



Fall 2005
Volume 5, Issue 4

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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

Travis County
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Travis County Purchasing Quarterly

In the Spotlight Bonnie Floyd

By Jerome T. Guerrero



My first encounter with Bonnie S. Floyd, MBA, CPPB, Assistant Purchasing Agent for Travis County, was my job interview for my current position. This blonde-haired brown-eyed woman asked some very tough questions. Now, the table is turned and I am doing the interviewing.

The first thing I noticed about Bonnie was her straightforward business attitude. The youngest of four, she graduated from Wichita Falls High School, married her high school sweetheart, Charlie Floyd, and began college at Midwestern State University. After raising her two children, Christy and Andrew, she returned to MSU and earned both Bachelors and Masters degrees. Life seemed to focus on Wichita Falls for a season or two for Bonnie.

Prior to returning to college, she worked as a clerk for the same high school from which she graduated, but soon realized that in order to help support her family she needed to finish her education. About six months before she finished her MBA, she accepted a Buyer I position with the Mental Health-Mental Retardation (MHMR) Wichita Falls State Hospital. Within three years, she was promoted to Director of Purchasing. She resigned from MHMR in 2002, as the Regional Purchasing Director.

The original plan before she and Charlie moved to Austin was to transfer to MHMR in Austin. However, when she learned of the opening at Travis County, she applied and accepted an offer. Her three years at Travis County have been a "wonderful experience," she says. "I am thankful every day

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HUB Program wins Service Award

By Jerome T. Guerrero

The HUB Program received the "2005 County Best Practices Exceptional Delivery of Service Award" from the Texas Association of Counties (TAC) at a reception at the Hilton Hotel on August 11, 2005. Cyd Grimes, along with the HUB Program and Purchasing staff accepted the award from TAC with great enthusiasm and pride.





Purchasing Liaison Spotlight

Robert Duke

By Jerome T. Guerrero

You would be hard pressed to find any county employee with more personality and spunk than Robert Duke. Ask him how he is doing on any given day and you will probably get an answer like, "just peachy!"

Walk into Duke's print shop and you are welcomed with the loud hum of printing machinery and the aroma of cleaning solvent. "After a few days, I don't smell that solvent anymore," says Robert, "and you get used to all the noise."

Robert got into the printing business after high school, when he was offered a job as a press operator. "Someone told me that I said I wanted to learn printing in high school. I don't remember saying that." When he received his job offer, Robert said, "Sure! I get to learn a trade and get to eat!"

Robert learned to print on an old, worn, rebuilt press and worked for the private sector for three years before starting at Travis County in August 1984. He became the Print Shop Supervisor in 1998 and has been producing great results since.

The auditor's office conducted a comparison between Duke's operation and that of the Tarrant County print shop. Tarrant County has a staff of 13 and a \$1 million dollar budget. Robert's shop does about 80% of Tarrant County's volume with a staff of six and a \$250,000 budget. "I was told to run the print shop like it was my own business," so he does his best to save taxpayer money. So how's business? "Just peachy!"

Robert can be reached at
(512) 854-9104

or e-mail: robert.duke@co.travis.tx.us

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

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

Purchasing Office starts *e-Bid* System

By Jerome T. Guerrero

The Purchasing Office recently began implementation of an online solicitation system, e-Bid. This system should streamline the solicitation system, help reduce paperwork and make the procurement process more competitive by opening up solicitations to a nationwide audience of vendors. The system, maintained by RFP Depot, will help improve service to our customers – Travis County departments and taxpayers. According to Bonnie Floyd, Assistant Purchasing Agent, "When fully implemented, all solicitations will be posted on the e-Bid system. This will open up the vendor audience, allowing for greater competition and hopefully, lower prices and will reduce or eliminate vendor error. It should also reduce response time back to the using department once bids are opened. Bid tabs can be created automatically, and may be e-mailed back to requestors, in several different formats, within hours instead of days."



On the first procurement entered into the e-Bid system, the county saved \$743. Over 300 vendors were electronically notified of a quote for an electric motor for the Facilities Management department. Eighteen vendors viewed the quote and six vendors responded. Even though the quote was displayed nationally, a local vendor was the low bid.

The Commodities section is the first to learn and use the e-Bid system. Several quick quotes have been awarded using e-Bid,

and two formal solicitations are now being solicited. The Purchasing Office is phasing in this e-Bid system. Professional Services and Construction should be implemented within the next 3 - 4 months.

There is no charge for any vendor to register or participate in any Travis County solicitations. All current and future vendors are being urged to visit www.rfpdepot.com to register.

If you have any questions or comments, please call Bonnie Floyd in the Purchasing Office, at 854-4173.

Spotlight • Continued from Page 1

for having the job - Cyd is a great boss."

At her northern Travis County residence, Bonnie enjoys spending quality time with her first granddaughter, June, and tending her garden. She also likes to take evening walks with Charlie. In June, she completed her first 3-Day Breast Cancer walk by walking 60 miles in 3 days. The event was a fundraiser for the Susan G. Komen Breast Cancer Foundation to help fund breast cancer research. The event raised over \$4.1 million dollars. "My sister is a breast cancer survivor so it is something that is very important to me." Sue, her sister, is coming to Austin in November to walk in the 'Race for the Cure' 5K. "We'll walk together - well, more like stroll."

HUB Staff Continues to Reach Out

By Jerome T. Guerrero



The HUB Staff continues to work with other organizations like the City of Austin, Capital Metro, UT Systems, and the State of Texas to reach out to HUB vendors and small businesses. On August 3, at a bonding seminar attended by Betty Chapa, HUB Program Specialist, attendees were counseled in one-on-one sessions with representatives of the

surety and bonding industry. Potential general contractors learned how to prepare their financial information to increase their bonding levels. With increased bonding, these general contractors would have the ability to bid on larger projects.

Additionally, Ms. Chapa attended the Texas Association of African American Chambers of Commerce (TAACC) on September 7 - 8 at the Omni Hotel. Ms. Chapa met with potential vendors within the African-American community. During the same time period, Sylvia Lopez, HUB Program Coordinator, represented Travis County at the United States Hispanic Contractors Association (US HCA) in San Antonio.

Purchasing Office Receives High Customer Satisfaction

In July, 2005 a customer satisfaction survey was sent out to various departments within Travis County. Based on a scale of 1 -6, with 6 being the highest,



the Purchasing Office rated a 5.64 - up .29 points from last year.

Some of the comments: "...the Purchasing Staff that I work with are very professional, knowledgeable, and helpful. I appreciate them..." "I always get what I need when I call, promptly. Thanks!"

The Purchasing Office is always here to help you with any questions or needs.

RESTORING

The many splendors of early morning rises
A beauty of the dawn that fairly hypnotizes
White fog lying across the ground and over fields
Wispy across the lake latent fantasies it yields
Like walking through clouds or tendrils of lace
That softly caress as it touch your face
In this world your thoughts soar in flight
Not caring where they all will alight
For in peacefulness you gather your strength
To face this burgeoning day at length
Thanks to God for creating this time
Where you greet the day and freshen your mind

© Donald E. Rollack
May 24, 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 |
| HUB Coordinator | Sylvia Lopez | 854-4561 |
| HUB Specialist | Betty Chapa | 854-9914 |
| HUB Specialist | Jerome Guerrero | 854-4852 |
| 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. | Richard Villareal | 854-4881 |
| Purchasing Agent Asst. | J. Lee Perry | 854-9724 |
| Asst. Purchasing Agent | Bonnie Floyd | 854-4173 |
| 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. | Donald Rollack | 854-9760 |
| 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

"A strong positive mental attitude will create more miracles than any wonder drug."

- Patricia Neal

Special Events Calendar

UT Job Order Contracting (JOC) Initiative

Oct. 12, 2005; 6 PM - 8 PM

The Commons Center -
MCC Auditorium
3925 W. Braker Ln.

For more info:
Angie B. Brown
512-232-1726

HUB Vendor Fair

Oct. 18, 2005; 9 AM - 2 PM

UT Health Science Ctr. @
San Antonio, TX
703 Floyd Curl Dr

Contact: Rudy De la Cruz
210-567-6036

Small Minority & Women Business Owners Conference

Dec. 14, 2005

Henry Gonzalez Convention Ctr.
San Antonio, TX

Hosted by City of San Antonio
& Bexar County

For more info:
210-335-2478

RESCHEDULED

Texas HUB Alliance 2005

rescheduled due to

Hurricane Rita

Palmer Auditorium

November 8, 2005

visit

<http://www.texashuballiance.com/>

com/

for more information



Q & A

Q: What is the e-Bid system and what does it mean to me?

A: The E-Bid system is an on-line solicitation service used by governmental agencies, managed by a third party vendor, RFP Depot. The Purchasing Office is in the implementation process with this new e-Bid system. Soon, all solicitations will be posted and advertised using the e-Bid system.

Q: Will this change purchasing procedures substantially?

A: Not for the using department. Purchasing procedures will be initiated in the same way, with a requisition entered in H.T.E. and specifications and scope of work forwarded to the Purchasing Office. Specifications should be sent to the Purchasing Office electronically so that the buyer can upload the specifications to create an electronic solicitation package.

Q: Will the e-Bid system be interfaced with H.T.E.?

A: No, this is a completely different system. There is no plan to interface with H.T.E.

Q: What about vendors in H-T-E?

A: Existing Travis County vendors have been uploaded to the e-Bid system so they can be notified of upcoming procurement opportunities. New vendors are being encouraged to register at www.rfpdepot.com. Vendors register with RFP Depot, giving them access to solicitations issued by many different governmental agencies.

Q: Will all purchase requisitions go through the e-Bid system?

A: Yes, all requisitions will be solicited using the e-Bid system. The system is in the implementation phase, beginning with the Commodities section. Within the next 3-4 months, both the Professional Services and Construction buyers will be trained and begin using the e-Bid system.

Q: Is the e-Bid system secure?

A: Yes, vendors are able to submit their electronic bids securely. Bids are encrypted and cannot be viewed by anybody until the time of bid opening. After bid opening, vendors are notified that an award has been made and can request information from the Purchasing Office. Information will be released as it is now, subject to the Public Information Act.

Q: What should vendors do?

A: Vendors should visit www.rfpdepot.com and click on the REGISTER WITH RFP DEPOT link. There is no charge to any vendor to register or to participate in any Travis County solicitation.

Info for Liaisons

☞ **Liaisons**, the Purchasing Office will start implementing www.rfpdepot.com to solicit bids.

☞ The Purchasing Office web site has a select listing of HUB vendors by commodity code;

Visit

www.co.travis.tx.us/purchasing/specialized_listings.asp

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

NOTEWORTHY...

Welcome

The Purchasing Office welcomes Nancy Barchus as a new Purchasing Agent Assistant. She worked in the Sheriff's office in the Financial Department for 4 years.

We welcome you and wish you luck!!

Late Congratulations...

Juan Gonzalez, Purchasing Clerk is a grandfather. Bruce Gusman, Jr. was born June 6th, weighing 5 lbs. 7 oz.

More Congratulations!

Cyd V. Grimes, CPM was re-appointed for her 7th two-year term as Purchasing Agent for Travis County. Her new term starts October 1, 2005

Great Job!

Farewell...

The Purchasing Office said goodbye to two beloved Purchasing Agent Assistants, Manuel Perez and Sylvia Gonzalez. Manuel has accepted a buyer position in San Antonio. Sylvia is going to be a buyer in Houston.

We'll miss you all!!

Brown Santa 5K

Time to get on the running shoes because the holidays will be here soon and that means time for the 2nd Annual Brown Santa 5K. Be watching for more information about the Brown Santa 5K.

Supplement to the Fall 2005 Issue

New Underage Drinking Law in Effect

By Gloria Souhami

School is here. Football season is here and the holidays are fast approaching. A time of year that should be fun for teenagers can lead to tragedy when mixed with drinking and driving. Parents – don't be a party to underage drinking.

Effective September 1, 2005 (HB 1357)

adults who are convicted of distributing alcohol to minors shall have their driver's licenses automatically suspended for six months. Licenses can be revoked for up to a year for repeat offenders. Providing minors with alcohol is a Class A misdemeanor that already

Things you can do as a parent:

- Y Refuse to supply alcohol to youth.
- Y Be at home when your child has a party.
- Y Make sure that alcohol is not brought into your home or onto your property by your child's friends.
- Y Talk to other parents about not providing alcohol at events your child will be attending.
- Y Create alcohol-free opportunities and activities in your home so your child's friends will feel welcome.

carries a fine up to \$4,000 and up to a year in jail. The new law also affects minors by adding a suspended license onto their punishments.

HB 2868 establishes civil liability of adults 21 or over (other than parent or guardian) for damages caused by the intoxication of a minor under 18 if the adult knowingly pro-

vided alcohol to the minor or allowed the minor to be served or provided alcohol on the premises owned or leased by the adult. Let your teens know how you feel about underage drinking. It is illegal, it is unhealthy and it is unacceptable.

SCARY THINGS HAPPEN WHEN YOU DRINK.
HAVE A SAFE AND SOBER HALLOWEEN.
DON'T DRINK.
DON'T DRINK AND DRIVE.



THIS MESSAGE BROUGHT TO YOU BY THE
TRAVIS COUNTY UNDERAGE DRINKING PREVENTION PROGRAM AND THE
TEXAS DEPARTMENT OF TRANSPORTATION.

There's no excuse for drinking and driving

"I'm okay. I haven't had too much to drink."

"I care about you and I'm not comfortable letting you get behind the wheel of your car."

"I live near by, I can make it."

"Because you are near by it's very convenient for me to take you home."

"I've driven before and never been caught."

"There are a lot of police on the road. You might get a DWI, go to jail and lose your license."

"A little coffee and some fresh air and I'll be okay."

"Coffee and fresh air won't sober you up. I'll call a cab."

I haven't had an accident before."

"There's always a first time. Don't take a chance of hurting yourself or someone else."

Never accept excuses.