Volume 3 | Issue 8 | September 2023

NEWSLETTER

mark we

Autumn

"Success is not final, failure is not fatal: It is the courage to continue that counts." Winston Churchill

"If your actions inspire others to dream more, learn more, do more, and become more, you are a leader." John Quincy Adams

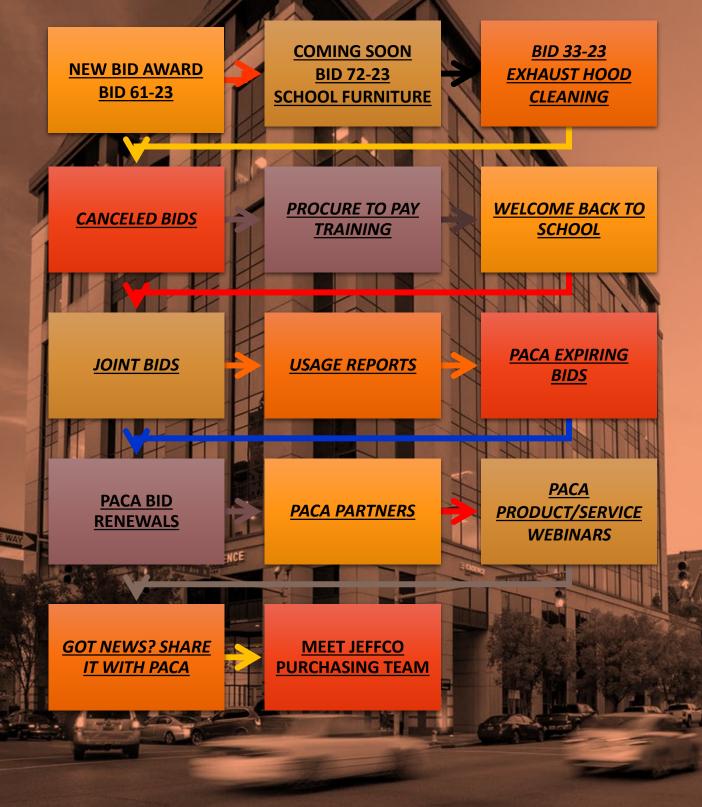


New Bid Award Coming Soon Bid Exhaust Hood Cleaning Expiring Bids Bid Renewals



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

TABLE OF CONTENTS



IMPORTANT NOTICE GREETINGS PACA PARTNERS,

ALESHIA COLEMAN IS NO LONGER WITH PACA. PLEASE DIRECT ALL PACA INQUIRES TO REGINA MITCHELL, ADMINISTRATIVE ANALYST 205.214.8625 MITCHELLR@JCCAL.ORG

NEW BID AWARD 61-23 "FRUIT JUICE"

"CARBONATED & NON-CARBONATED" Contract Dates: 08/10/2023 - 08/09/2024

> Ericka Andrew, Buyer colemanal@jccal.org

624 16th Avenue West Birmingham, AL 35204 **Stephen Allen** 205.324.4569 Stephen@regionalproduce.net



COMING SOON

56-20 CAFETERIA FURNITURE NEW BID NO. & NEW BID TITLE

72-23 "SCHOOL FURNITURE"

(CAFETERIA, FRONT OFFICE, GYMNASIUM, & LUNCHROOM) Contract Dates: TBA ERICKA ANDREW, BUYER andrewe@jccal.org



ITB# 33-23 "CLEANING OF KITCHEN & FOOD SERVICE AREAS EXHAUST HOODS"

MID-SOUTH CLEAN MACHINE HIGHWAY 149 TYRONZA, AR 72386 GLENDA HORNE 870.761.1850 midsouthcleanmachine@gmail.com

PACA Schools,

Please request a quote from the vendor before having your exhaust hoods cleaned. Per the vendor, each welded part of your kitchen exhaust hood is counted as one. If you had three welded parts, the quote should be 3 @ \$650 without fan belts and \$750 with fan belts. Make sure you get the correct pricing before the work is completed. Non-Renewal Notice Bid No. 63-22 **Picnic Tables Contract Dates** 08/18/2022 - 08/17/2023 Will not be <mark>renewed</mark> by the vendor

Quality Specialty Products

Please direct all questions to

Ericka Andrew, Buyer

andrewe@jccal.org

AA1.5V

IFS / PILES

Important Notice **Bid No. 44-20R Batteries (Small Dry Cell)** Contract Dates 10/01/2022 – 9/30/2023

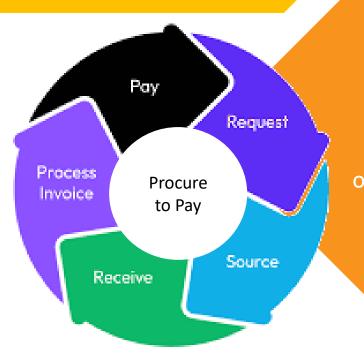
Jefferson County Purchasing has decided not to rebid for this commodity. After the above contract dates, batteries will not be available for purchase through a bid.

> For all questions, contact **Charles Lindsey, Principal Buyer** lindseyc@jccal.org

"FREE" PROCUREMENT POLICY & PROCEDURES REVIEW

Does your organization have a procurement process?

Are you missing steps that cost your organization time and dollar?



Steps of Procure to Pay



Jefferson County Purchasing/PACA wants to help bring your procurement process full circle. Our Purchasing Agent can critique your procurement policies & procedures, and offer feedback to strengthen organizations procure-to-pay process. If you are interested in this training, email the PACA Team at pacaservices@jccal.org. Date & Time to be announced.



PACA PARTNERS

PACA BIDS
To Use Throughout The 2023-2024 School Year

Check the website for new documents as the bid expires.

43-22 "Smallwares" (Kitchen Related Items)

45-21 "Fresh Bread & Rolls"

56-20 "Cafeteria Furniture" New Bid No. 72-23

42-21 "Floor Mat Rental"

63-20 "Beverages" (Juice, Tea & Coffee)

60-23 "Bottled & Canned Beverages"

39-21 "Commercial Kitchen Equipment"

71-22 "Gasoline, Diesel, & Fuel Services"

41-20 "Disinfecting & Sanitizing Services"







Many more bids are available on the website at <u>http://paca.jccal.org</u>. Login to view all PACA active bids

The PROCUREMENT CORNER

Joint Bidding

PACA will facilitate a joint bid on behalf of PACA partners if the following qualifications are met. Please remember that we cannot jointly bid on all goods/services submitted for a joint bid.

 Contact the PACA Director or Administrative Analyst at least 60-90 days before the date needed and submit any specifications you may have. If you do not have specifications, contact a vendor, or google the item(s) online to get them. If you have a vendor, please remember that the invitation to bid is sent to all Jefferson County Vendors with commodity codes matching the joint bid goods or services.

- The PACA Director or the Administrative Analyst will review your request to make sure PACA can facilitate the joint bid. Upon approval of the joint bid, the information is emailed out to all PACA Partners to gain their interest in participating in the bid
- If you already know other partners who will be participating in the bid, send the names of the other partners interested in participating in the joint bid to the director. This will help speed up the process.
- If there is enough interest by the deadline date for the poll and the \$30,000 requirement by Alabama State bid law is met. The bid will be assigned to a principal buyer within the Purchasing Division to create the bid. Partners showing interest are contacted for their anticipated purchases upon bid approval.
- The principal buyer will communicate with all interested participants to define the specifications and all other aspects of the bid.
- The joint bid partners will be allowed to review the bid before it is released.

ATTENTION PACA VENDORS! USAGE REPORTS ARE REQUIRED

REPORT REQUIREMENTS

Vendor usage reports are due 90 days before the bids expire. Emails are sent to the vendor requesting the usage reports on the first day of the month and are due to Jefferson County Purchasing on the last day of the month.

Vendors have 30 days to complete the usage report and submit it to the PACA Team for review.

Submit the information for the time period requested to the Jefferson County Purchasing Department: Regina Mitchell, Administrative Analyst/PACA, <u>mitchellr@jccal.org</u>

USAGE REPORT (Bid language included in all ITBs)

At no cost to the County, the Contractor shall be required to provide quarterly, biannual, 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 August - September 2023

BID/RFP NO.	NEW BID/RFP NO	BID NAME AND PRINCIPAL BUYER/BUYER	CONTRACT PERIOD	NEW CONTRACT PERIOD
56-20	72-23	CAFETERIA FURNITURE-PACA NEW BID TITLE: SCHOOL FURNITURE ERICKA ANDREW, BUYER	erick=	ТВА
39-20	61-23	FRUIT JUICE: - CARBONATED & NON-CARBONATED ERICKA ANDREW, BUYER	08/10/2022 08/09/2023	08/10/2023 08/09/2024
67-20	73-23	MULTI-FUNCTION COPIER DEVICES AND MAINTENANCE HARRIETT BELL, PRINCIPAL BUYER	10/01/2022 09/30/2023	10/01/2023 09/30/2024
63-20	76-23	BEVERAGES (JUICE, TEA, & COFFEE) NEW BID TITLE: BEVERAGES (JUICE, TEA, COFFEE, COFFEE CONDIMENTS, COFFEE SUPPLIES) FRICKA ANDREW, BUYER	10/01/2022 09/30/2023	10/01/2023 09/30/2024

137 W

BID RENEWALS

BID/RFP NO	BID NAME AND PRINCIPAL BUYER/BUYER	CONTRACT PERIOD	NEW CONTRACT PERIOD
48-22 (Multiple Awards)	Gloves – General Purpose & Medical Ericka Andrew, Buyer	8/11/2022 8/10/2023	8/11/2023 8/10/2024
59-21	Disposable Food Service Supplies	8/12/2022	8/12/2023
	Ericka Andrew, Buyer	8/11/2023	8/11/2024
43-22	Smallwares (Kitchen Related Items) Florencie Patton, Principal Buyer	9/23/2022 9/22/2023	9/23/2023 9/22/2024
45-21	Fresh Bread & Rolls	10/1/2022	10/1/2023
	Ericka Andrew, Buyer	9/30/2023	9/30/2024
49-21	Bottled Water, Cups, and Cooler Rental	10/1/2022	10/1/2023
	Ericka Andrew, Buyer	9/30/2023	9/30/2024
68-21	Mattresses	10/1/2022	10/1/2023
	Harriett Bell, Principal Buyer	9/30/2023	9/30/2024
79-21	Copier Maintenance	10/1/2022	10/1/2023
	Harriett Bell, Principal Buyer	9/30/2022	9/30/2024
92-22	Shelf-Stable Milk	10/20/2022	10/20/2023
	Ericka Andrew, Buyer	10/19/2023	10/19/2024
			and the second

JEFFERSON COUNTY

Purchasing Association of Central Alabama (PACA) AUGUST/SEPTEMBER BID RENEWALS

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 Dothan 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 College

Lamar County Schools Lauderdale County Schools Lawson State Community (B'ham & Bessemer Campus) Legacy Prep Public Charter School 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 Education Tallapoosa County Schools Tarrant City Board of Education** Trussville Board of Education Tuscaloosa County Board of Education University of North Alabama Walker County Schools Winston Schools

Alabaster Board of Education Andalusia City Schools Athens City Schools Bessemer Board of Education Birmingham Board of Education Boaz City Schools Chambers County Schools Chambers County Schools Chilton County Schools Clarke County Schools Cleburne County Schools Covington County Schools Covington County Schools Cullman County Schools Demopolis City Schools Elmore County Schools

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

Lanett City Schools Lawrence County Schools Lee County Schools Leeds City Board of Education Limestone County Schools Marion County Schools Morgan County Schools **Muscle Shoals City Schools Opelika City Schools Oxford City Schools** Pell City Board of Education **Pike Road Board of Education** Randolph County Schools Russell County Board of Education Scottsboro City Schools Shelby County Schools Sylacauga City Schools Talladega County Board of Tallassee City Schools **Thomasville City Schools Tuscaloosa City Schools** Tuscumbia City Schools Vestavia Hills Board of Education Winfield City Schools

OTHER ORGANIZATIONS

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

PACA PARTNER/ VENDOR WEBINARS

Vendor, do you want to introduce your product or service to a target audience of PACA Partners (schools, cities, fire dept., etc.)?

PACA Partners, do you have questions about a product or service offered through a Jefferson County Bid?

Well, PACA Partner/Vendor Webinars are just for you. Please send your request for a Webinar, and the PACA Team will schedule it. Vendors, if you want to present your product or service, send a PowerPoint presentation for review. The PACA team will invite the Partners and Vendors to the webinar presentations.

Let the PACA Team know whom you want to meet and a tentative date. The PACA Team will work with the target audience to schedule the webinar. Please call or email Regina Mitchell, Administrative Analyst 205.214.8625 VE THE GIFT OF GREEN mitchellr@jccal.org

PACA Webinars are on Tuesdays at 2:00 p.m. via Microsoft Teams.

To view previously recorded webinars on our website, click the link below, or copy and post in your browser. <u>https://www.youtube.com/channel/UC4RH9lqK5KH917xZ-14NgRg</u>



<u>WE WANT TO</u> HEAR FROM YOU!

We want to know your product needs and how vendors are performing. From time to time, you will receive

a survey from us, and we need your feedback.

PLEASE TAKE THE SURVEYS!

The surveys are very short. So, when you see Survey Monkey take a moment to complete it. This will help us improve the bids and the quality of products & services you receive.

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

"GOT NEWS"

SHARE DOULD DOULD DOULD DOULD

PACA

We want to know what's happening with our **PACA Partners!** So please keep us informed and a part of your <u>current news</u>. We will be on the **lookout** for any information you want to share with the PACA Team.

> Please email us at PACAservices@jccal.org.

GOT Questions? WEVE GOT answers.

MEET THE TEAMS

PACA TEAM

Dr. Michael Matthews, C.P.M., Purchasing Agent/Director of PACA E: <u>matthewsm@jccal.org</u> O: 205.325.1412 Valerie Henderson Purchasing Coordinator E: <u>hendersonv@jccal.org</u> O: 205.325.8780

Regina Mitchell Administrative Analyst/PACA E: <u>mitchellr@jccal.org</u> O: 205.325.8771

BUYING TEAM				
Principal Buyers	Buyers			
Charles Lindsey	Ericka Andrew			
E: <u>lindseyc@jccal.org</u>	E: andrewe@jccal.org			
O: 205.214.8589	O: 205.325.8707			
Florencie Patton	Mashelleous Jones			
E: pattonf@jccal.org	E: jonesmas@jccal.org			
O: 205.714.3747	O: 205.325.5783			
Dorothea Robinson	Cynthia Mitchell			
E: <u>robinsond@jccal.org</u>	E: mitchellcy@jccal.org			
O: 205.521.7593	O: 205.325.8710			
Harriett Bell	Christopher Wilkerson			
E: <u>bellh@jccal.org</u>	E: wilkersonc@jccal.org			
O: 205.325.8702	O: 205.325.5382			
Joy McDowell				
E: mcdowellj@jccal.org				
O: 205.325.5662				