



Organization Is Key

By: Best Plumbing Solutions

Organizing a stockroom can take hours that could be better spent addressing the day-to-day issues on the job. Rather than giving up valuable time to get organized, many maintenance workers know the general area where the parts are and will opt to use the seek-and-find exercise—which can take 5-30 minutes.

We get comfortable with the clutter, typically it's not too far off from our personal lives. We all know the chair. For me, well, I'm sure I had a table somewhere under the piles of mail and clutter before.

In addition to saving time, clearing the clutter will benefit your facility by saving money, improving on safety, and providing you with more space to work comfortably. What is keeping so many tradespeople from getting their stockroom finally organized?

Time

Facilities personnel can typically tell you which shelf a particular part is in, not because they are organized, but because that is where they always end up finding that part. Still, locating the correct shelf only gets you so close to actually having the part in hand. Dipping your hands into the sea of mixed parts takes quite some time before you finally get a catch for the part you need.

While organizing the stockroom, a good way to ensure that it stays that way is to develop signs and labels that allow people to easily navigate the storeroom to find the needed parts. Providing people with the ability to match parts with their designated signs will make people feel more accountable and they will be more likely to put the parts in the correct spot.

Money

We all know that time is money, but an unorganized stockroom will lead people to spending money unnecessarily as well. After spending an outrageous amount of time searching for a particular part, people will give up searching and believe that it needs to be reordered, but it's really just there hidden so well that it could not be found.

Maintaining an organized stockroom will limit unnecessary spending on parts. Finding the parts quickly when you need to get to a job is important as well and organizing



storage bins on shelves can help with this. Fill shelves with bins that are easy to reach into when you're in a rush, the depth of the bin allows more parts to fit into a small amount of shelf space.

Space

Before clearing the shelves and lugging them across the room, be sure you have a clear plan in mind. Consider the way that the space is used on a day-to-day basis and any doorways that cannot be blocked, then create a layout.

Smaller stockrooms likely will not need to move any shelving units to promote organization. However, it is still important to consider areas that should remain clear for reaching items easily and staging parts for work orders.

Boxes that fit into their own organizational racks help to free up space by working vertically. Assortment boxes from Best Plumbing Specialties are especially handy because the box can be taken with you to the job, with everything needed conveniently managed inside, and it can slide into its storage rack afterwards for space-saving organization.

Safety

Shelving units and parts need to be secured, especially in areas that are prone to earthquakes. Parts rolling off shelves and racks that are wobbling or tipping over create an unsafe situation for anyone who must enter the stockroom.

The heavier parts need to be stored on the bottom shelves and smaller, lighter parts should be located on higher shelves. Trying to grab a heavy item from a tall shelf can hurt you. Many shelving units will have sloped tops to stop people from storing items too high and impairing their safety.

Getting organized is much more than making the stockroom look presentable, decluttering shelves and creating an organizational system will help to improve safety, ensure parts can be found quickly, and provide an easy way to see the parts that need to be reordered.

The amount of time needed to get your stockroom organized may be daunting and difficult to work into your schedule. But, if there is a Best Plumbing Specialties Sales Representative in your area, they can personally visit your facility and provide a stockroom consultation—absolutely free of charge.

The Sales Representative will survey the property, work with you to manage your inventory, and build customized assortments to save you time, space, and money. Take advantage of the benefits that an organized stockroom can bring to your facility.



CES' Tip of the Month:

CES employs two field specialists to provide timely assistance when YOU need it. While the dividing line between their territories is a bit wonky, it works. Paul Benoit (paul@ces.org; 575-562-2922) is the Northern Services Manager and covers Regions 1, 2, 3, 5, and most of 4. Jim Barentine (jim@ces.org; 602-689-0652) is the Southern Services Manager and covers Regions 6, 7, 8, and the southernmost 3 districts of Region 4. These guys stand ready to enhance your service experience with CES.

Calendar of Events

11 Dog Days of Summer End 

14 Actual V-J Day 

19 National Aviation Day 

AUGUST 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11 	12	13	14 	15
16	17	18	19 	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Procurement News

1) Contract Expirations – July

- 15-013 *Professional Services for Consulting, Planning, Misc.* (had a 1 yr. extension)
 - Greer Stafford, ARC, Barbara Felix, Alpha Design
- 16-023 *Interactive Classroom Technology*
 - Team 1st Technologies, IT Connect Inc., Troxell Communications, Inc., Commercial Computer Services, Professional Business Systems, Inc. Rhodes Research, TIG, Sharp Business Systems



2) New Contract Awards – July / Aug (approx. 65)

2020-31A	<i>Vehicles - Car, Vans, Pickups and Public Safety</i>	Phil Long Dealerships Inc-Chevrolet ; Phil Long Ford of Raton-Ford; Chalmers Ford; Tillery Chevrolet - GMC, Inc.; Melloy Dodge- FCA; Melloy CJDR-FCA; Melloy Ford; Tate Branch Dodge Chrysler Jeep; Melloy Chevrolet; Charlie Clark Nissan El Paso
2020-31B	<i>Medium & Heavy Trucks</i>	Roberts Truck Center; Phil Long Ford of Raton, LLC; Tillery Chevrolet GMC, Inc; Watson Truck & Supply, Inc.; 411 Equipment LLC; Bruckner Truck Sales, Inc.-Hino; Border International; Chalmers Ford; Bruckner Truck Sales, Inc.-ISUZU; Tate Branch Dodge Chrysler Jeep; Bruckner Truck Sales, Inc.-VOLVO; Bruckner Truck Sales, Inc.-Mack; Melloy Dodge; Melloy Ford; Inland Kenworth US, Inc.; Melloy CJDR; Bruckner Truck Sales, Inc.-AUTOCAR; Pete's Equipment Repair INC.; Melloy Chevrolet; MCT Industries Inc; Clark Truck Equipment; Lonestar Freightliner; Construction Truck Equipment; Rush Truck Centers Of New Mexico, Inc; HME Inc
2020-31C	<i>Light, Medium, and Heavy-Duty Truck Bodies, Accessories, Parts, and Services</i>	Watson Truck & Supply; Tate Branch Dodge Chrysler Jeep; Clark Truck Equipment; MCT Inc; Construction Truck Equipment; AC Disposal Services Inc; Pete's Equipment Repair INC. (New Way Refuse Bodies)
2020-31D	<i>On and Off Road Trailers, Accessories, Parts and Services</i>	MCT Inc; Bruckner Truck Sales, Inc.; Border International; Lonestar Freightliner; Construction Truck Equipment
2020-37	<i>Interactive Classroom Technology</i>	Education Technologies, Inc.; Sharp Electronics; DHE Computer Systems; VLCM (Valcom Salt Lake City); IT Connect; Troxell Communications; Document Solutions Inc; Team 1st Technologies; AiSYS Consulting; Technology Integration Group; Riverside Technologies; ProVelocity;
2020-38	<i>Public Sector Administrative Software</i>	Triadic Enterprises; Sagecore Technologies; Albuquerque Image Products; Tyler Technologies
2021-03	<i>Facility Eval & Consulting Services – Capital Outlay, Infrastructure Capital Improvement Planning and Related</i>	Visions In Planning Inc.; ARC Inc.; Northstar NM LLC; Greer Stafford/SJCF Architecture, Inc.
2021-04	<i>Food Safety Mgt. Servs.</i>	Southwest Training Systems
2021-01	<i>Medicaid Billing and Collection Services</i>	Awards will be made in Aug.
2021-16	<i>Disinfection and Sanitation, Products and Services</i>	Awards will be made in Aug.



CES Offers COVID-19 Resources

(You can click the graphic below to see more)



COVID-19 RESOURCES

Cooperative Educational Services (CES)

June 3, 2020



Laptops & Tablets Available for Procurement

(You can click the graphic to see more)



LAPTOPS & TABLETS

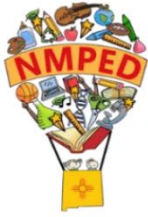
Available through CES Procurement Partners

6-18-2020



NMPED Provides Reentry Guidance for Schools

(You can click the graphic to see more)



OFFICE OF STRATEGIC OUTREACH

Back-to-School FAQs

Updated: July 23, 2020

CES Is Here to Help

As schools plan to reopen, CES remains ready to assist through our many programs and services. Contact us to see how we can help in making this transition a bit easier.

Call 505.344.5470 or visit www.ces.org for more info.





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