



# Purchasing Quarterly

Summer 2011, Volume 11, Issue 3 A Publication of the Travis County Purchasing Office, Cyd V. Grimes, C.P.M., Purchasing Agent

## Purchasing Office Moves to 700 Lavaca

By Jerome T. Guerrero

The Purchasing Office is in the building - the 700 Lavaca Building, that is!

Between packing, processing purchase orders and picking through boxes, Purchasing personnel were able to pack, move, then unpack and set up their new offices to be open for business on July 11, 2011.

Phone numbers and e-mail addresses for the Purchasing remain the same. The new physical and mailing address is: Travis County Purchasing Office, 700 Lavaca, Suite 800, Austin, Texas 78701. The new office has several conference rooms, two of which can accommodate from 6 to 8 people and a larger conference room that can hold up to 60 people.

There is a steady stream of County personnel



moving to the 700 Lavaca Building, including Information Technology Services (ITS), Planning & Budget Office (PBO) and the Auditor's Office.

A contract for the design and reconfiguration of the first three floors is in place and a construction manager at risk (CMAR) has been selected to begin the renovation. Construction is expected to start in late November 2011, with substantial completion by

August 2012. Eventually, the Commissioners Court will move and begin holding public voting sessions.

There were some last minute touch-ups in the 700 Lavaca Bldg. by the construction crews, but the Purchasing Office is ready to continue to serve Travis County from a new location!

## Purchasing Liaison Workshop Reminder!



It's almost time - for the 2011 Purchasing Liaison Appreciation Workshop on Thursday, August 25<sup>th</sup>. The workshop will be held at the Central Christian Church Community Room from 9:30 a.m. to 11:00 a.m.

Judge Biscoe will provide opening remarks and Purchasing Agent Cyd V. Grimes, C.P.M. and her staff will present an overview. Scheduled presenters will be representatives from the Auditor's Office and Donna Scarbrough talking about the latest developments about BEFIT. Don't delay. R.S.V.P. today!

Call or e-mail Jerome Guerrero at 512-854-4852 or [jerome.guerrero@co.travis.tx.us](mailto:jerome.guerrero@co.travis.tx.us) to R.S.V.P.

## Purchasing Office Wins 7th Achievement of Excellence in Procurement (AEP) Award



The Travis County Purchasing Office has earned the Annual Achievement of Excellence in Procurement® (AEP) Award for 2011. The Purchasing Office has received the award for seven consecutive years and is also listed among the top ten percent of all governmental agencies in the nation for total points achieved.

The AEP challenges and motivates purchasing professionals to provide the most efficient purchasing practices to the various departments, vendors, and ultimately, to the citizens of Travis County.

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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

Pct. 3 Cnty Commissioner Karen Huber  
Presiding Chair  
  
390<sup>th</sup> District Ct. Judge Julie Kocurek  
Co-Presiding Chair  
  
261<sup>st</sup> District Ct. Judge Lora Livingston  
  
250<sup>th</sup> District Ct. Judge John K. Deitz  
  
County Judge Samuel T. Biscoe

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# Travis County Dedicates Green Richard E. Scott Building

By Amy Lambert, AIA, LEED AP

On April 21, 2011, Travis County Facilities Management Department dedicated its newest facility, the Richard E. Scott Building. This beautiful, modern building is located at 4717 Heflin Lane and will house the offices of the Justice of the Peace and the Constable for Precinct One.

The Richard E. Scott Building is the first County facility to be built according to the guidelines of Travis County's Green Building Policy, and is in position to receive a minimum Silver rating from the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) program.

In January 2009, the Commissioners Court enthusiastically adopted the Travis County Green Building Policy which will require design and construction practices that significantly reduce costs and minimize the negative impact of construction on the environment, will cost less and use fewer resources to maintain, and foster a healthier work environment, which in turn will contribute to increased productivity and better service to the public.

The Richard E. Scott Building showcases many environmentally friendly design features. A passive design feature is the building's orientation to take advantage of natural light along the north and south sides, which will be used to reduce the electric usage. The glass is low emission "Low E" to reduce



West Courtyard of Richard E. Scott Bldg.

Photo courtesy Amy Lambert, AIA, LEED AP

the amount of heat coming into the building, which in turn will reduce the electric load on the air-conditioning. Cork and linoleum flooring are renewable materials used throughout the building. The cabinets and judge's bench are made from pressed sorghum straw. All counter tops are made from 100% recycled office paper. The paints and sealants contain low and no VOCs, or volatile organic compounds.

The bathrooms are equipped with high efficiency toilets with a dual flush feature, which allows for a variable amount of water to be used. The faucets have sensors to keep water use down. Rooftop solar panels will be used to pre-heat water. The landscaping uses native Texas plants which are accustomed to the extreme weather conditions. Additionally, 80% of the construction waste was diverted from the landfill.

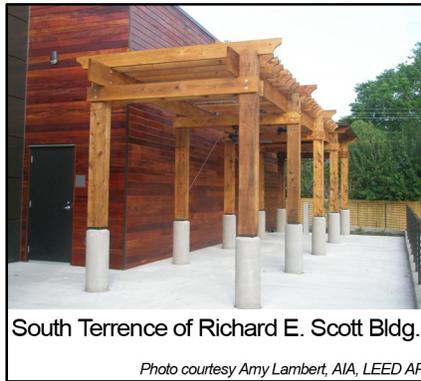
The entry courtyard is designed to shield against the direct sun, and with landscaping that can absorb heat and filter breezes, it can act as an additional living space

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

*“New Precinct 1 Building,” continued from page 3*

for employees and visitors. The plants chosen for the courtyard are native, flowering and designed to attract butterflies. The smaller, east courtyard was designed to be a more intimate space for small ceremonies such as weddings, and to allow overflow for the Community Room.

The Community Room is a 1,600 square foot room for the public’s use that also has a small kitchenette and restrooms. It was designed with bright colors to capture a sense of fun, and the wood cladding at the exterior signals warmth. There are data connections to extend the possibilities for use by the public. The room opens onto the south terrace with a shading pergola and views out to shade trees and the neighborhood beyond. The more the community uses this space, the safer the complex becomes.



The Courtroom has a glowing, barrel-vaulted ceiling that denotes this space as the most important in the building; this is also a shape that helps with noise control. The solidity of the local masonry on the exterior communicates the room’s importance. The room respects the traditional form and detailing of historic courtroom design while being a modern, updated room using the latest in technology. ✨

## El Paso County Seeks Best Purchasing Practices

By Jerome T. Guerrero

The Travis County Purchasing Office was one of several Texas county purchasing offices contacted by El Paso County officials researching best practices for purchasing. As always, the Travis County Purchasing Office was willing to share its experiences, policies and procedures.

El Paso County has been in the local news due to complaints directed at the long-standing Purchasing Agent, Piti Vasquez, such as inadequate tracking of county property and slow processing of purchases. Also, there appears to be



a history of “Vasquez’s sometimes combative attitude” that makes county officials reluctant to argue with or complain about him.

The most glaring is the lack of understanding of the purchasing process and the apparent unresponsiveness of the El Paso County Purchasing Office. Mr. Vasquez said of the purchasing laws and procedures, “...we need checks and balances in our government, and from our constituents, and from the press to keep everyone honest.”

After looking at the El Paso

*See “Best Purchasing Practices,” continued on page 4*

## Economic Opportunity Forums

08/25/11 - Round Rock  
Proposal Writing - What You Need to Know to Respond to Federal, State, and Local Government Solicitations (\$25)  
Address: Texas State University-Round Rock Higher Education Center, 1555 University Blvd, Round Rock, TX 78665  
Information: Sponsored by the Texas State Univ. Small Business Development Center.  
--- Have you considered selling your products and services to a government agency? Need guidance on preparing a proposal in response to a government solicitation? Want tips on how to ensure your proposal gets the attention it deserves? Curious about how governmental entities typically evaluates a proposal? We will address these issues and more. Please join us! --- Sign up online at <http://utsa.eccenterdirect.com/ConferenceDetail.action?ID=17626>  
Contact: FC Caranikas, PhD, 512.716.4820, [fc16@txstate.edu](mailto:fc16@txstate.edu)

## Farewell...

After serving 18½ years with the Travis County Purchasing, Oralia “Lolly” Jones has retired. She said her good-byes on July 29, 2011, to her fellow co-workers. Her bright smile, joyful presence and extensive purchasing knowledge will be greatly missed. We all wish her well on the next phase of her life! ✨

# Next Generation Business Leaders: Allison Elementary School Students

By Jerome T. Guerrero

The County's Historically Underutilized Business (HUB) Program accepted the challenge to reach out to the next generation of



business leaders by partnering with a local elementary school. Allison Elementary allowed their fifth grade students to visit some locally, HUB-owned businesses.

The students visited several HUB certified businesses located

in East Austin such as a lumber supply company, architectural/engineering firm, real estate brokerage firm and a public relations agency. One of the objectives that the Travis County HUB Program wanted to present to the students is that they can be business owners and decision makers in their community by becoming the next economic driver for new jobs, innovation and prosperity.

The students visited Judge Lynch of 167<sup>th</sup> Criminal District Court in his courtroom. They saw Judge Lynch process several cases of parole violations and criminal conduct. After he processed the cases, the Judge answered several



questions from the students about his day-to-day work, and how he became a judge. Additionally, he stressed the importance of education and attaining your personal goals.

The students ended the day with a snack while visiting with several Travis County employees to learn about their work. The HUB Program looks forward to working with the next generation of HUBs.



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## *"Best Purchasing Practices," continued from page 3*

County Purchasing Office web site, it could do with more detailed information to communicate policies and procedures in order to keep all parties "honest."

In the presentation by El Paso County Judge Veronica Escobar, she stated that Travis County Purchasing Office involves all departments in the purchasing process. Also, Travis County has a detailed policy and procedures manual available on its web site, and makes copies available to all Travis County employees and the public.

The Travis County Purchasing Office works with all parties involved in the process. In addition to the manual, the Purchasing Office distributes a

brochure explaining and defining the roles that each department and individual has when working with Purchasing. Travis County Purchasing has a protest and debriefing process for vendors. Additionally, if any County official or employee has questions or concerns about the process, we are available to address those concerns.

A common complaint against the purchasing process is the slow time to purchase most items or services. All purchasing agents have a responsibility to the law and to the citizens that the purchasing process is fair, transparent and free from any political influence.

Another complaint leveled against the El Paso County

Purchasing Office was the lack of advertising of bid opportunities. Travis County uses BidSync as its electronic procurement and vendor management system to advertise bid opportunities. Vendors are encouraged to register and indicate their appropriate products and services based on the National Institute for Governmental Purchasing (NIGP) commodity code system. BidSync can e-mail notifications of Travis County bid opportunities.

The Purchasing Office is here to help not only Travis County staff and citizens, but other governmental bodies to become more efficient and prudent with public resources.



# Special Information



Purchasing Quarterly

Supplement to the Summer 2011 Issue

## Wellness Information: Cancer Prevention

The number of new cancer cases can be reduced, and many cancer deaths can be prevented. Research shows that screening for cervical and colorectal cancers as recommended helps prevent these diseases by finding precancerous lesions so they can be treated before they become cancerous. Screening for cervical, colorectal, and breast cancers also helps find these diseases at an early, often highly treatable stage. CDC offers free or low-cost mammograms and Pap tests nationwide.

A person's cancer risk can be reduced in other ways by receiving regular medical care, avoiding tobacco, limiting alcohol use, avoiding excessive exposure to ultraviolet rays from the sun and tanning beds, eating a diet rich in fruits and vegetables, maintaining a healthy weight, and being physically active.

Screening means checking your body for cancer before you have symptoms. Getting screening tests regularly may find breast, cervical, and colorectal (colon) cancers early, when treatment is likely to work best.

Research has shown that being overweight or obese substantially raises a

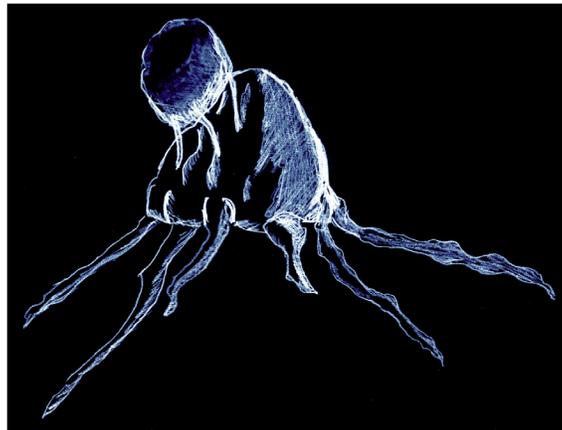
person's risk of getting endometrial (uterine), breast, prostate, and colorectal cancers.

Overweight is defined as a body mass index (BMI) of 25 to 29, and obesity is defined as a BMI of 30 or higher. According to the Dietary Guidelines for Americans, a healthy eating plan emphasizes fruits, vegetables, whole grains, and fat-free or low-fat milk and milk products. It includes lean meats, poultry, fish, beans, eggs,

and nuts. It is low in saturated fats, trans fats, cholesterol, salt (sodium), and added sugars.

Lung cancer is the leading cause of cancer death, and cigarette smoking causes almost all cases. Compared to nonsmokers, men who smoke are about 23 times more likely to develop lung cancer and women who smoke are about 13 times more likely. Smoking causes about 90% of lung cancer deaths in men and almost 80% in women. Smoking also causes cancer of the voicebox (larynx), mouth and throat, esophagus, bladder, kidney, pancreas, cervix, and stomach, and causes acute myeloid leukemia.

To learn more visit the web site <http://www.cdc.gov/cancer/dcpc/prevention/> ✨



Artist rendition of T-cell attacking a cancer cell JTG