



Purchasing Quarterly

Fall 2009, Volume 9, Issue 4 A Publication of the Travis County Purchasing Office, Cyd V. Grimes, C.P.M., Purchasing Agent

Know Your Purchasing Office

Alice Leslie

By Jerome T. Guerrero

One of the newest members of the Purchasing Office is a long time Travis County employee. Office Manager and Executive Assistant to Cyd V. Grimes, C.P.M., Alice Leslie's bright and sunny disposition is a trait that many immediately recognize.

A native Texan, born in Brownsville, and the daughter of a career military father, she grew up around several European bases. In her teens, she moved back to Texas where she graduated from San Benito High School. After graduation, she attended Texas Southmost College (later renamed University of Texas at Brownsville/Texas Southmost College.) Her parents moved to New York where she attended Long Island University and graduated with an Associates Degree in Business.

Afterwards, Alice stayed in New York to work



for an insurance company. She later returned to Texas to work in the firm's Dallas office, then worked for a property management company in Austin. In 1993, she started work for the Sheriff's Office under then Sheriff Terry Keel in the Supply Department. "I helped buy the cars, bullet proof vests and other law enforcement equipment by working with the Purchasing Office."

She left the County in 1996 to move to Denver but

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Purchasing Office Wins 5th Achievement of Excellence in Procurement (AEP) Award

In 1995, the National Purchasing Institute (NPI) established a program designed to recognize organizational excellence in public procurement. The AEP is awarded annually. This prestigious award is earned by those organizations that demonstrate excellence by obtaining a high score based on standardized criteria. The criteria are designed to measure innovation, professionalism, productivity, e-procurement, and leadership attributes of the procurement organization.

The Travis County Purchasing Office has earned the 14th Annual Achievement of Excellence in Procurement® (AEP) Award for 2009. The Purchasing Office has received the award for five consecutive years and is one of



only eight counties in the country to receive the national award. Travis County is also listed among the top ten percent of all governmental agencies in the nation for total points achieved.

A custom trophy, which has developed into the AEP icon, was presented to the Purchasing Office at the September 2009 NPI conference.

The AEP challenges and motivates the purchasing professional to provide the most efficient purchasing practices to the various departments, vendors, and ultimately, to the citizens of Travis County. The award inspires the Purchasing Staff to improve each day. Congratulations to Ms. Grimes and the entire Purchasing Office Staff on their accomplishment for the fifth consecutive year. Ω

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Travis County

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

Commissioners Court

County Judge Samuel T. Biscoe
Pct. 1 Commissioner Ron Davis
Pct. 2 Commissioner Sarah Eckhardt
Pct. 3 Commissioner Karen Huber
Pct. 4 Commissioner Margaret Gómez

Purchasing Board

331st District Ct. Judge Bob Perkins,
Presiding Chair
261st District Ct. Judge Lora Livingston
250th District Ct. Judge John K. Deitz
County Judge Samuel T. Biscoe
Pct. 3 Cnty Commissioner Karen Huber

Purchasing Quarterly

Sylvia Lopez, Contributing Editor
Jorge Talavera, Contributing Editor
Betty Chapa, Contributing Editor
Jerome T. Guerrero, Editor/Writer

Contact Us:

Travis County Purchasing Office
314 West 11th Street, Suite 400
Austin, Texas 78701
(512) 854-9700
(512) 854-9185 FAX

www.co.travis.tx.us

R.A.V.E. - Recognize A Value-Able Employee

Virginia Aleman

By Jerome T. Guerrero

When it comes to service, Virginia Aleman doesn't often say no. When she was asked 16 years ago to volunteer to wrap presents for the Brown Santa program, she began a steady pattern of helping and volunteering for others. She was a receptionist at the Health and Human Services Department at Palm Square when she started at Travis County and a Brown Santa board member asked her to help.

Today, Virginia keeps a busy schedule as a Human Resources Benefits Assistant and as an active board member of Brown Santa. Over the years, she has volunteered by wrapping presents, sorting through hundreds of bins stuffed with toys, clothes and food for the recipients of the Brown Santa Program. "There are so many things to be done," as she directs volunteers to sort and separate the items inside the barrels.

"Every year, we are in a different warehouse. We are always looking for organizations to donate toys, money and warehouse space." Right now, she is trying to find someone to donate or discount wrapping paper for this year's toys.

One of the fund raisers is the Brown Santa 5K and Kids K Fun Run to be held this year on December 6. The money raised helps buy toys and food for families that qualify. Every year there is a "Harley Ride" in which riders of Harley-Davidson motorcycles pay \$10 to participate. Last year, the event raised almost \$8000.

The Brown Santa program accepts toys, money and gift cards year round. They are in special need of toys



and clothes for 0 - 2 years (babies and infants) and older teens around 14 - 16 years old. "We will have community organizations and individuals donate many needed items. Also, the same people will volunteer to wrap, sort and separate the hundreds of bins at the warehouse." An Open House is scheduled for November 16, 2009.

"When someone asks (for help), I will always say yes." She even finds time to attend Saturday morning football games to cheer on one of her many nephews who play. Ω

*Virginia Aleman can be contacted at
virginia.aleman@co.travis.tx.us*

Love



The stars at night shine down below
The clouds soar up way above
The sea billows onto the shore
And life is filled with love
The winds they blow and caress us
The sun shares its warmth and heat
The rain brings forth earth bounty
And love fills every heartbeat
For life is love and love is life
The things that free us from strife



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October 2009

In the Know: BidSync

By Betty Chapa

Travis County Purchasing Office purchases goods and services for all of Travis County. The Purchasing Agent, Cyd V. Grimes, C.P.M. oversees all purchases made throughout the County.

The County utilizes an e-procurement system call BidSync. It is easy and FREE of charge to register with our third-party e-procurement provider. By registering online vendors are notified of new solicitations issued by the Purchasing Office. This will allow vendors to stay "in the know" of all formal solicitations. Additionally, through BidSync vendors have the

capability of submitting bids online. (However, due to the various types of solicitations, some solicitations still require paper submissions, as well as originals, extra copies and samples.)

Are you ready to take the next step in doing business with Travis County? If so, visit us at www.co.travis.tx.us/purchasing/default.asp or call our office at (512) 854-9700. We would love to hear from you!

Please note that other governmental agencies use BidSync and there may be a fee to you and/or your business. There will never be a fee with any Travis County solicitation. Ω

"Know Your Purchasing Office," continued from page 1

when her first grandchild was due, she moved back to Austin. "I didn't want to be an absent grandmother." This time she worked in the Sheriff's Office Alarm Section collecting fees for permitting and monitoring.

Afterwards, she transferred to Juvenile Probation and then to the Domestic Relations Office (DRO). "I saw the dedication and passion that a lot of Travis County employees have for the children," she says. At DRO, she was a legal secretary and saw firsthand the professionalism of Travis County staff. "The judges and everyone are working in the best interest of the kids."

Throughout Alice's career at Travis County, she has been connected to the Purchasing Office. "Rose (Garcia) was my H-T-E mentor and I would work with Richard (Villareal) and Loren (Breland)." She also kept track of inventory and worked with the warehouse.

Outside of Travis County, Alice is still a helpful and cheerful assistant to those in need. Every other weekend,

she works at a funeral home, helping families during their grieving. "I help them write the obituary, and with some of the decisions they need to make about their loved one who is gone." She also volunteers with a local organization helping the aged, needy and disabled. "I love to work and help people."

She also loves to travel to Alaska. "I have some friends who have a cabin in the wilderness." It is a very rugged place and she enjoys the adventure. She went fishing for halibut and landed a 65-pound fish "with some help." Alice also loves "to hunt with the camera." There are a lot of wildlife and plants to see in Alaska because of the long daylight hours. Alaska has up to 20-22 hours of daylight in the summer.

She has three grown children, Thomas, Rheva, Emily; and three grandchildren, Angel, Bill and Austin. She is expecting her fourth grandchild around December.

With her friendly and out going personality, Alice appears to be a great fit in the Purchasing Office. Ω

Economic Opportunity Forums

11/13/09 - Austin

Lower Colorado River Authority (LCRA)

Information Technology/ Telecommunications Vendor Forum

Address: LCRA Dalchau Service Center 3505

Montopolis Drive Austin, TX 78744

Information: Contact: Al Beavers al.beavers@lcra.org

11/18/09 - TxDOT's

Business Outreach and Program Services Webinar

Series: Pre-qualification

Address: This event is an webinar/online session and can be attended right from your office or home computer or laptop.

Contact: Alta Motén at 512.374.5386.

"How to Get in the Game and Stay in the Game"

Bexar County & University Health System

9th Annual

Small, Minority, Women and Veteran Business Owners Conference

Wednesday, Dec. 9, 2009

7 AM - 4 PM

Freeman Coliseum

3201 E. Houston St.

San Antonio, Texas 78219

Green Purchasing

By Loren Breland, Purchasing Agent Assistant

In Green Purchasing Part One, we explored how a Green Buying Program is created and maintained. Part Two will describe more ways that purchasing and the individual can work together to assist in the Green Buying concept.

One way is to include acquisitions that conserve natural resources by minimizing environmental impacts in the use of water and energy. Everyone can support strong recycling markets by reducing materials that are landfills. By encouraging manufacturers and vendors to reduce environmental impacts in their production and distribution systems, we can create a model for successfully purchasing environmentally preferable products that encourages others to adopt similar goals.

There are ways to conserve and reduce waste in your office. Some examples include using electronic communication instead of printed, using double-sided photocopying and printing, using washable and reusable dishes and utensils, using rechargeable batteries, streamlining and computerizing forms using “on-demand” printing of documents and reports as they are needed. Consider leasing long-life products when service agreements support maintenance and repair rather than new purchases, choosing durable products rather than disposable, buying in bulk (when storage and operations exist to support it), re-using products such as, but not limited to, file folders, storage boxes, office supplies, and furnishings.

If you are responsible for fleet and vehicle services, specify higher fuel efficient and fuel consumption standards for the fleet. Consider the use of hybrids and alternative automotive fluids such as lower emitting fuels, refined oils and bio-based lubricants, ultra low sulfur diesel and/or biodiesel. When you are cleaning and washing vehicles, use the least hazardous chemicals such as citrus or bio-based detergents. Finally, encourage your staff to use public transportation or

carpool.

Building and Facilities Management departments can adopt green cleaning procedures and chemicals. Many cleaning chemicals are considered hazardous due to their flammable, corrosive or toxic properties, and potentially present safety, health and cost concerns in the handling, storage and disposal of those chemicals. Many state and

local governments and schools are requiring the use of more benign, but equally high-performing green cleaning products and are requiring such products to meet the standards of third-party organizations like Green Seal or EcoLogo. There are hundreds of green products now being used by states across the country that not only provide improved environmental and health benefits, but also save money.

When practicable, products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde should be used when purchasing materials such as paint, carpeting, adhesives, furniture and casework. The use of chlorofluorocarbon and halon-containing refrigerants, solvents and other products eventually will be phased out and new purchases of heating/ventilating/air conditioning (HVAC), refrigeration, insulation and fire suppression systems will not contain them.

Lastly, consider “take-backs” for every purchase. When replacing equipment, work with the contractor during the purchasing process to evaluate available trade-in options regardless of manufacturer. Encourage programs that include take-backs or trade-ins, and proper environmental disposal of equipment (including equipment manufactured and sold by others).

If you want to learn more, contact the Purchasing Office or the County Environment Services Department at (512) 854-9700 or (512) 854-4496.

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Special Information

Supplement to the Fall 2009 Issue



BROWN SANTA 5K COMING UP DECEMBER 6th Hundreds of Local Runners to Compete and Raise Money for Holiday Charity

Travis County employees and members of the public are training for the Brown Santa 5K and Kids K scheduled for Sunday, December 6th, 2009 at the Travis County Expo Center.

This is the sixth year for the annual event, which combines a chip-timed 5K run, a 5K fun run and a 1K walk for kids under the age of 12.

All registered participants will receive a T-shirt. Awards will be given to the overall male and female finishers and by winners in age group subcategories. All kids participating in the Kids K will receive a finishers medal.

There will also be a Wellness Fair staged at the Expo Center on the same morning featuring

informational exhibits and vendor displays on health-related subjects like nutrition, exercise, sports medicine and massage.

The Expo Center is located at 7311 Decker Lane in east Austin, south, of Highway 290. The Brown Santa 5K starts at 8:15 a.m. on Sunday, December 6, 2009; the Kids K starts at 10:00 a.m. that morning. The Wellness Fair runs from 8:00 a.m. until noon.

Proceeds from this event will benefit Brown Santa, the Travis County Sheriff's Office charity that helps thousands of underprivileged children and their families in rural Travis County and residents of local retirement centers.

For more information or to register for the Brown Santa 5K and Kids K online, log on to www.brownsanta.org or www.runtex.org. Ω



10 - Tips for Healthy Holiday Eating

1. Be realistic. Don't try to lose pounds during the holidays, instead try to maintain your current weight.
2. Plan time for exercise. Exercise helps relieve holiday stress and prevent weight gain. A moderate and daily increase in exercise can help.
3. Don't skip meals. Before leaving for a party, eat a light snack like raw vegetables or a piece of fruit to curb your appetite.
4. Survey party buffets before filling your plate. Include vegetables and fruits to keep your plate balanced.
5. Eat until you are satisfied, not stuffed. Savor your favorite holiday treats while eating small portions.
6. Be careful with beverages. Alcohol can lessen



- inhibitions and induce overeating; non-alcoholic beverages can be full of calories and sugar.
7. If you overeat at one meal, go light on the next. It takes 500 calories per day (or 3,500 calories per week) above your normal/maintenance consumption to gain one pound.
8. Take the focus off food. Plan group activities with family and friends that aren't all about food. Try playing games or going on a walking tour of decorated homes.
9. Bring your own healthy dish to a holiday gathering.
10. Practice healthy holiday cooking. Preparing favorite dishes lower in fat and calories will help promote healthy holiday eating. Ω