

# MEMORANDUM

## State Water Control Board

2111 North Hamilton Street

P. O. Box 11143

Richmond, VA. 23230

**SUBJECT:** OWRM Guidance Memo No. 91-006  
Purchase of Sample Containers

**TO:** Regional Office Directors



**FROM:** Larry Lawson

**DATE:** February 20, 1991

**COPY:** William Woodfin, Alan Anthony, Ron Gregory, Camille Cook  
Martin Ferguson, Fred Cunningham, Don Richwine, Sharon Revels

In order to maintain quality and consistency in purchasing sample containers within the agency, Camille Cook, with the aid of Sharon Revels in purchasing, has outlined specific sample containers for specific sample types. The attached memo outlines the sample containers, the parameters for which these containers should be used and their current rate of usage. Sharon has examined State contract requirements and has chosen Fisher Scientific as the vendor for these containers. Please see the attached memorandum which includes the vendor's telephone number, the contract number and the catalog numbers for each item.

In the future, your unit should order sample containers needed for the parameters listed in the attached memo directly from Fisher Scientific. Sharon Revels will contact the purchasing coordinators in each Region with the ordering information.

If you have any questions regarding this subject, please contact Camille Cook.

CC912:bw

MEMORANDUM

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**Subject:** Request for a Blanket Purchase Agreement for  
precleaned bottles and vials

**To:** Camille Cook

**FROM:** Sharon Revels *SR*

**DATE:** January 14, 1991

**Copies:** Margaret Richardson, Robert Stapleford, John Cibulka,

In response to your request to establish a blanket purchase agreement for precleaned bottles and vials as a tool to assist the regions with their needs, and to establish consistency with the ordering of these items, several factors had to be considered to determine the usefulness of such agreement.

Using the list you provided me of the items you wanted to set up on this type of agreement, I researched the procurement history of these items by generating a report from the BIRP files for fiscal year 89-90 and 90-91 sorted by vendor. This report provided me with a description of every item purchased from a particular vendor by unit code. I matched every description and catalog number to the list provided and came up with the volume of purchases made by cost code and a total for each item. The attached list is a summary of what I found.

As you review this list you will notice that the procurement level for these items is very low and that no purchases were made on some items. You will also notice that OERS is the biggest user of these items and not the regions, however, in my research I did find that there is a large volume of procuring bottles, vials and jars of all shapes and sizes.

After carefully reviewing this information the next step was to determine the source of supply. I contacted I-Chem Research the manufacture of these items to obtain an authorized distributors list. I was told that VWR, FISHER SCIENTIFIC, VIRGINIA LAB SUPPLY AND CURTAIN MATHESON are all authorized distributors. I recongnized these vendors as vendors on the laboratory apparatus contract, which is a mandatory state contract. I received a quote from each vendor and VWR was the lowest vendor. However, VWR is not authorized by the mandatory state contract, which leaves FISHER SCIENTIFIC as the lowest vendor. Fisher Scientific offers state agencies a 39.6% discount off the list price which is stated in the contract.

As a result of the volume being lower than expected and the fact that these items are already covered by a mandatory state contract, a blanket purchase agreement would not be feasible, however, the objective can still be achieved by providing each purchasing coordinator responsible for ordering these items with a list that includes the item description, source of supply, catalog number, customer account number, telephone number and a contact persons name. The items will be procured on an as needed basis and shipped according to the individual units request. The request to procure these items will be handled in the same manner as all other request, by initiating an agency requisition form to the purchasing coordinator. No additional paperwork will be required and the purchasing coordinator will contact the vendor for current prices.

If I can be of further assistance to you and if you have questions or comments, I can be reached at 367-8251.

Ordering information for precleaned jars, bottles and vials.

Vendor: Fisher Scientific  
Phone: 1-800-334-7184  
Contact: Customer Service  
Contract No.:17502-9  
Discount Amt: 39.6% off list

<u>Item Description</u>	<u>Cat. No.</u>
8oz. short form wide mouth clear glass jars w/teflon lined cap for soil samples Pet. I.D.,TPH	0571961
16oz. short form wide mouth clear glass jars w/teflon lined cap for sediment samples, organics, pesticides, metals	0571972
8oz. wide mouth amber glass jars w/teflon lined cap, Pet. I.D. and Quanti.	0571963
32oz. wide mouth amber glass btl w/teflon lined cap, Ext. org.,TPH	0571980
40ml clear borosilicate galss vial open top w/.060 teflon septa, vol. org., Pet. I.D. and Quantification	05719137
40ml clear borosilicate glass vial closed w/teflon liner, Pet. I.D. - pure product	05719138

ITEM DESCRIPTION	89-90 UNIT/QTY	TOTAL	90-91 UNIT/QTY	TOTAL
IR220-0250 8oz. SHORT FORM WIDE MOUTH CLEAR GLASS JARS W/TEFLON LINED CAP FOR SOIL SAMPLES PET. I.D.	OERS/12cs	12cs	NRO/5cs OERS/20cs	25cs
IR220-0500 16oz. SHORT FORM WIDE MOUTH CLEAR GLASS JARS W/TEFLON LINED CAP FOR SEDIMENT SAMPLES, ORGANICS, PESTICIDES, METALS	VRO/5cs SWRO/8cs OERS/4cs	17cs	0	0
IR241-0250 8oz. WIDE MOUTH AMBER GLASS JARS W/TEFLON LINED CAP, PET. I.D. & QUANTI.	0	0	0	0
IR241-0950 32oz. WIDE MOUTH AMBER GLASS BOTTLE W/TEFLON LINED CAP, EXT. ORG., TPH	TRO/3cs	3cs	TRO/5cs OERS/10cs VRO/4cs	19cs
IRT236-0040 40ml CLEAR BOROSILICATE GLASS VIAL OPEN TOP W/.060 TEFLON SEPTA, VOL. ORG., PET.I.D. & QUAN	0	0	OERS/2cs SWRO/1cs	3cs
IRC236-0040 40ml CLEAR BOROSILICATE GLASS VIAL CLOSED W/TEFLON LINER, PET.I.D. -PURE PRODUCT	0	0	OERS/1cs VRO/2cs	3cs