

ORIENTATION TO State of Colorado State Price Agreements

This document explains how to access the current State of Colorado Price Agreements. These agreements may be used not only by State Agencies, Institutions of Higher Education but also by the Political Subdivision including municipalities, school districts, special districts and also by qualified Non-Profit agencies.

A few pointers:

1. Review Price Agreement to make sure the effect date is still valid and meets your needs.
2. No additional vendor selection is needed!
3. Comply with requirements for prior approval.
4. Prepare appropriate commitment documentation.
5. Be sure to reference the Price Agreement in your commitment document.
6. Complete required documentation **before** vendor is authorized to start performance.
7. Monitor and enforce vendor and agency performance.

Basic Instruction for accessing the State Price Agreements:

1. You will need to open your web browser and enter the following website:

<http://www.gssa.state.co.us> , click on the “State Purchasing Office” link, scroll down to “*Current Price Agreements*” link and click.

- or -

<http://www.gssa.state.co.us/PriceAwd.nsf/Published%20Agreements%20by%20Category%20for%20Web?OpenView&Start=1&Count=200&Collapse=25#25>

You will see that the price agreements are listed in alphabetical order by the commodity name. The list on the next page is current as of July 1, 2009. This list does change as there are additions or deletions to the agreements.

2. Scroll down the list and select a commodity. Click on the blue triangle to get the commodity to expand and show the agreements for that commodity. There may be as few as one agreement or multiple agreements under each category based on the requirements of each commodity.



Published Agreements by Category

















The State of Colorado procures many services and commodities under State Commodity & Service Agreements. These contracts generally do not have a set amount, however, as State Agencies need something, they contact the vendor with the agreement. Agreements generally run for a year, with the possibility of renewal for a set period after the year is over.

Click on ( , ) to (Expand, Collapse) sections below.

Status Key:  = Current  = Updated in the last 30 days  = Cancelled  = Expired

Status Key:  = Current  = Updated in the last 30 days  = Cancelled  = Expired

Commodity Number Vendor Vendor Phone Expiration Date Purchasing Agent

-  Advertising, Multi-media.
-  Airline Travel
-  Alcohol & Drug Testing
-  Ammunition
-  Automobile Rental
-  Automotive Glass
-  Blank Tapes, CD'R's, DVD's, AUDIO and VIDEO
-  Body Armor
-  Computer - Software Training Classes
-  Computer - Toner Cartridges
-  Computer Printers, Accessories, Parts, Extended Warranties
-  Computers
-  Copier Rental
-  Credentialing Identity Systems
-  Delivery Service, Small Package
-  Document Destruction

- ▶ Drugs-Pharmaceuticals
- ▶ Envelopes
- ▶ Fire Extinguishers
- ▶ Fire Protection Services
- ▶ Furniture, Dormitory and Lounge
- ▶ Furniture
- ▶ Hoist, Hydraulic
- ▶ Industrial Supplies and Equipment
- ▶ IT Staff Augmentation Services
- ▶ Lab Supplies and Equipment
- ▶ Laboratory Analysis Services
- ▶ Light Bulbs
- ▶ Mailing Equipment and Maintenance
- ▶ Natural Gas Suppliers
- ▶ Office Supplies
- ▶ Paging Services & Pager Rentals
- ▶ Paper
- ▶ Paper Disposable and Plastic Bags/Liners
- ▶ Records/Tape Storage
- ▶ Ribbons/Ink Jet Cartridges (for Printers & Office Equipment)
- ▶ Software
- ▶ Storage Solutions
- ▶ Telecommunication - Cellular Phones
- ▶ Telecommunication - Data Communication Products and Services
- ▶ Telecommunication - Long Distance and Audio Conferencing
- ▶ Telecommunication – Public Safety
- ▶ Telecommunication - Radios, Digital Trunk User Equipment Contract/Price Agreement
- ▶ Telecommunication – Security Event Management Systems
- ▶ Temporary Personnel Services
- ▶ Tires
- ▶ Travel Agency Services
- ▶ Vehicles



[State Home](#) | [Division Home](#) | [Top](#)

State Purchasing Office
225 East 16th Avenue, Suite 802, Denver CO 80203
Phone (303) 866-6100 --- Fax (303) 894-7445

Thank You for Visiting Our Site!

Comments to BIDS.Help@state.co.us

3. Click on the link to open the individual price agreement. This page contains all the information/attachments regarding the agreement. See sample on the following pages.

You will need to read the information carefully to see if the price agreement covers the items/services you are requiring.

Information includes:

- The agreement number (upper left corner);
- The agreement status (“current” is what you should see);
- The commodity category and description;
- Period covered;
- Options to renew;
- Any amendment history;
- Ordering information – vendor contact information;
- A reference to the solicitation that was performed to result in the price agreement;
- Conditions of the agreement – please be sure to review this carefully;
- Agreement prices – these may change – so please check the website each time you are ready to purchase.

Please remember that the vendors have agreed to these terms and conditions as well as the pricing. Vendors are not required to agree to any additional terms and conditions, your individual agency’s desires to impose. Pricing is considered to be a “ceiling” or “maximum”; if large quantities are required you can negotiate with the awarded vendor for deeper discounts on the items/services included in the price agreement.

The page also contains the contact information of the responsible purchasing agent in the State Purchasing Office (upper right corner) should you have any questions or concerns regarding one of the agreements.

EXAMPLE FOR ORIENTATION

Agreement Number:

48500YYY07M/WSCA

MANDATORY

Agreement Status:

Current

*State of Colorado
Price Agreement*



Category:

**Industrial Supplies and
Equipment**

Commodity Description:

Janitorial Supplies

Period Covered:

07/01/2008 - 08/06/2010

Option to Renew for 2 More Year(s)

Commodity Code: 485 and 435

Department of Personnel and Administration

State Purchasing Office

633 17th Street, Suite 1520

Denver, CO 80202-3609

Please direct purchasing agent
inquiries on this award to:

Christine Oberman at (303) 866-6100 or
christine.oberman@state.co.us

Contract Status: **No contract waiver. Agencies that wish to engage this vendor for services within the State Controller's Office policies for risk assessment shall negotiate individual contracts for service engagements.**
1343 Certification Date:

Amendment Number: **1** Amendment Effective on: **04/01/2009**

Reason For Amendment: **Transition to Mandatory agreement.**

Amendment History:

1. 04/01/2009 Transition to Mandatory agreement.

Ordering Information

Contact: **Place internet orders at**

<http://online.waxie.com/storefrontB2BWEB/>

Identify your account number and agency name. * First time customers must create a new online account.

All internet orders receive a 1% discount on all prices.

Direct sales contacts and local order numbers are attached below.

Order Number: **Direct sales contacts and local order numbers are attached below.**

Toll Free Number: **See Waxie Colorado contact information**

Company: **Waxie's Enterprises, Inc.**

Does Business As: **Waxie Sanitary Supply**

Address: **Purchase Order**

below.

address:
5025 Florence Street
Unit C
Denver, CO 80238

Remit to address:
P.O. Box 23506
San Diego, CA 92193-
3506

City, State, Zip: see above

Fax: **Direct sales contacts and local order numbers are attached below.**

Contact Email: **See Waxie Colorado contact information below.**

Terms: **Payment due within 30 days after date of invoice.**

***No interest charges or late payment charges accrue until 45 days after receipt of invoice.**

F.O.B.: **Destination**

Delivery: **10 calendar days ARO; most orders will deliver within 5 days.**

Minimum Order: **None.**

This Agreement Results from Solicitation Number:
Request for Proposal No. 102-5031-5, Western States Contracting Alliance (WSCA), Lead State: Oregon

Conditions of Agreement:

Waxie Colorado Field Reps and Contract Features



WAXIE Colorado Contact information and Contract features 060409.doc

Waxie Participating Addendum



Waxie Participating Addendum final.PDF

Waxie Participating Addendum Amendment 1



Waxie Participating Addendum Amendment 1 070108.pdf

Waxie Participating Addendum Amendment 2



WAXIE Participating Addendum Amendment 2 Admin fee and Mandatory.pdf

Waxie Certificate of Insurance



Waxie's Enterprises Inc. dba Waxie Sanitary Supply, Inc. COI revised 11-05-08.pdf

Using Agencies

This price agreement is for the use of State of Colorado agencies and institutions of higher education, and it is mandatory for those entities. It may also be used, at their discretion, by political subdivisions (such as counties, cities, special districts).

Price Agreement highlights

- **No minimum orders and free delivery in Colorado.**
- Orders may be placed 24/7 at <http://online.waxie.com/storefrontB2BWEB/> or via EDI. **See internet ordering instructions below under "Additional discounts".**
- **No charge for a variety of soap, paper towel, and toilet tissue dispensers.**
- **No charge for providing, installing, or maintaining dilution control equipment.**
- **Large variety of training programs available in English and Spanish.**

Price Agreement terms and conditions

Original award letter

http://www.aboutwsca.org/documents/Waxie_AwardLetter.pdf

WSCA Price Agreement document - **Updated 07- 2009**



WAXIE WSCA contract updated 07-2009.pdf

Agreement Prices:

If you already have a WAXIE internet account, place orders at: <http://online.waxie.com/storefrontB2BWEB/>

*** First time customers who wish to order online must create a new online account number.**

Contact Dawn McDonald at 303-749-8000, or toll free at 800-377-4128 (backup contact: Deven Eastridge).

WAXIE provides new online account numbers within one business day.

Category discounts:

- All categories include Balance of Line discounts at 45% off.
- Floor finish, sealers, and strippers are discounted at 50% off.
- **See the complete Waxie category discount summary posted here.**



Waxie Colorado category discount summary.doc

Additional discounts:

- All Educational Institutions receive a 1% discount on all prices.
- All internet orders receive a 1% discount on all prices.

Bulk and Strategic Order Programs

- All orders \$1,500 or more pretax receive a 3% discount on the entire invoice.
- All orders \$2,500 or more pretax receive an additional 2% discount on the entire invoice.
- All customers that agree to a scheduled delivery program designed to reduce the number of originating orders and transits by 50%, including off peak delivery schedule, will receive a 1% discount on all prices.
- Customer Supply Chain discounts are available. Agencies should contact the WAXIE representative in your area to develop a Supply Chain management program that meets their needs.

Support for the Colorado Environmentally Preferable Purchasing Policy

- All customers that purchase through the WAXIE Environmental Partner program receive a 1% discount on all prices.
- Large offering of Green Seal Certified chemical products.
- Project consulting available for environmental services aspects of LEED-NC and LEED-EB building projects.
- Reports available by agency for Green product usage and supply chain environmental impacts.

Description of "Core item" pricing:

- Approximately 300 "Core items" were used as the basis for evaluating and awarding the WSCA price agreement.

>>>"Core Item" pricing represents the **lowest market price** for each item, found in the following spreadsheet. The WAXIE Core Items price list represents the lowest cost items from major janitorial categories, including hard floor care, carpet care, institutional soap, institutional paper and liners, and cleaning accessories.

The core item listing is a subset of all items offered on this price agreement.



WAXIE WSCA Core Items price list 07-2009.xls

NOTE: The far right column of this spreadsheet identifies the Green designation for specific core items.

This Colorado price agreement partnership with WSCA offers agencies over 4000 Janitorial products from a huge selection of manufacturers.

Contact the WAXIE Field Representative in your area for further details.

Waxie Colorado Field Representatives



WAXIE Colorado Contact information and Contract features 060409.doc

4. Contact the vendor and place order. Most vendors are very familiar with commitment documents such as purchase orders and procurement cards.

5. If you are having any challenges with a particular vendor please contact the appropriate purchasing agent. The next page contains a “Vendor / Commodity Quality Report Form” for your use as well. Please complete it and forward to the appropriate purchasing agent for their records.

Please contact the State Purchasing BIDS HelpDesk at 303.866.6464 or BIDS.Help@state.co.us if you need assistance.

Thank you for your support of the State of Colorado Price Agreement Program.

State of Colorado
State Price Agreement
Vendor / Commodity Quality Report Form

Complete this form to report comments or complaints against vendors, commodities, and/or services on State Price Agreements.

Furnish ALL necessary details and documentation so that a satisfactory settlement of a complaint can be made.

Please VERIFY ALL INFORMATION to ensure accuracy. Complaint reports become a permanent record of the commodity or vendor concerned and MUST BE ACCURATE to ensure intelligent and equitable settlement and to serve as a guide for future action.

Information from this form will be used by the State Purchasing Office to determine if price agreements should be extended or cancelled.

TO: State Purchasing Office
633 17th Street, Suite 1520
Denver, CO 80202

From (Agency) _____

State Price Agreement # _____
Purchase Order # _____

Vendor Name and Address _____

Commodities / Services Covered _____

Nature of Comments - Delivery, Service, Quality, etc.

Give a detailed explanation of your comments in the space below. Use additional sheets if necessary. BE SPECIFIC.

Form executed by _____ Title _____
State Agency _____ Phone No. _____
Date _____