



Travis County



Purchasing Newsletter

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A Publication of the Travis County Purchasing Office
Cyd V. Grimes, C.P.M., CPPO, Purchasing Agent

Purchasing Hosts 1st Spring Vendor Conference

On April 23, 2015, the Purchasing Office hosted their first **Spring Vendor Conference** at the 700 Lavaca Building



Jorge Talavera, CPPO, CPPB, Purchasing Agent Assistant, addresses the vendors about construction and professional services related opportunities with Travis County.

multi-purpose rooms. Over 60 HUB vendors and multiple County departments were in attendance. Additionally, representatives from various State agencies and Counties were

available to meet with vendors.

County Purchasing policies state that vendors cannot approach County departments unless representatives from the Purchasing Office are in attendance. The conference gave vendors an opportunity to meet and visit with some of

the County's key decision makers.

The conference began with presentations from the Purchasing Staff and the County Auditor's Office on the County's purchasing and payment process.

The Spring Vendor Conference was well received with great input and positive feedback from all participants that this will be an annual event. The next conference scheduled for April 2016 may feature "breakout" sessions with specific County departments to allow vendors to ask specific questions about the products and services they need.



The Conference allowed vendors to meet with key Travis County personnel. Above, Almarea Owens with Rhyann Technology Services, chats with Walter LaGrone, IT Director.

Purchasing Policies Reminders

The mission of the Travis County Purchasing Office is to ensure compliance with the County Purchasing Act as well as other state and federal laws applying to County purchasing. Among those responsibilities is to provide all vendors, including HUBs, equal access to the competitive process for the acquisition of goods and services by the County.

The Purchasing Office uses purchasing cards (P-card) to purchase from vendors who do not accept purchase orders, provide a quicker turnaround of requests for low-dollar-value items, and to reduce paperwork and handling costs.

The authorized cardholder (Purchasing staff) cannot split payments for a purchase into multiple transactions to stay within a "single purchase limit." There are many other policies that the cardholder must follow in order to use the P-card.

Before making any purchase, the purchaser will determine if the item is available under a County contract and whether the contract establishes an exclusive provider relationship. If the contract does establish an exclusive provider relationship, the purchaser will not purchase the item.

Another issue to be aware of is making sure the

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Travis County

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Purchasing Agent

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Pct. 3 Commissioner Gerald Daugherty
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In Memory of Kristin McLain

The Purchasing Office wants to remember STAR Flight Nurse Kristin McLain, who lost her life while conducting a rescue.

On April 27th, STAR Flight was conducting a rescue mission for a woman who had fallen on the Barton Creek Greenbelt, near the 2600 block of Barton Hills Drive at approximately 8:25 p.m.

The Purchasing Office was blessed to have had Nurse McLain demonstrate her skills and love of helping others when she presented a CPR demonstration at last year's Purchasing Office retreat.

Our thoughts and prayers are with Kristin's family and friends.



Kristin McLain demonstrates how to perform CPR on Nicholas Gonzalez, 5, son of Juan Gonzalez, Support Specialist at the October 2014 Purchasing Office Retreat.

"Purchasing reminders" cont'd from page 1

vendor submits a proper invoice. Make sure the vendor has invoiced the correct amount and written the correct purchase order (PO) number on the invoice. The PO number will always be issued and released by the Purchasing Office. At the August 2015 Liaison Workshop, the Auditor's Office made a presentation about the

payment process.

Finally, remember never to accept demos or product samples from vendors. All vendors must go through the Purchasing Office in order to set up demos. You are able to research and present suggested vendors but the final award will be made by the Purchasing Office. Ω

40th TAMACC Convention



The HUB Program staff attended the 40th Annual Texas Association of Mexican-American Chambers of Commerce (TAMACC) Convention held in Austin on August 4-6, 2015. Staff participated in panel discussions on HUB certification and benefits. The luncheon featured guest speaker Lt. Governor Dan Patrick. Travis

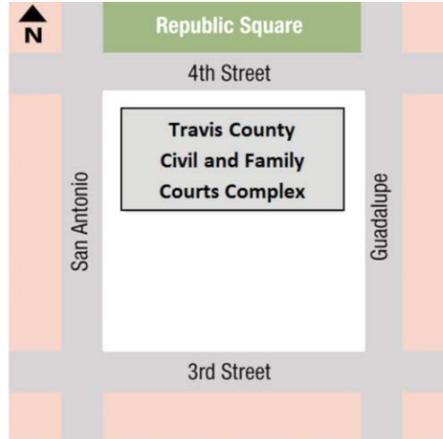


County continues its support of TAMACC and the outreach efforts of this organization.

Travis County Seeks Design-Build Teams for New Civil and Family Courts Complex

By Jorge Talavera, CPPO, CPPB

On September 30, 2015, the County received responses to a Request for Qualifications (RFQ) for the procurement of a Design-Build (DB) Team to design and construct the new Travis County Civil and Family Courts Complex (CFCC). If approved by voters in a November Bond Election, the planned Project will involve the development, design and construction of a CFCC with an underground parking garage. The Project will be located on the northern portion of the City of Austin city block bounded by 4th, Guadalupe, 3rd and San Antonio Streets (as illustrated), and will



augment the Heman Marion Sweatt Travis County Courthouse at 1000 Guadalupe Street, which opened in 1931, and expanded in 1958, 1962, and 1964. Ω

Economic Opportunity Forums

12/09/15 - San Antonio

Bexar County's 15th Annual Small, Minority, Women and Veterans Business Owners (SMWVBO) Conference, December 9, 2015 7:00 a.m. - 3:00 p.m., Freeman Expo Hall 3201 E. Houston San Antonio, TX 78219. Vendors and Government agencies meet and network about procurement opportunities. It is free to the public.

Contact: Renee Watson
SMWBE Program Manager
Bexar County (210) 335-2478
rwatson@bexar.org

2015 Liaison Workshop & Mini-Vendor Fair

Another successful **Liaison Workshop** took place on August 27, 2015. Over 60 Liaisons and 20 exhibitors attended the workshop



Liaisons, Lauren Hill, Evelyn Vasquez, April Rodriguez and Tawana Gardner meet with one of the many vendors at the Mini-vendor fair that was part of the 2015 Liaison Workshop.

hosted by the Purchasing Office.

Cyd V. Grimes, C.P.M., CPPO, Purchasing Agent presented the latest developments

and reminders for professional purchasing requirements and ethics. Additionally, the Auditor's Office presented the payment process so that liaisons can do their part to enhance the process. Finally, Kathy Jerome with Buyboard® (purchasing cooperative) provided training to liaisons to help their understanding of cooperative purchases and processes.

The mini-vendor fair has proven to be a popular addition to the workshop. This is the third year that both HUB and non-HUB vendors attended and were able to meet with the liaisons.

Please remember that the Purchasing Office is the single point



Cyd V. Grimes, C.P.M., CPPO, Travis County Purchasing Agent visits with representatives from Grainger®, one of the many vendors at the Liaison Workshop!

of contact for doing business with Travis County.

We look forward to hosting next year's workshop in 2016! Ω

Pre-Submission Conference for Civil and Family Courts Complex

On September 10, 2015, a pre-submission conference for the Travis County New Civil and Family Courts Complex (CFCC) was held at the 700 Lavaca Building. Over 100 individuals attended, representing 80 companies of which 34 were Historically Underutilized Businesses (HUB).

The conference was held under the direction of Cyd V. Grimes, C.P.M., CPPO, Purchasing Agent for Travis County. Key personnel from major County departments such as Planning and Budget Office, Facilities Management and County Attorney's Office were in attendance as well as consultants for Travis County.

There was an Open House held after the pre-submission



Cyd V. Grimes, C.P.M., CPPO, Purchasing Agent and County Staff prepare to present submission requirements to over 80 vendors for the New Civil Family Courts Complex project.

conference to discuss the CFCC and its relevance to Travis County residents. These Open House sessions which were held in various

locations across the County, began in August 2015 and will conclude at the end of October 2015. Ω

Local Community Advocate Recognized

Carol Hadnot, Program Manager Consultant for the Austin Area Black Contractors Association, Inc., (ABCA) and local certified M/W/DBE was recognized for her passionate work advocating for minority and women-owned businesses participation in local government purchases.



Congratulations to Carol Hadnot on her hard work! Ω

Purchasing Saves \$7.9 Million

As a support function to other county departments, the Purchasing Office plays a major role in ensuring those departments have the needed goods and services to fulfill their missions.

A quick pool of the Purchasing Office reveals savings of approximately \$7.9 million on projects in the past twelve months.



This savings represents actual county money not spent because of negotiations made by the Purchasing Office.

Great job for the Purchasing Office!

Noteworthy

- Paula Ann Pitifer joined the HUB Program Staff as a new HUB Program Specialist! She was previously employed with TxDOT in the General Services Division (GSD) Purchasing Section for five years, the Business Outreach Program Section, and the Office of Civil Rights (OCR) Section for over five years.



- Purchasing has created an Outlook Contact Group for email notifications to inform Purchasing Liaisons of important news and upcoming events.

Congratulations to these **HUB VENDORS** that were awarded prime and sub contracts with Travis County

Warehouse at East Service Center
Prime: Davcar Engineering

TCJ Domestic Hot Water Upgrades
Prime: Hot Rod Mechanical
Sub: J.S. Electric

Design Blake Manor Road Improvements
Subs: AmaTerra Environmental
Beverly Silas & Assoc.
CAS Consulting & Services
Aan Garrett-Coleman & Assoc.
Encotech Engineering Consultants
Gorronдона & Assoc.
HVJ & Assoc.
K Friese & Assoc.

El Rey Blvd. Sidewalk Design
Prime: Chan & Partners
Subs: Frank Lam & Assoc.,
Cox/McLain
Altura Solutions

Ned Granger Bldg HVAC Renovation
Prime: Mechanical & Process Systems
Subs: J.S. Electric
All-Tex

Steiner Ranch @ RM 620 Realignment Design
Prime: Texas Engineering Solutions
Subs: ACI Group
Alliance-Texas Engineering Co.

Design Tandem Blvd.
Prime: Unintech
Subs:
Alliance-Texas Engineering Co.
Cox-McLain
CP & Y, Inc.
Crespo Consulting
Jose I. Guerra, Inc.
MWM Design Group
S.A.M., LLC

EMP Structural Investigations & Repair Design Project
Prime: Frank Lam & Assoc.

Countywide Bridge Rehab Project
Prime: K Friese & Assoc.
Sub: Unintech Consulting Engineers

Wells Branch Pkwy Ext., NE Metro Park S. Entrance
Sub: Avery's Law Care & Landscape
Roadway Specialties
Texas Trucking Co.
Woolery Custom Fence

MEP Engineering Services
Prime: Encotech

5325 Airport Blvd. UST Demolition
Prime: Excell Environmental
Sub: Alpha Paving Industries

Design Services Wells Branch Pkwy Ext. Sec. 1
Prime: CP & Y

Elroy Rd. FM 812 Intersection Project
Prime: CAS Consulting & Services
Sub: Baer Engineering

Design New Medical Examiner's Office Bldg.
Subs: 4b Technology Group
Abadi Architecture & Accessibility
Austin Permit Service
Chambers Engineering
Aan Garrett-Coleman & Assoc.
Project Cost Resources
Rogers Moore Engineers

Old San Antonio Rd. @ Onion Creek Bridge Design
Prime: CP & Y
Subs: Adisa Public Relations
CAS Consulting
Holt Engineering
Rios Engineering
Unintech Consulting Consulting Engineers

BARNES GROMATZKY KOSAREK ARCHITECTS

Webberville and Little Webberville Boats Ramps
Prime: IT Gonzalez Engineers
Sub: Holt Engineering

Ned Granger Bldg. 4th Fl. Renovations
Prime: Tegrity Contractors
Subs: Barbosa Construction
C & M Interiors
DEA Specialties, Inc.
Neihl Glass Co.
Precision Tile & Stone

Painting Services
Prime: GG's Construction, LLC

Pace Bend Park Boat Ramp
Subs: ABC Erosion Control
CT Walker LLC
Lillie's Trucking
Melendrez Trucking

Elroy Road FM 812 Improvements
Subs: All Points Inspection Services
JAG Trucking
Roadway Specialties

Bldg. 400 Digital Mixing Valves & Hot Water Boilers
Prime: QA Construction

Circle Drive Realignment Improvement
Subs: Avery's Law Care & Landscape
Environmental Safety Services
JAG Trucking
N-Line Traffic Maintenance

700 Lavaca Bldg. 13th Fl. Renovation
Prime: Tegrity Contractors
Sub: Precision Tile & Stone

Lake Oak Estates Substandard Rd. Improvements
Prime: Austin Underground

Ned Granger 3rd Fl. Renovations
Prime: AGCM
Sub: Firecode Sprinkler Systems

Hunters Bend Sidewalk
Prime: Chan & Partners

Blackwell-Thurman CJC 2nd Floor Remodel
Prime: AGCM
Subs: Precision Tile & Stone

Design Blake Manor Shared Use Path Improvements
Subs: Aguirre & Fields
Altura Solutions
Cox/McLain Environmental
HVJ Assoc.

Fire & Smoke Detection Systems TCCC Bldg 12
Prime: MCS Fire & Security

Richard Moya Park Shelter & Bathroom Repairs
Prime: AGCM

Travis County Purchasing Office Staff is here to work for you!

