



NEWSLETTER



Motivation & Inspiration

Don't judge each day by the harvest you reap, but by the seeds you plant.

Robert Louis Stevenson

Your Talent determines what you can do. Your Motivation determines how much you are willing to do. Your Attitude Determines How Well You Do It.

Lou Woltz

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Meet The Team

COMING SOON
PACA ROUNDTABLE
DISCUSSIONS

See Inside for Details



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FY24 Annual Assessments

Be on the lookout for invoices

INVOICE

INVOICE NO. 1234567 | **DATE: January 1, 2020**

PACA Partnership Assessments
Birmingham, Alabama 35222

Jefferson County Purchasing/PACA
716 Richard Arrington Jr. Blvd. No.
Birmingham, Alabama 35203

PACA
PURCHASING ASSOCIATION
OF CENTRAL ALABAMA

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

FY24 Annual Assessment Invoices will soon be sent to all PACA members. For any questions regarding FY24 Assessments, please reach out to Regina Mitchell at mitchellr@jccal.org or 205.214.8625.

Roundtable Discussion

Date – TBA

9:00 a.m. – 1:00 p.m.

Linn Henley Library Auditorium

2100 Park Place, Birmingham, AL 35203

Or

Microsoft Teams (Virtually)



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 Requirement for PACA
- ❖ Joint Bidding
- ❖ New Guidelines

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

We would like to know which topics interest you the most. PACA will be sending out a brief survey to gather your input on the topics we should cover.

Look out for the survey in the first week of July, and please take a moment to share your thoughts on what matters most to you. Your input is invaluable in shaping the agenda for our upcoming meetings.

Thank You for Your Cooperation!

JEFFERSON COUNTY & PACA NEW BID



Bid No. 23-24
“GENERAL OFFICE SUPPLIES”
NEW CONTRACT DATES
4/25/2024 – 4/24/2025

600 NORTH MILITARY TRAIL
BOCA RATON, FL 33496
901-606-9480

dorit.boxer@odpbusiness.com

CONTACT: Andrew Muennink
521-991-8833

andrew.muennink@odpbusiness



JEFFERSON COUNTY/PACA SPOTLIGHT BID

BID NO. 20-23

**“OFFSET PRINTING, COPY
SERVICES, & RELATED ITEMS”**

CONTRACT DATES: 3/24/24 -3/23/25



JUST RITE PRINTING
903 DECATUR HIGHWAY
FULTONDALE, AL 35068
PHONE: 205-841-2447

Contacts:

Michael W. Livery, Owner
mike@justriteprinting.com

Janet Foster,

Office Manager/Customer Service
janet@justriteprinting.com

Brittany Rawls, Operations Assistant
brittany@justriteprinting.com

PACA VENDOR WEBINAR

VIA MICROSOFT

TEAMS

AUGUST 2024

DATE – TBA



*The date and additional details will
be sent out in the coming weeks.*



**FLORENIE PATTON,
PRINCIPAL BUYER**
pattonf@jccal.org



“FREE” Procure to Pay

POLICIES & PROCEDURES REVIEW

- Does your organization have a procurement process?
- Are you missing steps that cost your organization time and money?

The Jefferson County Purchasing Department/PACA is here to assist you in completing your procurement process effectively. Our Purchasing Agent can review your procurement policies and procedures and provide feedback to enhance your organization's procure-to-pay process.

If you are interested in this training, please email the

PACA Team at pacaservices@jccal.org.

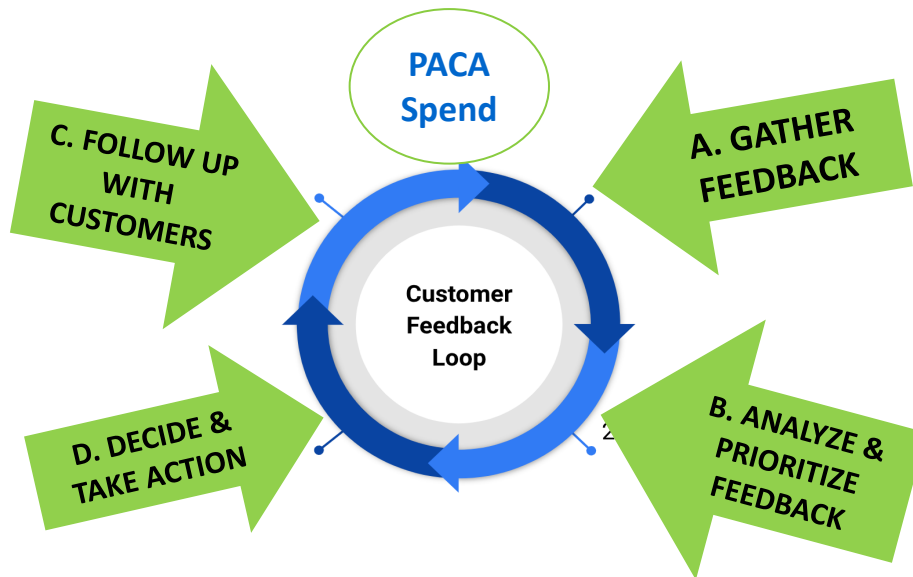
ATTENTION PACA VENDORS

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.



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."

JEFFERSON COUNTY/PACA

Expiring Bids & Bid Renewals

JUNE EXPIRING BIDS

BID/ RFP NO	NEW ITB/RFP NO.	BID NAME & PRINCIPAL BUYER	CONTRACT PERIOD	NEW CONTRACT PERIOD
14-21	23-24	Office Supplies, General Harriett Bell, Principal Buyer	03/01/2023 02/28/2024	04/25/2024 04/24/2025
30-21	16-24	Oil Change & Miscellaneous Repair Charles Lindsey, Principal Buyer	06/07/2021 06/06/2024	TBA
35-21	20-24	Soap & Sanitizing Products Florence Patton, Principal Buyer	06/25/2023 06/24/2024	06/25/2024 06/24/2025
39-21	TBA	Commercial Kitchen Equipment Ericka Andrew, Principal Buyer	06/25/2023 06/24/2024	TBA

JANUARY BID RENEWALS

BID/RFP NO.	BID/RFP NAME	CONTRACT PERIOD	NEW CONTRACT PERIOD
38-22	Fresh Produce Ericka Andrew, Principal Buyer	06/23/2023 06/22/2024	06/23/2024 06/22/2025
22-22	Fresh Meats Ericka Andrew, Principal Buyer	07/01/2023 06/30/2024	07/01/2024 06/30/2025
38-23	Plumbing Supplies (Catalog Bid) Joy McDowell, Principal	6/22/2023 06/21/2024	06/22/2024 06/21/2025

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-14NgRg](https://www.youtube.com/channel/UC4RH9lqK5KH917xZ-14NgRg)

SURVEY MONKEY



WE WANT TO HEAR FROM YOU!

Why take our surveys:

- A. PACA surveys uncover the “why” – It helps us understand what is important to our partners as we collect their opinions, feedback, and comments.**
- B. Surveys Help PACA Benchmark Performance – When the current and previous survey reports are compared, changes are noticed, and it tells 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 the issues and fix them. Several decisions about PACA can be based on the data collected from surveys.**
- D. Surveys help PACA members voice their thoughts – Although surveys help Jefferson County Purchasing with the bid process, they can also help PACA partners voice their opinions and concerns. What partners feel about a product, service, or vendor matters to us. We want to hear your suggestions or concerns**

Please take a moment to complete the surveys.

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



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 .

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

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

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

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

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
Vestavia Hills Board of Education
Winston 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

GOT Questions? WE'VE GOT answers.

MEET OUR TEAMS

PACA TEAM

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

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Purchasing Coordinator

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Regina Mitchell
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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Call us: **205.325.5381**