



# Newsletter

## *"Thanksgiving"*

"Make it a habit to tell people thank you. To express your appreciation, sincerely and without the expectation of anything in return. Truly appreciate those around you, and you'll soon find many others around you. Truly appreciate life, and you'll find that you have more of it."

**Ralph Marston**



"There is a calmness to a life lived in gratitude, a quiet joy."

**Ralph H. Blum**



"Cultivate the habit of being grateful for every good thing that comes to you, and to give thanks continuously. And because all things have contributed to your advancement, you should include all things in your gratitude."

**Ralph Waldo Emerson**



"Start each day with a positive thought and a grateful heart."

**Roy T. Bennett**

## Inside This Issue:

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**Dr. Michael Matthews, C.P.M.,  
Purchasing Agent/Director of PACA  
Regina Mitchell, Administrative Analyst  
Aleshia Coleman, Buyer**

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## **Mission Statement**

*Our goal is to provide PACA partners with the highest degree of service and satisfaction, by achieving measurable success financially and by cooperation among governmental agencies. We continue to seek ways to improve and expand the services of our association.*

## **Our Pledge To PACA Partners & Vendors**

*We are committed to providing the highest degree of service to both our partners and our awarded vendors.*

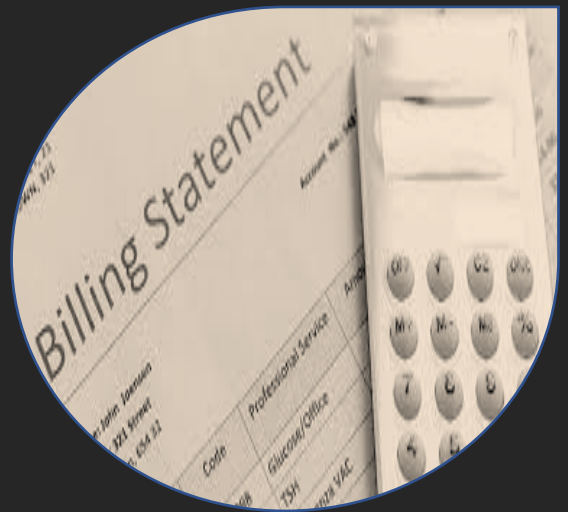
*We are “Alabama Focused” – meaning we support local vendors.*

*Dollars spent locally generate additional economic activity even beyond the value of the initial contract, as the local supplier in turn sources goods and services.*

*Each additional dollar that circulates locally boosts local economic activity, employment, and ultimately, tax revenue.*



# Annual Assessment Time Is HERE!



PACA FY23 annual assessment time is here. Below are the methods for calculating the fee for each partnership/entity. The PACA Team will contact partners to send budget information to calculate the annual fees beginning in January. Please be on the lookout for the request and respond accordingly.

- *School Systems are calculated using data from the Alabama State Department of Education*
- *Institutions of Higher Education (2-year colleges) are calculated using data from the Postsecondary Education Data System, provided by the U.S. Department of Education*
- *Cities Act 1197 Financial Accounting Reports were due by October 31, 2022. Please send a copy to PACA to calculate your FY23 fee. Email your information to Regina Mitchell, [mitchellr@jccal.org](mailto:mitchellr@jccal.org). If you do not report to the Jefferson County Treasurer, we need a copy of your most recent audited budget/financial report.*
- *Other Organizations are calculated based on the most recent audited budget/financial report.*
- *PACA Partnership fees are calculated by PARCA, (Public Affairs Research Council of Alabama) a non-profit agency.*

Data	IVA 22%	IVA 20%	Esente IVA	Uscite	
				Totale	Totale
01/02/2019					
04/02/2019	42,00			42,00	
04/02/2019	145,60			145,60	
04/02/2019	48,00			48,00	
07/02/2019	11,24			11,24	
07/02/2019			97,45		97,45
11/02/2019					12,70
11/02/2019	50,05			50,05	
13/02/2019	61,90			61,90	
13/02/2019		16,50			16,50
14/02/2019	50,90			50,90	
16/02/2019	51,00	12,60		63,60	
18/02/2019					16,90
19/02/2019					50,90
20/02/2019	42,00	19,45		61,45	
21/02/2019	50,05			50,05	
21/02/2019					19,45
25/02/2019	50,00		433,23	483,23	
					43,00

# CALLING ALL VENDORS

Vendor usage reports are due 90 days before the bid(s) expire. You are given 30 days to complete the usage report and submit it to the PACA Team.

## **All ITBs include the following language:**

Usage reports are required as requested by the Jefferson County Commission Purchasing Division. The report is to include the purchase/spend information for Jefferson County Commission Departments, Jefferson County Commission Entities, and the Purchasing Association of Central Alabama (PACA) and submit the information for the time period requested to the Jefferson County Purchasing Department:

**Regina Mitchell, Administrative Analyst/PACA, [mitchellr@jccal.org](mailto:mitchellr@jccal.org).**



## **VENDOR USAGE REPORT REQUIREMENTS**

### **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 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, customer savings, and other such information 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.



# Coming Soon

**December 2022**

All bids include the items listed and much more.

## **85-22 Warewashing/Institutional Cleaning Supplies**

- *Machine Detergent*
- *Rinse Additive*
- *Germicidal Liquid Detergent*
- *Antibacterial Hand Soap*

## **102-22 Work Uniforms**

- *Assorted Shirts*
- *Assorted Pants*
- *Work Jackets*

## **4-23 Uniforms – Blend Fabric**

- *Trousers*
- *Short/Long Sleeve Shirts*
- *Golf Shirts*
- *Coveralls*

**Joy McDowell, Principal Buyer**

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

## **14-23 Copy Paper & Related Items**

- *White Paper (Various Sizes)*
- *Color Paper (Various Sizes)*

**Harriett Bell, Principal Buyer**

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

## **8-23 Cleaning of Kitchen & Food Service Areas Exhaust Hoods**

- *Clean Cook Area Hoods*
- *Install Fan Belts*

**Florencie Patton, Principal Buyer**

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

For questions about these and other bids, you may contact the principal buyers.  
(see Meet The Team slide for contact information)

# JEFFERSON COUNTY/PACA Bid Renewals & Expiring Bids

## NOVEMBER BID RENEWALS

THERE ARE NO BID RENEWALS FOR NOVEMBER

## OCTOBER EXPIRING BIDS

BID/RFP NO	NEW ITB/RFP NO.	BID NAME AND PRINCIPAL BUYER	CONTRACT PERIOD	NEW CONTRACT PERIOD
116-19	71-22	Gasoline, Diesel and Fuel Services Charles Lindsey, Principal Buyer	11/7/2019 11/6/2022	TBA
139-19	95-22	Manhole Riser Rings Charles Lindsey, Principal Buyer	10/24/2019 10/23/2022	<b>11/17/2022</b> <b>11/16/2025</b>

*For additional information about a rebid or renewal, you may contact the buyer listed above.*

*(see Meet The Team slide for contact information).*



# Purchasing Association of Central Alabama/PACA Partners

## CITIES

City of Bessemer  
City of Birmingham  
City of Centerpoint  
City of Clanton  
City of Clay  
City of Fultondale  
City of Gardendale  
Town of Harpersville  
City of Helena  
City of Homewood  
City of Hoover  
City of Hueytown  
City of Irondale  
City of Jemison  
City of Kimberly  
City of Leeds  
City of Midfield  
Town of Morris  
City of Mountain Brook  
City of Pelham  
City of Pinson  
City of Pleasant Grove  
City of Tarrant  
City of Trussville  
City of Vestavia Hills  
City of Warrior

## 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  
Minor Heights Fire Department  
North Shelby Fire Department  
Palmerdale Fire Department  
Rocky Ridge Fire/Rescue  
Warrior River Fire & Rescue Service

## SCHOOL BOARDS

Alabama School of Fine Arts  
Alexander City Schools  
Arab City Board of Education  
Auburn City Schools  
Bibb County Schools  
Blount County Board of Education  
Bullock County Schools  
Calhoun County Schools  
Cherokee County Schools  
Choctaw County Board of Ed  
Clay County Schools  
Colbert County Schools  
Coosa County Schools  
Cullman City Schools  
DeKalb County Schools  
Elmore County Schools  
Etowah County Board of Education  
Fayette County Schools  
Franklin County Schools  
Geneva County Schools  
Hale County Schools  
Homewood Board of Education  
Jackson County Schools  
Jasper City Board of Education  
Jefferson State Community College  
Lanett City Schools  
Lawrence County Schools  
Lee County Schools  
Leeds City Board of Education  
Marengo County Schools  
Midfield Board of Education  
Mountain Brook Board of Education  
Oneonta City Board of Education  
Orange Beach City Schools  
Pelham Board of Education  
Pickens County Board of Education  
Phenix City Board of Education  
Roanoke City Schools  
Russellville City Schools  
Sheffield City Schools  
St. Clair County Schools  
Talladega City Schools  
Tallapoosa County Schools  
Tarrant City Board of Education  
Trussville Board of Education  
Tuscaloosa County Board of Education  
Vestavia Hills Board of Education  
Winfield City Schools

Alabaster Board of Education  
Andalusia City Schools  
Athens City Schools  
Bessemer Board of Education  
Birmingham Board of Education  
Boaz City Schools  
Butler County Schools  
Chambers County Board of Education  
Chilton County Board of Education  
Clarke County Schools  
Cleburne County Schools  
Conecuh County Board of Education  
Covington County Schools  
Cullman County Schools  
Demopolis City Schools  
Escambia County Board of Education  
Fairfield Board of Education  
Florence City Schools  
Gadsden City Board of Education  
Greene County School  
Haleyville City Schools  
Hoover City Board of Education  
Jacksonville City Schools  
Jefferson County Board of Education  
Lamar County Schools  
Lauderdale County Schools  
Lawson State Community  
(B'ham & Bessemer Campus)  
Limestone County Schools  
Marion County Schools  
Morgan County Board of Education  
Muscle Shoals City Schools  
Opelika City Schools  
Oxford City Schools  
Pell City Board of Education  
Pike Road Board of Education  
Randolph County Board of Education  
Russell County Board of Education  
Scottsboro City Schools  
Shelby County Schools  
Sylacauga City Schools  
Talladega County Board of Education  
Tallasse City Schools  
Thomasville City Schools  
Tuscaloosa City Schools  
Tuscumbia City Schools  
Walker County Board of Education  
Winston County Board of Education

## OTHER ORGANIZATION

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

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

# PACA Vendor WEBINARS

**JANUARY 2023**

**“PACA Vendors Meet the PACA Partners”**

**Tuesdays at 2:00 p.m. via Microsoft Teams**

**Want to introduce your product or service to a target audience?**

**Want to meet a select group of PACA partners**

*(schools, cities, fire dept., etc.)?*

Well, PACA Vendor Webinars are just for you.

Send your request for a Webinar,

along with your PowerPoint presentation for review.

The PACA team will invite the Partners to your webinar presentation.

**Let us know when you want to Meet  
the PACA Partners.**

Call or Email us at:

**Regina Mitchell, Administrative Analyst**

205-214-8625

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

or

**Aleshia Coleman, Buyer**

205-325-5957

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

**To view previously recorded webinars on our website:**

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



# “We Want to Hear From You”

Please Take Our  
**SURVEY**  
& Help Us Serve  
You Better

We want to know your product needs and how vendors are performing. From time to time, you will get a survey from us.

*Please take the surveys.*

They are short, and we need your feedback to improve the bids and quality of the products & services you receive.

So, when you see  
“**Survey Monkey**”,

take a little time and let us know how we are doing!

## Important Reasons to Conduct Online Surveys

### Get Feedback

Surveys allow us to ask customers what they honestly think about our products, services, and events. We don't know until we ask. The knowledge we gain will be invaluable to our cooperative.

### Collect Data In Real-Time

Online surveys can be sent out very fast. Once the results start coming in, we see real-time answers to our questions the second the respondent click the submit button.

### Learn from the Results

Using surveys helps gather the information that helps make business decisions. The feedback we get from customers can guide us with future products, marketing, and organizational decisions.

# VENDOR BID SPOTLIGHT



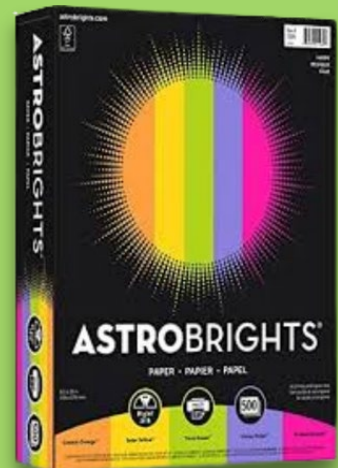
## BID RENEWAL 59-21

**"Food Service Disposable Supplies"**  
Contract Dates: 8/12/2022 - 8/11/2023



## EXPIRING BID 85-21

**"Copy Paper & Related Items"**  
Contract Dates: 12/3/2021-12/2/2022



Contact Us  
888-412-3246  
464 Bass Circle Huntsville, AL35801



# MEET OUR TEAM



## PACA TEAM

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BUYING TEAM