

VENDOR NEWSLETTER

Quarterly Update for CES Procurement Partners

October 2026

Important Reminder Protecting Contract Integrity: Avoiding “Bait and Switch” Practices

CES values its relationships with our contracted vendors and appreciates your commitment to providing quality products and services to our members. Maintaining the integrity of these relationships requires consistent adherence to established CES purchasing procedures.

We want to remind all contracted vendors of the importance of avoiding practices commonly referred to as “Bait and Switch.” Such situations occur when a vendor initially markets products or services to a CES Member under the authority or benefits of its CES contract, but subsequently encourages the Member to bypass CES and conduct the purchase directly with the vendor, outside the established CES purchasing process.

This practice is **unethical and unacceptable, and may result in serious consequences, including suspension or termination of the vendor's CES contract.** More importantly, circumventing established procedures bypasses essential contract compliance and pricing reviews, potentially exposing CES Members to procurement violations, audit findings, and other unnecessary risks.

To protect our members, preserve the integrity of CES contracts, and ensure that all parties receive the benefits of cooperative purchasing, vendors must ensure that Purchase Orders associated with their CES “Direct Purchase” or “Traditional Purchase” contracts are properly submitted to CES through the established purchasing process.

Only contracts specifically designated as “Shop Vendor Portal” or “Contact the Vendor” are exempt from the requirement to submit Purchase Orders to CES.

We appreciate your cooperation in upholding these requirements. By consistently following established CES procedures, we collectively protect our members, maintain confidence in the cooperative purchasing process, and strengthen the professional relationships that benefit everyone involved.

Thank you for your continued partnership and commitment to responsible, compliant procurement.

FOR ORDERING - KEY

- "Direct Purchase" = PO to vendor; upload with quote via Bluebook.
- "Traditional Purchase" = PO to CES; upload with quote via Bluebook.
- "Shop Vendor Portal" PO to vendor; place order online.
- "Call The Vendor" - Contact the vendor for specific ordering instructions.

Traditional Purchase

Submit PO via Direct Purchase

Contact the Vendor

Shop Vendor Portal

Where Will the Buttons Appear?

A button will appear next to each contract line in the Bluebook. Example:

Contract	Category	Subcategory	Region	Contact Name	Contact Phone	Contact Email	For Ordering
19-015B-C201-ALL	Performing Arts	Auditorium or Theater Lighting	1, 2, 3, 4, 5, 6, 7, 8	Karen Moyle	575-623-1488	EMAIL@aksalesnm@gmail.com	Traditional Purchase

CES Procurement Corner

Expanding Cooperative Purchasing Opportunities

The CES Procurement Department continues to strengthen and expand cooperative purchasing opportunities for public agencies through competitive solicitations, contract awards, and ongoing vendor engagement.

Over the past several months, CES has completed numerous procurement activities covering a broad range of products and services, including construction and facility improvements, solar energy solutions, professional design services, technology, specialized training, and other essential services supporting public agencies.

CES also continues to offer open-ended solicitations, providing qualified vendors with recurring opportunities to participate in cooperative purchasing programs. These opportunities encourage competition, expand vendor participation, and provide CES members with access to a diverse network of qualified contractors and service providers.

Through newly awarded contracts and ongoing procurement initiatives, CES remains committed to transparency, fair competition, and delivering valuable purchasing solutions to the public agencies and communities we serve.

Vendors are encouraged to regularly visit the CES procurement portal to explore available solicitations and stay informed about contracting opportunities.

Reminders from the Business Office

- When our Members are shopping for a product or service through our Bluebook, they rely on the price list you have provided to CES when they are reviewing a quote from you. When you provide the quote to our Member, the pricing you provide them should reflect the **current** pricing files you have provided to CES. Therefore, it is important for both you and our Members that you maintain updated pricing files with CES. This will help to prevent any unnecessary delays in the approval process. If you have any questions regarding this, please contact Angela Valadez in our Procurement Department at avaladez@ces.org.
- When providing a quote, it is the Member who identifies and selects the appropriate CES contract to be leveraged. The selection should be based on the **members' choice**, not the vendors'.

A huge

THANK YOU

to all who participated in and supported the
41st Annual Facilities Manager Workshop!



Business/Procurement Departments Contact List and Information

Website: www.ces.org

Office: 505-344-5470

Fax: 505-344-9343

❖ Purchasing Specialist Contact Information for Member Support

Team 1 New Mexico Members A through C	Anita and Mandy - Team1@ces.org anita@ces.org Ext 110 mcardiel@ces.org Ext 147
Team 2 New Mexico Members D through K	Katherine and Yolanda - Team2@ces.org katherine@ces.org Ext 148 ymares@ces.org Ext 120
Team 3 New Mexico Members L through P	Kim A. and Jenny - Team3@ces.org kalvarado@ces.org Ext 137 jmalvern@ces.org Ext 134
Team 4 New Mexico Members Q through Z	Bertha & Julie - Team4@ces.org bertha@ces.org Ext 123 jponce@ces.org Ext 106
Utah & Idaho Members	Kara kara@ces.org Ext 125 Utah 435-239-3040 TeamUtah@ces.org Idaho 208-366-5499 TeamIdaho@ces.org
Submit Invoices	invoice@ces.org
Lead Purchasing Specialist	Kara kara@ces.org Ext 125
Construction Documents Link CONSTRUCTION DOCUMENTS UPLOAD INSTRUCTIONS LINK	https://login.imagesilo.com/home/login https://www.ces.org/business-department-updates/construction-doc-upload-instructions/

❖ Collections / Accounts Receivable & Accounts Payable Specialist

Collections/Accounts Receivable	Ilene ilene@ces.org Ext 122
Accounts Payable	Kelly B. kelly@ces.org Ext 135

❖ Payroll Specialist

Payroll	Kelley S. and Margaret kscheib@ces.org Ext 107 margaret@ces.org Ext 126
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❖ Business Department Administration

Chief Financial Officer	Robin Strauser robin@ces.org Ext 108
Finance Manager	Norma Henderson norma@ces.org Ext 104
Administrative Assistant	Monica Myers monica@ces.org Ext 145

❖ Procurement Department

Procurement Director	Gustavo Rossell gustavo@ces.org Ext 117
Administrative Assistant	Angela Valadez avaladez@ces.org Ext 116
Contract Specialist	Lisa Romo lromo@ces.org Ext 129
Contract Specialist	Joe Valencia joe@ces.org Ext 124
Contract Specialist	Mohamed Al-Hussaini mohamed@ces.org Ext 128

Construction Analysts	John King jking@ces.org Ext 150 Cell: 575-607-5800 Thad Phipps thad@ces.org Ext 154 Cell: 575-308-3193
Bluebook	https://eprocurement.ces.org/public/bluebook.html

❖ Member Services

New Mexico Northern Services Manager, REAP Services	Paul Benoit paul@ces.org Portales Office Phone: 575-562-2922 Cell: 575-760-9002
New Mexico Southern Services Manager, Social Media Services	Jim Barentine jim@ces.org Las Cruces Office Phone: 575-646-5965 Cell: 602-689-0652
Utah Southern Regional Service Managers	Peggy Green pgreen@ces.org Ext 118 Cell: 435-327-1693
Utah Northern Regional Service Manager	Mason Goold mgoold@ces.org Ext 105 Cell: 801-664-0742
Idaho Regional Service Manager	Drew Evans devans@ces.org Ext 115 Cell: 208-899-5537
Idaho Regional Service Manager	Steve Brown sbrown@ces.org Ext 132 Cell: 208-604-2138