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DEPARTMENT OF FINANCE & ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT

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PURCHASING NOTES



ISSUED BY THE OFFICE OF
PURCHASING, TRAVEL AND
FLEET MANAGEMENT

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FEATURED CONTRACT

Laboratory Equipment & Supplies



Commodity: This negotiated state contract features Laboratory Equipment and Supplies.

Type of contract: Negotiated Contract - Remember, this means that you can negotiate your best price from the vendors on contract.

Also, remember that only commodities per NIGP Codes, listed on the Contract Discount Spreadsheet, can be purchased as part of this contract. If commodities are purchased that are not on the Discount Spreadsheet, these commodities are not a part of this contract, and should be purchased using normal purchasing procedures.

Dates of Contract: October 1, 2023 through September 30, 2024

Vendors on Contract: There are currently Eleven (11) vendors offering a variety of items on the Laboratory contract. The best way to view products and compare prices among the vendors is to access the following link:

<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/j-k-l/laboratory-equipment-and-supplies/>

Contract Spend: During the last period, this contract had a total spend of \$8,996,076.59.

Contract Analyst: Easter Haimur, Easter.Haimur@dfa.ms.gov

CONTRACT *Listings*



OPTFM Contracts by Analyst Responsible

Please contact the analysts below if you need assistance with any OPTFM contracts:

- **ASHLEY SMITH**

- Ammunition
- Fire Protection
- MS Recycled Products
- Laundry/Linen Rental Services

- **EASTER HAIMUR**

- Janitorial Supplies
- Lab Supplies
- Copiers/Printers
- Mailing Equipment
- Office Supplies

- **SHAKRITA FIELDS**

- Furniture (N-Z)
- Firefighting Uniforms
- Water Treatment

- **JAMES BRABSTON**

- Traffic Signals
- Ground Maintenance
- Soft Body Armor
- Office Papers

- **LASHUN SMITH**

- Incontinence
- Laundry Chemicals
- Furniture (H-M)
- Toner

- **KIZZIE SHORTER**

- Furniture (A-G)
- Interior Signage
- Maintenance Repair & Operations
- Panel Systems
- Carbonless Paper

FLEET News



Agency Fleet Data

According to Section 25-1-77 of the MS Code, agencies must maintain and ensure their fleet data is accurate when making a request to purchase new vehicles. Fleet Data Checklists were recently sent out. If your agency has any inaccuracies, we advise you to update them ASAP to prevent any delays in purchase requests. Please feel free to contact us with any questions or concerns.

Automobiles, Trucks, Vans & SUV and Police Contracts have been awarded and will be in effect from October 1, 2023 through September 30, 2024. Any additional information will be available on our website and in the monthly Purchasing notes. Delivery of vehicle should be made within 180 calendar days after receipt of order. The following dealers will be on contract this year:

Police Contract Vendors

Courtesy Motors – 8200071229
Landers (CDJR) Chrysler Dodge Jeep Ram LLC – 8200071230
Landers South – 8200071232

Automobiles, Trucks, Vans, SUVs Contract Vendors

Brookway Corporation – 8200071290
Landers (CDJR) Chrysler Dodge Jeep Ram LLC – 8200071291
Cannon Chevrolet Cadillac Nissan LLC – 8200071555
Cannon Chevrolet Dodge Jeep Ram LLC – 8200071552
Landers South – 8200071554
Courtesy Motors – 8200071318



Ordering Information

**The 2025MY Ford Interceptor will replace the 2024MY year on the Police vehicle contract option sheet. That order bank will open November 2023 with production beginning in Spring 2024.

**Ford has allotted the State of MS a total of 58 Super Duty pick ups and 25 Chassis Cab.

We've Moved! Continental Battery

Continental Battery has moved from their former Jackson location at 605 W. Fortification Street to a temporary location until further notice. Please contact Mary or Melody at the numbers below for any questions. We will update agencies and contract with a permanent location as soon as we are notified.

Continental Battery Systems
154 Concourse Drive (near the airport)
Pearl, MS 39208
601-936-7788 or 601-352-2112



Why October is a Popular Month to Travel?



The Fall season is generally one of the best times to travel with October being the cheapest month to travel. So, this is very economical for your agencies and other government entities when finding the most cost travel effective methods. We ask why October is the cheapest month to travel in the Fall, because it is called "shoulder season." The "shoulder seasons" are (late September to late October). Who knew! Since these "shoulder seasons" are before and after summer, the weather is typically displaying milder temperatures and less visitors in most popular destinations around the world. We provided you with information in the previous newsletters inserts about "The Most Popular Destinations to Travel" or Top 10 Destinations to Travel. Please visit our website <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/>. and refer to your State of MS Travel Manual and Guidelines on how to get the most out of your travel arrangements. Happy and Safe Travels!!



Use of GSA per diem rates for Meal Reimbursement

The State of Mississippi will be using GSA per diem rates for meal reimbursement for all business travel. The General Services Administration (GSA) sets these rates annually for each travel destination in the United States. The per diem rate includes lodging, meals, and incidental expenses. **PLEASE NOTE:** ONLY meal reimbursement per diem rates and their partial meal breakdowns (breakfast, lunch & dinner) should be used.

You can find the per diem rate for your travel destination on the GSA website at [Per Diem Rates | GSA](#). Please note that these rates are updated annually and may change throughout the year.

If you have any questions or concerns, please contact the OPTFM at purchasingandtravel@dfa.ms.gov.



PROCUREMENT CARD

Bill Notice



This is a friendly reminder to all Procurement Card Program participants to pay their procurement card bill in full each month. You should not allow partial payments to become a practice. Allowing unpaid balances to roll over each month will eventually lead to your accounts becoming past due. If your account reaches 60+ days past due, all cards in your entity will be affected. All cards will be placed on hold. The hold will remain until the balances on the accounts are satisfied. So, to avoid this altogether, please pay your bills in full.

Also, when making payments remember to always list the full 11-digit reference number as well as the last four digits of the Control Account to avoid misapplied payments.



IN OTHER News!

On Wednesday, September 20th, 2023, The Bureau of Marketing & Card Programs Department was invited to tour the Amazon Fulfillment Center in Madison, MS. Here we got an inside view of the 700,000 square foot facility to see how orders are fulfilled. It was amazing to see the collaboration of humans and robotics come together to fulfill the needs of people worldwide! We would like to thank Amazon and their staff for the invitation and hard work to help us with our procurement needs here in Mississippi!

(Pictured Below from left to right: Niki Hobkirk, Candice Hay, William Burnett- Amazon Representative, Yolanda Thurman, Demetra Hayes, Alicia Adams, and Steve – Amazon Representative)

I hope to see you all in Natchez, MS for the **MS Association of Governmental Purchasing & Property Agents October 15th- 18th!**





2023

PPRB MEETINGS

PPRB Meeting Date

JANUARY 4, 2023
FEBRUARY 1, 2023
MARCH 1, 2023
APRIL 5, 2023
MAY 3, 2023
JUNE 7, 2023
JULY 5, 2023
AUGUST 2, 2023
SEPTEMBER 6, 2023
OCTOBER 4, 2023
NOVEMBER 1, 2023
DECEMBER 6, 2023
JANUARY 2024

Submission Deadlines

DECEMBER 7, 2022
JANUARY 4, 2023
FEBRUARY 1, 2023
MARCH 1, 2023
APRIL 5, 2023
MAY 3, 2023
JUNE 7, 2023
JULY 5, 2023
AUGUST 2, 2023
SEPTEMBER 6, 2023
OCTOBER 4, 2023
NOVEMBER 1, 2023
DECEMBER 6, 2023



The Office of Purchasing, Travel and Fleet Management

Ross Campbell, Director, OPTFM

Belinda Russell

Bureau of Purchasing and Contracting

Steve Tucker, Director

James Brabston

LaShun Smith

Easter Hamiur

Kizzie Shorter

Shakrita Fields

Ashley Smith

Daphne Baker

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Yolanda Thurman, Director

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Demetra Hayes

Alicia Adams

Niki Hobkirk

Bureau of Fleet Management

Ramona Jones, Director

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