

# **THE PROVIDER**

THE FCCJ PURCHASING, CENTRAL STORES & SECURITY NEWSLETTER

December 2004

## **OFFICEMAX – BOISE UPDATE:**

The merger between Boise and OfficeMax should be completed by the first of next year. After the merger, their web page including catalogs, etc., should then read “OfficeMax – A Boise Company”. A “new and easy to use” web training was offered to campus P-Card users and requisitioners. If you missed this training, please contact Emily Perry at 3282 or email [eperry@fccj.edu](mailto:eperry@fccj.edu) so that a training session can be arranged.

Reminder: Business retail cards are now available to all P-Card users, to allow retail shopping at any OfficeMax stores at the College’s deep discounted contract prices. For further information and assistance, please contact Emily or Boise’s Customer Service at 888-490-2956.

## **Cellular Phone Service**

The College recently did a Collegewide Cellular Phone Service request for proposal that will offer College employees and departments an opportunity to purchase new Nextel cell phones for \$.99 and receive discounts on accessories, and take advantage of Collegewide/ campus air time pooling. Discounts are also available for College employees who wish to purchase a cell phone for their personal use. The new cell phone provider is 5 Star Cellular/ Nextel, Mike Hancock., 904-482-0300.

Please feel free to contract Ms. Patty Carter at extension 3303 or email [pcarter@fccj.edu](mailto:pcarter@fccj.edu) for more information on this new opportunity.

## **EXPRESS MAIL SERVICES**

Over the past couple of years Airborne Express has provided express mail service to FCCJ. Recently, Airborne Express and DHL Worldwide Express merged and offer a strong shipping alternative for all of their customers. FCCJ will still realize substantial savings under a State DHL Contract when shipping items overnight, net afternoon, second day or International express. You may either see Airborne and or DHL on air bill forms, drop boxes or trucks.

**This is very important:** DHL is changing our account number. Please, when using our pre-printed air bill forms, mark an X in 3<sup>rd</sup> party in section 3 of the air bill and **please use this account number 780060320**. When the proper account number is not used, the College is charged a higher rate for shipping. DHL will be providing new pre-printed air bills to the College within the next couple of weeks. DHL is also going to offer on-line training to use their DHL Web Service. With DHL Web services you will be able to fill out your air bill online and print them from your computer. More news will be coming out about the DHL Web Service in January. Please, **Do Not Use a Blank Air Bill Form**. Please contact Debbie Smith, ext. 3297 or email [dsmith@fccj.edu](mailto:dsmith@fccj.edu) if you need help in getting the proper air bill forms.

Customer Service is available to assist with any questions or concerns and can be reached at 1-800-CALL DHL or [www.dhl.com](http://www.dhl.com).

## **Minority Business Usage Plan**

In 1991, the College's District Board of Trustees requested the College develop a minority business usage plan which included the requirement to solicit at least 25 percent minority vendors (ethnic or women-owned businesses). Since that time, the College has awarded annually over \$2 million to small disadvantaged business by soliciting at least 25 percent minority vendors for all purchases requiring bid solicitation. We NEED YOUR HELP in inviting using minority or women owned vendors on your P-Card purchases and blanket purchase orders. Purchasing can assist in identifying minority vendors for various goods and services. Please contact Tom Crowe, ext. 3296 (email [rcrowe@fccj.edu](mailto:rcrowe@fccj.edu)) or Regina O'Hara, ext 3358 (email [rohara@fccj.edu](mailto:rohara@fccj.edu)) for assistance. The State of Florida DOEis requiring annual reporting of the on the College's minority award as part of the Governor's One Florida Initiative.

## **SOLE SOURCE FORM**

Departments have the opportunity to complete the attached “single/sole source” request form if you would like to explore an exemption from soliciting competitive quotes on purchases of \$2,500 or greater.

Notate on the form the recommended suppliers name, address, contact persons’ name, phone number, and fax number.

In addition, Please notate on the form the following:

- A. The annual cost for this fiscal year.
- B. The cost per year for future fiscal years.
- C. The ORION department requisition or (disbursement request number for OPS contracts).
- D. Description of the requested item(s) or service.
- E. If the supplier is on Florida state term contract and notate the contract number (if known).
- F. Notate if the supplier is on a Florida city, county, school board, agency, public university, or community college contract we can buy off of.
- G. Obtain and attach a letter from the manufacturer that defines if they are the copyright holder or the requested supplier is a sole distributor in Florida for the requested items or service.
- H. Complete the bottom section of the form with a concise justification as to why the College should exclude consideration of soliciting competitive products or services.

Listed below are two example justifications:

Example 1: “FCCJ provides instruction services for the US Navy as part of their Homeland Security Training. As our customer, the US Navy only allows training to be conducted in facilities that meet their strict quality standards. Attached is a letter from the US Navy that defines XYZ company as the only authorized firm to meet these military specifications in Florida...”

Example 2: “FCCJ has defined a Collegewide standard for a Heating and Air Conditioning control system that is manufactured and maintained by ABC Manufacturing Company. We are requesting at this time to add an additional heating and air conditioning unit that must fully interface with the existing ABC control system, therefore this request is to purchase an ABC unit and understand the purchasing department will solicit competitive quotes from authorized representative of ABC company on a “no equivalent” basis in order to assure seamless integration and not invalidate existing warranties.”

Finally it is required that signatures are obtained on the single/sole source request form. Once all signatures are obtained submit it by fax to 632-3087 with the appropriate attachments to Larry Snell in purchasing at MCCS to review and consider approving the request for exemption to soliciting competitive quotes. College APM’s require for purchases \$2,500 or greater that either competitive quotes or proposals be solicited or this form be completed and approved. Please call 632-3294 if you have any questions in this regard.

FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE  
SINGLE SOURCE / SOLE SOURCE JUSTIFICATION REQUEST\*

\* Completion of this form is required as an exemption to soliciting competitive quotes for purchases \$2500 or greater to issue a PO to a company or for an OPS agreement to a person \$5000 .

Requestor Name: _____	Requestor Phone No.: ( 904 )____ - ____
Requesting Campus/Center: _____	Requesting Department: _____
<input type="checkbox"/> Request to purchase as a single source?(i.e. Not a sole source, but required as defined below)	
<input type="checkbox"/> Request to purchase as a sole source?(i.e.Only source in the world that provides this item / service)	
Supplier Name: _____	
Supplier Point of Contact: _____	
Supplier Phone No. ( _____ ) _____ Fax # ( _____ ) _____	
Total Project Purchase Value:\$ _____ / this FY,\$ _____ /year thereafter Orion Dept Req. # ? _____ - _____	

Please describe below the commodity/service you are requesting to be purchased:

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Justification of exemption from soliciting competitive quotes/proposals (check all that applies)

- \_\_\_\_\_ Supplier currently holds a State of Florida state term contract, university, community college or school board contract (as defined in SBE 6A-14.0734)\*\* Contract # is: ??? \_\_\_\_\_
- \_\_\_\_\_ Supplier is the sole copyright holder \*\*
- \_\_\_\_\_ Supplier is the sole distributor in Florida of this product / service\*\*

\*\* Please attach copy of a letter from the supplier / publisher / manufacturer that documents this assertion.

\_\_\_\_\_ In addition it is also required the following section be completed.

Notate below a detailed justification as to specifically why this requested purchase of goods or services cannot be competitively quoted. (i.e., FCCJ is required by law to use this source such as OSHA, IRS, etc).

(Note: while a supplier may be the sole distributor of a brand of product or service, describe below why can't FCCJ consider and accept a competitor's product or service?) Attach additional pages as required.

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	Name (printed)	Signature	Sole Source Approval?		Date
			Yes	No	
Requestor					/ /
Budget Administrator					/ /
*** Campus President or VP / DAS					/ /
AVP of Purchasing	Larry Snell				/ /

\*\*\* Campus President or VP signature is required if the request is \$10,000 or greater. If the request is less than \$10,000, only your campus Director of Administrative Services (DAS) signature is required.

