instruction permit for at least six months?
- drive with an adult 21 or older who has been licensed for a minimum of one year?
- not drive between midnight and 5 AM unless accompanied by a licensed driver age 21 or older? (Some exceptions apply.)
- not drink and drive?

ANY measurable alcohol could result in a two-month to two-year license revocation for drivers under age 21.

once a provisional license is obtained, a teen under 18:

- may not drive with more than 1 passenger under age 21 unless accompanied by a licensed driver, 21 or older?

Exception: driving family members under age 21.

Customer Assistance Program (CAP) Fund Needs Donations

As the weather heats up, utility bills are on the rise and can present a significant strain on elderly, disabled and disadvantaged families who may find themselves unable to pay bills. More than 116,000 Travis County residents live in poverty. Almost 20,000 or 17% of those are children under the age of 18. 2-1-1 Texas reports that since 2001, basic needs requests have doubled in Travis County, with the top community need being Utility Bill Assistance.

CAP is asking residents to include an extra \$2, \$3, or more with their City of Austin utility bill payment.

Simply indicate the amount of your donation on the line next to CAP Contribution (Customer Assistance Program) and add the amount donated into your total remittance. Any donation you can provide is greatly appreciated. You can also send a check to Customer Assistance Program, P.O. Box 684368, Austin, TX 78768. Funding provided through this program is used to help families on an emergency basis. All donations to the city of Austin Customer Assistance Program are tax deductible.

