

STATE AGENCY RECOGNITION AWARDS 2003

State Agency: Department of Corrections, Folsom State Prison

Title of Nomination: MARKET SEARCH FOR RECYCLED CONTENT PRODUCTS USING SB/DV VENDORS FOR NEW AND REMANUFACTURED CARTRIDGES

Award Recipient: Tess Poling

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Person to be notified of winner: Max Lemon, Associate Warden - Business Services

EXECUTIVE SUMMARY

Prepared a price comparison list of new and remanufactured cartridges from SB/DV vendors. The purpose of the list is to 1) advertise SB/DV vendors that carry these products 2) show buyers the savings of remanufactured versus new 3) inform users of cartridges carried at the warehouse and those that are purchased by units from outside vendors and 4) meet the AB4/11 recycled content product purchase mandate.

The lists show all the different printer cartridges used by the prison including the ones stocked at the Receiving Warehouse. It was disseminated to all buyers as a cost-saving proposal, to encourage the use of SB/DV vendors, meet required goals and RCP mandates and introduce a waste diversion and sustainable buying practice. It helps the SB/DV businesses and the environment.

PROJECT DESCRIPTION

Implementation Date: April 2003

Prepared a price comparison list of remanufactured cartridges offered by SB/DV vendors. The list contain remanufactured cartridges used by different units.

HOW DID THE PROJECT IMPROVE SB/DV PARTICIPATION?

A list of all printer cartridges used by the prison was secured from the Information Systems Analyst.

A list of all printers used by the prison was secured from the Property Controller.

A bid solicitation sheet was prepared and sent to SB/DV vendors for *new and remanufactured prices*.

Quotes were received from seven SB/DB vendors.

The quotes were summarized on a one-page legal size sheet.

A memo was prepared and signed by the Associate Warden of Business Services

The memo and the attached price comparison sheet to indicate the yield quantity or number of pages a cartridge will produce for equal pricing. Remind users to get current pricing.

WHAT WOULD I DO DIFFERENT? None.

HOW OTHER AGENCIES COULD MODIFY THE IDEA TO MAKE IT WORK FOR THEM.

Identify products in the AB 4/11 product categories that the agency uses the most.

Research market availability and sources.

Connect SB/DV vendors with major suppliers or manufacturers.
Solicit price quotes from SB/DV vendors.
Prepare price comparison sheet and cover memo.
Solicit support from management and have a top official approve the memo.
Distribute to field users and buyers.
Monitor the purchase requests received and awards.
Use the list as a ready reference tool when reordering cartridges.