

# NEWSLETTER

Volume 4 | Issue 7 | JULY 2024



## **Motivation & Inspiration**

“Anyone who has never made a mistake has never tried anything new.”

- Unknown

## **INSIDE THIS ISSUE**

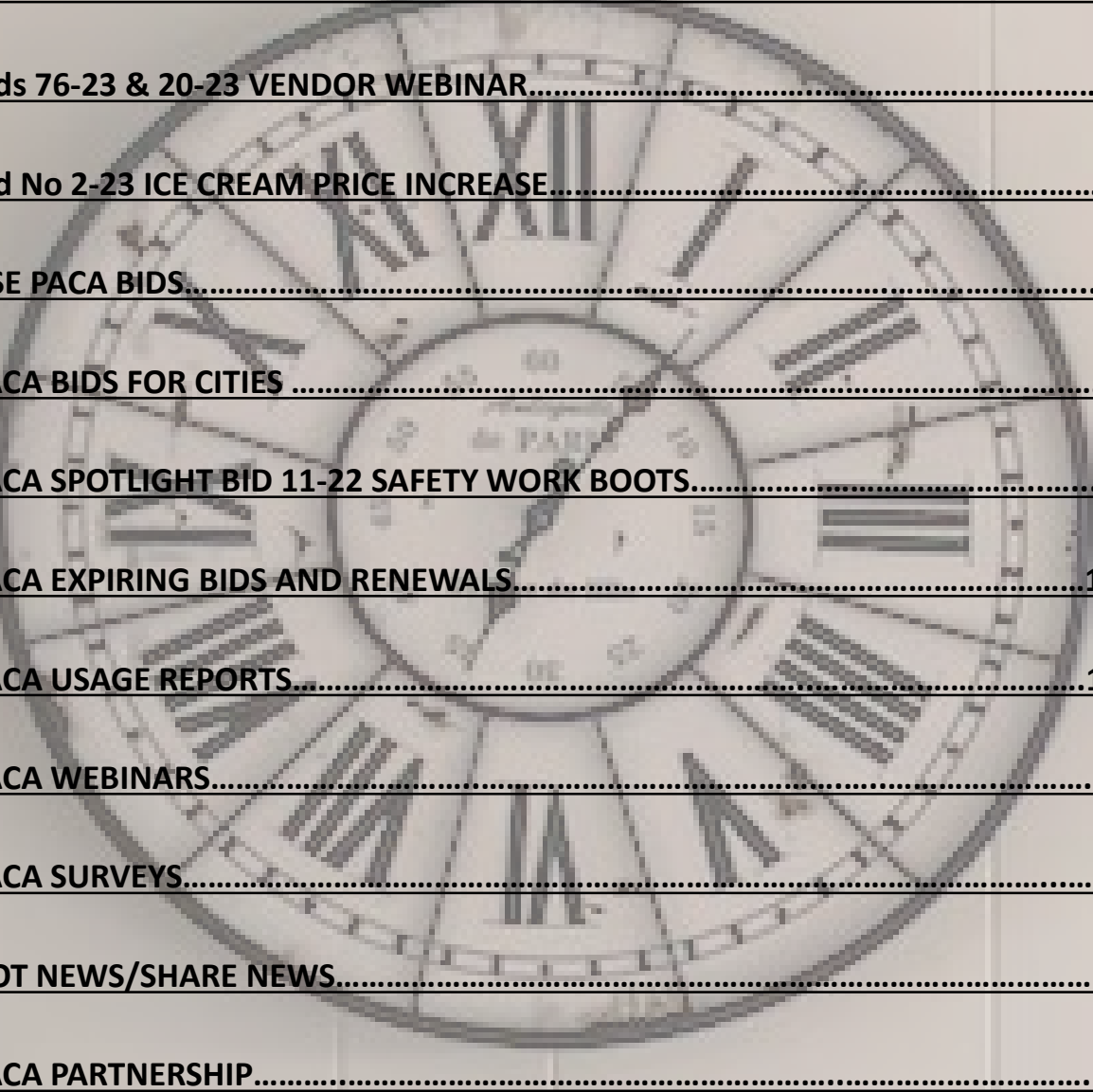
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## **PACA TEAM**

**Dr. Michael Matthews, C.P.M., Purchasing Agent/Director of PACA**  
**Valerie Henderson, Purchasing Coordinator**  
**Regina Mitchell, Administrative Analyst**

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# FY24 ANNUAL ASSESSMENTS

**INVOICE**

**PACA**  
PURCHASING ASSOCIATION  
OF CENTRAL ALABAMA

INVOICE NO. 1234567 | DATE: January 1, 2020

Jefferson County  
716 Richard Arrington Jr. Blvd. N.  
Birmingham, AL 35203

BILL TO: PACA Partners  
Annual Fee

SHIP TO:

QTY	DESCRIPTION	UNIT COST	TOTAL

Special Notes and Terms:

SUB TOTAL  
DISCOUNT  
TAX  
**TOTAL**

*It has been a pleasure doing business with you. Thank you.*

J-FORMS



**We apologize for the delay in sending out the invoices for the FY24 Annual Assessments.**

The invoices will be sent to all PACA Partners soon. We anticipate they will be sent out in the next few weeks. If you have any questions regarding FY24 Assessments, please contact Regina Mitchell at [mitchellr@jccal.org](mailto:mitchellr@jccal.org) or 205.214.8625.

# Roundtable Discussion

**Date – TBA**

**10:00 a.m.**



**Linn Henley Library Auditorium**

**2100 Park Place, Birmingham, AL 35203**

We cordially invite you to join the PACA Team for our forthcoming meetings that are designed to facilitate in-depth discussions on a variety of important topics, such as:

- ❖ **PACA Cooperative Updates**
- ❖ **Partner Needs From PACA**
- ❖ **Joint Bidding**
- ❖ **New Guidelines**

These roundtable discussions are set to occur quarterly with the participation of various PACA partners. The meeting location will be tailored to partners' preferences to ensure convenience, and lunch will be provided. In anticipation of these discussions, we seek your valuable input.

**Please take the survey!**

The survey was emailed to all PACA Partners via Survey Monkey on July 9<sup>th</sup> and July 31<sup>st</sup>. We need your input to make the discussions valuable for each entity type (schools, cities, fire departments & other JeffCo organizations).

**Again, please take the survey.**

**Thank You for Your Cooperation!**



# COMING SOON PACA VENDOR WEBINARS

VIA MICROSOFT TEAMS  
DATE & TIME TO BE ANNOUNCED



**Bid No. 76-23**

**Beverages**

(Juice, Tea, Coffee, Coffee  
Condiments, Coffee Supplies)

**Vendor**

**Trident Beverages**

**Payton Steeley**

**Bid No. 20-23  
Offset Printing,  
Copy Services, & Related  
Items**

**Vendor**

**Just Rite Printing**

**Mike Livery**



The PACA team will send Microsoft Teams invitations for the webinars, detailing all the necessary information. Please ensure your attendance and have your questions answered during the webinar.

# IMPORTANT NOTICE

## PRICE INCREASE

EFFECTIVE AUGUST 1, 2024

BID NO. 2-23

“ICE CREAM & FROZEN NOVELTIES”

CONTRACT DATES: 12.15.2023 – 12.14.024



**THE NEW PRICE LIST WILL BE AVAILABLE FOR DOWNLOAD ON  
08.01.24 FROM THE WEBSITE AT [HTTPS://WWW.PACA.JCCAL.ORG](https://www.paca.jccal.org)**

Davis Ice Cream Warehouse LLC  
1226 24<sup>th</sup> Avenue  
Hueytown, AL 35023  
Madison Minyard  
[mnminyard@icecreambizz.com](mailto:mnminyard@icecreambizz.com)

Ericka Andrew, Principal Buyer  
Phone: 205-325-8707  
Email: [andrew@jccal.org](mailto:andrew@jccal.org)

Please send all PACA Partners questions to Regina Mitchell,  
Administrative Analyst, at [mitchellr@jccal.org](mailto:mitchellr@jccal.org) or call 205.214.8625.



# RUNNING OUT OF TIME!

**RUNNING OUT OF TIME TO BID A COMMODITY.  
IT'S TIME TO START UTILIZING BIDS AVAILABLE THROUGH PACA**



**Bid No. 12-24  
"GASOLINE, DIESEL & FUEL SERVICES"  
CONTRACT DATES: 11.17.2022 – 11.16.2025**

**Bid No. 72-23  
"SCHOOL FURNITURE"  
CONTRACT DATES: 12.07.2023 – 12.06.2024**



**Bid No. 60-23  
"BOTTLED & CANNED BEVERAGES"  
CONTRACT DATES: 07.13.2024 – 07.12.2025**



**Bid No. 7-22  
"ANIMAL CONTROL & POUND SERVICE "  
CONTRACT DATES: 02.01.2022 – 01.30.2025**





## TO CHECK OUT THE PACA BIDS AVAILABLE FOR CITIES

BID NO & TITLE		CONTRACT DATES	
		START	END
7-22	ANIMAL CONTROL & POUND SERVICES	2022/02/01	2025/01/30
77-21	ASPHALT (EMULSIFIED)	2023/10/07	2024/10/06
98-22	AVIATION (JET) FUEL	2023/02/23	2026/02/22
78-23	BATTERIES FOR VEHICLES	2023/10/01	2024/09/30
93-21	CRANE RENTAL	2023/12/20	2024/12/19
9-23	FLEET AUTOMOTIVE & TRUCK REPAIR PARTS	2023/10/01	2024/09/30
72-22	FUEL SITE MAINTENANCE	2024/03/09	2025/03/08
71-22	GASOLINE, DIESEL AND FUEL SERVICES	2022/11/17	2025/11/16
13-24	OILS AND LUBRICANTS	2024/04/01	2027/03/31
6-24	PAINT AND RELATED ITEMS	2024/04/01	2025/03/31
5-22	TIRE RECAPPING	2023/12/20	2024/12/19
21-23	TRUCK RENTALS (VARIOUS SIZES)	2024/01/26	2025/01/25

To view other available bids and bid documents, visit our website at <https://paca.jccal.org>. If you have questions, please contact Regina Mitchell at [mitchellr@jccal.org](mailto:mitchellr@jccal.org) or Charles Lindsey, Principal Buyer, at [lindseyc@jccal.org](mailto:lindseyc@jccal.org).



# JEFFERSON COUNTY/PACA SPOTLIGHT BID

11-22

**“SAFETY WORK BOOTS”**

CONTRACT DATES  
02/14/2024 – 02/16/2025

WESTERN KENTUCKY SHOES CORP #4

dba

**HAYES SHOES**

5970 CHALKVILLE MOUNTAIN ROAD  
BIRMINGHAM, ALABAMA 35235  
PHONE: 205-283-9158 ED CROWDER  
ED.CROWDER@HAYESSHOES.COM



JOY MCDOWELL,  
PRINCIPAL BUYER

[mcdowellj@jccal.org](mailto:mcdowellj@jccal.org)



# JEFFERSON COUNTY/PACA

## Expiring Bids & Bid Renewals

### JULY EXPIRING BIDS

BID/ RFP NO	NEW ITB/RFP NO.	BID NAME & PRINCIPAL BUYER	CONTRACT PERIOD	NEW CONTRACT PERIOD
21-21	31-24	Fire Extinguisher Annual Inspection & Maintenance Florence Patton, Principal Buyer	07/12/2021 07/11/2024	07/12/2024 07/11/2027
34-21	42-24	Security Guard Uniforms Joy McDowell, Principal Buyer	07/26/2023 07/25/2024	TBA
12-21	19-24	Electric Motor Repairs, Parts, & Supplies Charles Lindsey, Principal Buyer	07/29/2021 07/28/2024	TBA

### JULY BID RENEWALS

BID/RFP NO.	BID/RFP NAME	CONTRACT PERIOD	NEW CONTRACT PERIOD
60-23	Bottled & Canned Beverages Ericka Andrew, Principal Buyer	07/13/2023 07/12/2024	07/13/2024 07/12/2025

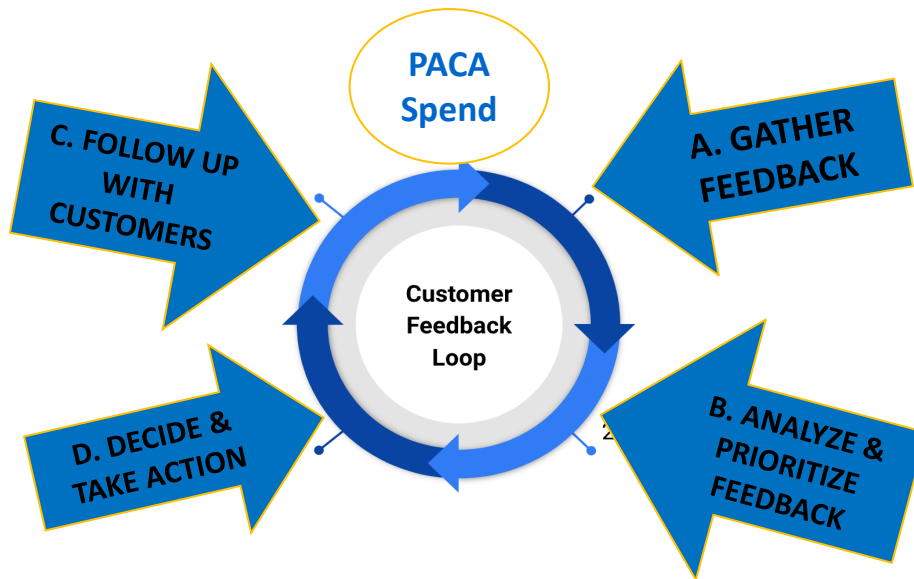
# ATTENTION PACA VENDORS

## Please submit your usage reports!

### USAGE REPORT REQUIREMENTS

Please keep in mind the following: usage reports need to be submitted 90 days before the bids expire. Requests for the reports are sent to the vendor on the first day of the month, and the reports must be submitted to Jefferson County Purchasing by the end of the month.

Vendors have 30 days to complete the usage report and submit it to the PACA Team for review. Please send the required information for the specific period to Regina Mitchell, Administrative Analyst at the Jefferson County Purchasing Department, via email at [mitchellr@jccal.org](mailto:mitchellr@jccal.org).



### USAGE REPORT

(Bid language included in all ITBs)

At no cost to the County, the Contractor shall be required to provide quarterly, bi-annual, and annual usage reports or reports as requested by the Jefferson County Commission Purchasing Division. The reports will include purchase/spend information for Jefferson County Commission Departments, Jefferson County Commission Entities (EMA, Personnel Board, Sheriff's Office), and Purchasing Association of Central Alabama partners. Report categories will include, but will not be limited to, customer name, date of purchase, item description, quantity, dollar value, aggregate sales to date for each customer, and customer savings, as requested by the Jefferson County Purchasing Division. Excel and PDF are the preferred electronic media for these reports. Failure to provide the requested reports will be deemed as an event of default. Let us see which contracts the PACA partners are utilizing.

*"PACA Vendors, please ensure the PACA Partners are getting PACA pricing for all their price quotes and invoices."*

# **PACA PARTNER/VENDOR WEBINARS**

Are you a vendor looking to showcase your products or services to PACA Partners, such as schools, cities, fire departments, and others? Or are you a PACA Partner with questions about a product or service offered through a Jefferson County Bid? If so, PACA Partner/Vendor Webinars are tailored for you.

Partners, simply send your request for a webinar, and the PACA Team will schedule it.

Vendors, if you wish to present your product or service, please send a PowerPoint presentation for review.

The PACA team will coordinate with the Partners and Vendors to arrange webinar presentations. Let the PACA Team know which group you want to connect with and a tentative date, and they will collaborate with the target audience to schedule the webinar.

Feel free to contact  
Regina Mitchell, Administrative Analyst,  
at 205.214.8625 or  
mitchellr@jccal.org for more information.

**PACA Webinars  
are on Tuesdays  
at  
2:00 pm  
via  
Microsoft Teams**

*To view previously recorded webinars on our website, click the link below or copy and post in your browser.*

<https://www.youtube.com/channel/UC4RH9lqK5KH917xZ-14NgRq>

# SURVEY MONKEY

WE WANT TO HEAR FROM YOU



**Please take a moment to complete the surveys.**

**It helps us improve the bids and the quality of Products and Services you receive.**



## **Why take our surveys:**

- A. PACA surveys uncover the “why.” They help us understand what is important to our partners as we collect their opinions, feedback, and comments.**
- B. Surveys Help PACA Benchmark Performance—Comparing the current and previous survey reports reveals changes that tell us what changes need to be made in our bids.**
- C. Surveys help make Valuable Decisions. They help us make decisions about creating new bids for goods and services. We can identify issues and fix them. The data collected from surveys can be used to make several decisions about PACA.**
- D. Surveys help PACA members voice their thoughts – Your feedback is not just heard, but it also influences the bid process at Jefferson County Purchasing. Although surveys are a tool for us, they are also a platform for you to voice your opinions and concerns. Your thoughts about a product, service, or vendor are important to us, and we encourage you to share your suggestions or concerns.**



Be on the **LOOKOUT** for vendor performance surveys throughout the year!

**“GOT NEWS”**

**SHARE IT WITH**

**PACA**

*We want to know what’s  
happening with the*

***PACA Partners!***

*So please keep us informed,  
and a part of your  
current accomplishments.*

*We will be on the **lookout**  
for any information  
you want to  
share with the  
**PACA Team.***



We are eager to stay updated with the latest news and be part of your current updates.

Feel free to share any information you would like with the PACA Team.

You can reach us via email at

[PACAservices@jccal.org](mailto:PACAservices@jccal.org) .

# Purchasing Association of Central Alabama/PACA Partners

## SCHOOL BOARDS

Alabama School of Fine Arts  
Andalusia City Schools  
Auburn City Schools  
Birmingham Board of Education  
Bullock County Schools  
Chambers County Schools  
Choctaw County Board of Ed  
Cleburne County Schools  
Coosa County Schools  
Cullman County Schools  
Dothan City Schools  
Education Etowah Schools  
Florence City Schools  
Geneva County Schools  
Haleyville City Schools  
Jackson County Schools  
Jefferson County Board of Education  
Lauderdale County Schools

Lee County Schools  
Limestone County Schools  
Midfield Board of Education  
Muscle Shoals City Schools  
Orange Beach City Schools  
Pell City Board of Education  
Phenix City Board of Education  
Russell County Schools  
Sheffield City Schools  
Sylacauga City Schools  
Tallapoosa County Schools  
Thomasville City Schools  
Tuscaloosa County Schools  
University of North Alabama  
Winfield City Schools

Alabaster Board of Education  
Arab City Board of Education  
Bessemer Board of Education  
Blount County Board of Education  
Butler County Schools  
Cherokee County Schools  
Clarke County Schools  
Colbert County Schools  
Covington County Schools  
DeKalb County Schools  
Elmore County Schools  
Fairfield Board of Education  
Franklin County Schools  
Greene County School  
Homewood Board of Education  
Jacksonville City Schools  
Lamar County Schools  
Lawrence County Schools

Leeds City Board of Education  
Marengo County Schools  
Morgan County Schools  
Oneonta City Board of Education  
Oxford City Schools  
Pickens County Schools  
Randolph County Schools  
Russellville City Schools  
Shelby County Schools  
Talladega City Schools  
Tallasse City Schools  
Trussville Board of Education  
Tuscumbia City Schools  
Yestavia Hills Board of Education  
Winston Schools

Alexander City Schools  
Athens City Schools  
Bibb County Schools  
Boaz City Schools  
Calhoun County Schools  
Chilton County Schools  
Clay County Schools  
Conecuh County Schools  
Cullman City Schools  
Demopolis City Schools  
Escambia County Board of  
Fayette County Schools  
Gadsden City Board of Education  
Hale County Schools  
Hoover City Board of Education  
Jasper City Board of Education  
Lanett City Schools  
Lawson State Community  
(B'ham & Bessemer Campus)  
Legacy Prep Public Charter School  
Marion County Schools  
Mountain Brook City Schools  
Opelika City Schools  
Pelham Board of Education  
Pike Road Board of Education  
Roanoke City Schools  
Scottsboro City Schools  
St. Clair County Schools  
Talladega County Schools  
Tarrant City Board of Education  
Tuscaloosa City Schools  
University of Montevallo  
Walker County Schools

## OTHER ORGANIZATIONS

### FIRE DEPARTMENTS

CenterPoint Fire District  
Concord Fire District  
Forestdale Fire District  
Glennwood Volunteer Fire  
Department  
(Glennwood Fire District)  
Indian Ford Fire District  
Jefferson County Association of  
Fire Departments  
McCalla Area Fire District  
Minor Heights Fire Department  
North Shelby Fire Department  
Palmerdale Fire Department  
Rocky Ridge Fire/Rescue  
Warrior River Fire & Rescue  
Service

Birmingham Jefferson Civic Center  
Birmingham Public Library  
Chilton-Shelby Mental Health Center  
*dba Central Alabama Wellness*  
CGMH Healthcare Authority  
Jefferson County Library Cooperative

Jefferson County 911 Emergency  
Communications District, Inc.  
Jefferson County Economic &  
Industrial Development Authority  
Jefferson County Housing Authority

### CITIES

City of Bessemer  
City of Clanton  
City of Gardendale  
City of Homewood  
City of Irondale  
City of Leeds  
City of Mountain Brook  
City of Pleasant Grove  
City of Vestavia Hills

City of Birmingham  
City of Clay  
Town of Harpersville  
City of Hoover  
City of Jemison  
City of Midfield  
City of Pelham  
City of Tarrant  
City of Warrior

City of CenterPoint  
City of Fultondale  
City of Helena  
City of Hueytown  
City of Kimberly  
Town of Morris  
City of Pinson  
City of Trussville

# MEET OUR team

## PACA TEAM

**Dr. Michael Matthews, C.P.M.,**  
Purchasing Agent/Director of PACA

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Administrative Analyst/PACA

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## BUYING TEAM

### Principal Buyers

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**Charles Lindsey**

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**Florence Patton**

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**Ericka Andrew**

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O: 205.325.8707

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Email us: [pacaservices@jccal.org](mailto:pacaservices@jccal.org) -

Call us: **205.325.5381**