



Purchasing Quarterly

Summer 2010, Volume 10, Issue 3 A Publication of the Travis County Purchasing Office, Cyd V. Grimes, C.P.M., Purchasing Agent

Sylvia Lopez, Travis County HUB Coordinator, Featured in ABCA Newspoints: “ABCA Spotlights Austin Women In Business Development & Contract Compliance”

Article and Thank You reprinted with permission from the Spring/Summer June 2010 Edition of the ABCA Newspoints newsletter Austin Black Contractors Association, Inc.

Sylvia Lopez is a native Austinite who has spent the last 25 years working for the public sector. Firstly, with the Texas Department of Public Safety (DPS) as a HUB Program Specialist and a HUB Coordinator. In 1998, Sylvia was hired by Travis County as a HUB Coordinator to manage their Historically Underutilized Business (HUB) Program. In this capacity, she is responsible for coordinating and participating in outreach events; contract compliance; tracking participation; how to do business with Travis County videos; and the Bus-Hop visits to local HUB firms and trade associations. Under Sylvia’s leadership, Travis County has been recognized for several years as an Award Winning HUB Program. Sylvia is a recipient of the Certified Compliance Administrator Certification from

the American Contract Compliance Association Training Institute; and have attended Austin Business College and Austin Community College with a major emphasis in Business Administration. She is a member in good



standing with TravTalkers Toastmasters Club to improve management skills, public speaking, team building and classes on small business topics. Sylvia also maintains ties with her community by mentoring young girls through the Seedling Foundation and as a volunteer for Family Eldercare. Her biggest adventure is appearing on “Fiesta Musical”, a weekly Tejano Music Show co-hosted with her father and aired on Austin Cable Channel 16 on Sunday morning. ✨

**A Big Thank You to
Cyd V. Grimes, CPM**
Purchasing Agent of Travis County
for your congratulatory letters to
ABCA members
who were recognized during
Black History Month 2010



Purchasing Office Wins 6th Achievement of Excellence in Procurement (AEP) Award

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 six consecutive years. Travis County is also listed among the top ten percent of all governmental agencies in the nation for total points achieved.

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. ✨



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Travis County

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

Commissioners Court

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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

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New Precinct 1 Office Building Aiming for LEED Silver Certification

By Amy Lambert, AIA, LEED AP

As Travis County grows, so do the needs of the Precinct One offices for the staff and clients of the Justice of

Peace and Constable. Travis County will hopefully have its first LEED (Leadership in Energy and Environmental Design) Silver Certified building as designated by the U.S. Green Building Council (USGBC) for the Precinct One New Office Building project located at 4717 Heflin Lane. The certification level will be determined after construction is complete. The 15,832 square foot office building will have 2,000 square feet of community meeting rooms, 93 parking spaces, and will use renewable and recycled materials. Ground was broken on June 2, 2010, and is expected to be completed around March 2011 with occupancy and ribbon cutting in Spring 2011.

The building will showcase many environmentally friendly design features. One of those passive design features is to use the building's orientation to take advantage of natural light along the north and south sides, which can be used to reduce the electric usage. An East/West orientation is too harsh and can be very hot with direct sunlight. The entry courtyard is designed to shield against the direct sun, and with landscaping that can absorb heat and filter breezes, it can act as an additional living space for employees and visi-



tors. The plants chosen for the courtyard are native flowering and will attract butterflies into the courtyard.

The glass is low emission (Low E) to reduce the amount of heat coming into the building which in turn will reduce the electric load on the air-conditioning. Some of the renewable materials to be used are cork and linoleum flooring. Some of the cabinets will be made from agricultural fiber products and have no added formaldehyde. Typically, such fiber products (straw) are taken to the landfill. Recycled metal and wood will be used throughout the building. The countertops for the restroom and break rooms will be made from 100% recycled office paper. The concrete will contain a certain amount of fly ash, a waste product from coal-burning power plants that can be used instead of going to the landfill.

Water will be treated as a precious resource too. The bathrooms will be equipped with high efficiency toilets (low-flow) and also have a dual flush feature, which allows for a variable amount of water to be used. The faucets will have sensors to keep water use down. Rooftop solar panels will be used to pre-heat water. The landscaping will use native plants and trees that will need little to

See "New Precinct 1 Building," continued on page 3

“New Precinct 1 Building,” continued from page 3

no watering since native Texas plants are used to the extreme weather conditions.

A great deal of the construction waste will be recycled and/or directed to locations other than the local landfill. The general contractor is required to sort all waste and ensure that construction waste is recycled and/or reused. To meet the LEED Silver Certification, at least 50% of the construction waste must be diverted from the landfill.

Products with low Volatile Organic Compounds (VOC) will be used to keep off-gassing low and to help prevent Sick Building Syndrome (SDS), thus reducing employee sick days. Additionally, after construction is completed and the office is occupied, organic cleaning products will be used and high quality air filters employed to keep the HVAC system functioning well.

A detention pond will assist in the prevention of flooding by directing run off into the municipal storm system. In the past several years, there were issues with flooding in the adjoining neighborhood backyards. Now, the flooding problem will be addressed by this required detention pond that will be hooked into the recently completed City of Austin drainage project in the Oak Cliff neighborhood. In this way, the drainage and run-off problems will be greatly reduced.

The time and efforts of multiple County departments such as the Purchasing Office working closely with Facilities Management and the project managers and Precinct 1 staff helped to ensure the contract met the needs of not only the County project managers but the needs of the future occupants and visitors of the new building. ❀

County Moves Forward to Occupy 700 Lavaca Building

Staff Contribution

On June 22, 2010, the Commissioners Court closed on the 15 story office building located at 700 Lavaca Street and adjacent parking garage. The next step is to begin the redesign of portions of the building. A general manager will be named to oversee the remodeling of the building to office the Commissioners Court and County staff.



tical and sound engineering design may be contracted to determine the best way to design the courtroom to accommodate the public and other meetings.

The Commissioners Court is considering plans to make the first floor of the building a meeting room for the Commissioners Courtroom. A consultant with expertise in acous-

County staff architects may be called upon to design the remaining floors. An evaluation will be done by County Staff to determine the best use of space in the building, with recommendations presented to the Commissioners Court. ❀

Economic Opportunity Forums

9/10/10 - San Antonio Business Opportunity Council 2010 Workshop, Norris Conference Center, 4522 Fredericksburg Rd. San Antonio, TX 782018:00 a.m. - 4:30 p.m. The purpose of the SABOC is to promote Small Business (SB), Veteran Owned Small Business (VOSB), Service-Disabled-Veteran Owned, Small Business (SDVOSB), Historically Underutilized Business Zones (HUBZone), Certified Small Business, Small Disadvantaged Business (SDB), and Woman-Owned Small Business (WOSB) concerns.

09/24/10 - Austin, Texas
HHSS Annual HUB Vendor Fair
Address: Brown/Heatly Building
Information: Health & Human Services Commission
Department of Aging & Disability Services
Department of Assistive & Rehabilitative Services
Department of Family & Protective Services
Department of State Health Services

Welcome...

Jennifer Francis as the new Business Analyst for the Purchasing Office. A native Texan, she enjoys the fast pace of technology and helping people. She graduated from Texas State University with a Business Management degree with an emphasis in Computer Information Systems (CIS). ❀

Central Campus Study: Public Outreach Listening Sessions

Staff Contribution

Public Outreach sessions were conducted during May 2010 and the findings were presented at the June 15, 2010, Commissioners Court for the Central Campus Study.

Some of the key issues are parking problems, creating a cohesive campus feel for the County that represents the local area and potential partnerships with the State, City, Capital Metro and other local private and public entities. One suggestion is that the County Master Plan should address more than just 'nuts and bolts' offices, courtrooms, and storage space."



There were many comments about the condition of existing County buildings. A big challenge will be to find a way to create a unique feel to the Central Campus, yet maintain cost effectiveness to the whole plan implementation. Another comment and a challenge from the public input was to "set a high bar" for quality and aesthetics.

To learn more about the study and see a detailed presentation of the sessions, go to the Travis County website at http://www.co.travis.tx.us/facilities/central_campus_study/default.asp. ❀

Procurement Process: The Journey of a Requisition

Based on the Purchasing Policy and Procedures Manual

Multiple County departments work together to make the procurement process flow properly. Each department is responsible for the requisition, purchase and payment of goods and services used by the County to perform its mandated functions. They each have statutorily defined roles that provide the taxpayer with a system of checks and balances.

The end user identifies requirements and confirms budget. The end user and Purchasing may work together to define and finalize requirements. Then the end user submits a requisition to Purchasing

Purchasing advertises solicitation or uses an available cooperative purchasing contract. After award,

Purchasing generates a purchase order and sends a contract to vendor.

The Vendor delivers goods/services as outlined in contract and submits invoice. The end user receives goods/services and verifies quantity and quality against contract coordinating with Purchasing Office and fixed assists to properly receive items and or services. Then the end user submits invoice to Auditor's Office

The Auditor matches payment with contract and submits payment claim to Commissioners Court. The Commissioners Court approves payment and the County Treasurer disburses payment

Coordination among many County departments and Offices is necessary for the process to work smoothly. To avoid delays and com-

ply with County policy and state law, user departments should never authorize the purchase of any goods or services and purchase any goods or services for your own personal benefit.

Adhere to the County Purchasing Code of Ethics and avoid activities and behaviors that are unethical or create a conflict of interest or the perception of a conflict of interest. Never accept gratuities of any kind from present or potential contractors which might influence or appear to influence a purchasing decision and remove yourself from the procurement process when there is a conflict.

For more information about the purchasing process and other policies and procedures, contact the Purchasing Office at 854-9700. ❀

Special Information

Purchasing Quarterly

Supplement to the Summer 2010 Issue

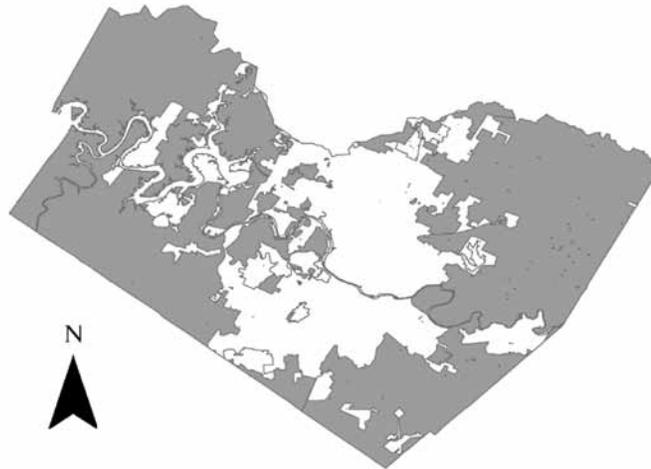
Community Development Block Grant (CDBG) Program

Christy Moffet, MSW
CDBG Senior Planner

The Community Development Block Grant (CDBG) program funds housing, infrastructure and social services projects for residents with low and moderate incomes that live in the unincorporated areas of Travis County. Residents and non-profit agencies can help determine projects by providing project ideas and proposals. The CDBG program is a federal grant sponsored by the U.S. Department of Housing and Urban Development (HUD).

Starting in 2006, HUD began providing Travis County approximately \$860,000 annually for community projects. The funds must be used for projects located in the unincorporated areas of Travis County. CDBG funds can also be used to support the building of affordable housing, repairing of homes, improving a community water or wastewater system, improving roads or providing social services.

Projects ideas can be proposed by community residents, the Commissioners Court, Travis County Departments, and other non-profit agencies. The public is invited to participate in the proposal process by attending public meetings and talking about your neighborhood's needs. CDBG Pro-



The eligible unincorporated areas of Travis County depicted in gray

gram Staff hold public hearings three times a year. If you cannot attend a public hearing, there is a survey available on the Travis County website. There is an evaluation

of the proposals so implementation may take a few years from the time projects are proposed.

A project currently in the construction phase is Apache Shores Road Improvements, which will allow the road to meet County roadway standards and be accepted onto the County system for future maintenance and traffic safety enforcement. The project was proposed in 2006 and construction is expected to be completed in 2010 and will impact approximately 1,710 people. The Purchasing Office, in conjunction with CDBG Staff will monitor contract compliance. Transportation and Natural Resources (TNR) will ensure road quality.

To learn more about the CDBG program or to be added to the CDBG e-mail list and receive news and updates, e-mail: cdbg@co.travis.tx.us or call 512-854-3460. Responses to inquiries will be provided within 14 business days.





New Employee Orientation

What you must know about Purchasing in Travis County

The Purchasing Agent is the chief procurement officer for Travis County. By statute, the Purchasing Agent is responsible for directing and overseeing the county procurement process for all Elected and Appointed Officials and Commissioners Court departments. The Purchasing Office is the "single point of contact" for doing business with Travis County.

Travis County Commissioners Court supports the implementation of its Historically Underutilized Business (HUB) Program by requiring all vendors to make a "good faith effort" to use HUBs whenever possible.

All employees must follow ethical principles in the procurement process.

Travis County employees cannot:

- Place orders outside of the Purchasing Office
- Approve invoices for items that have not been delivered
- Modify orders unless the Purchasing Office has issued an amendment
- Receive demos or products/services for "free trial" use until approved by the Purchasing Office
- Misappropriate assets that have been acquired through the procurement process
- Divulge, share or profit from any proprietary information gained through the procurement process

Every employee must:

- Comply with all procurement policies and procedures (See County website)
- Disclose any conflicts of interest to the Purchasing Agent
- Ensure public spending is not to be used to enrich elected officials or County employees, or to confer favors
- Conduct themselves in such a manner that fosters public confidence in the integrity of the procurement process
- Ensure responsible bidders, including Historically Underutilized Businesses (HUB) are given a fair opportunity to compete for the County's business
- Avoid any violation of public purchasing laws that could result in severe disciplinary action including censure, termination, or jail time

The Purchasing Office is committed to promoting effective, professional, and consistent procurement in Travis County, as well as championing the public perception that tax dollars are wisely spent.

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

