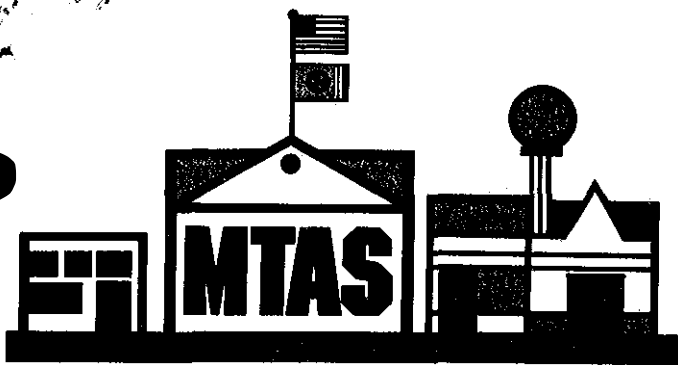




TECHNICAL BULLETIN

MUNICIPAL TECHNICAL ADVISORY SERVICE
THE UNIVERSITY OF TENNESSEE
IN COOPERATION WITH THE TENNESSEE MUNICIPAL LEAGUE

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PIN ADVISORY REPORTS PROVIDE PURCHASING
INFORMATION USEFUL TO LOCAL GOVERNMENTS

By Becky Cleland, Intern, MTAS Library

Attached is an annotated bibliography of the Advisory Reports published by the Product Information Network (PIN). PIN was developed by the International City Management Association and McGraw-Hill, Inc., to provide local government officials with a nationwide network of information and ideas in the field of purchasing. Information from these reports is available at the MTAS Library, (615) 974-1008.

In addition to the Advisory Reports, subscriptions to PIN include a toll-free hotline, the PIN Executive Sourcebook, and bimonthly bulletins. For more information on PIN subscriptions, contact:

Product Information Network
1221 Avenue of the Americas
New York, NY 10020
(212) 997-6336

ANNOTATED BIBLIOGRAPHY

Product Information Network Advisory Reports

Administrative Autos: Managing Your Fleet For Less. Product Information Network Advisory Report. New York: McGraw-Hill, 1983.

Discusses various cost control factors of fleet management, including: selection of vehicles, using small cars or used cars, and use of electric vehicles. Also examines maintenance and repair and evaluating bids, and includes a guide for the comparison of vehicle specifications.

Applications Software: A Selection Guide for Governments. Product Information Network Advisory Report. New York: McGraw-Hill, 1983.

This publication examines the advantages of packaged software versus its disadvantages and discusses use of consultants, planning for applications and finding suppliers. It describes how a Request For Proposal is written, how to evaluate vendor's bids, planning for implementation and maintenance of software. Also discussed are criteria of contracts, municipal exchange of software and obtaining programs for individual government departments.

Bicycle Parking Facilities: Available Products, and How to Evaluate Them. Product Information Network Advisory Report. New York: McGraw-Hill, 1984.

This report includes: points for evaluating bicycle parking racks and lockers, summaries of available rack types, an example evaluation of racks, user comments and legal considerations. The report also takes a look at the systems for bicycle parking used by Palo Alto, California and Boston, Massachusetts.

Bucket Trucks: Lowering the Boom on High Costs. Product Information Network Advisory Report. New York: McGraw-Hill, 1983.

This report examines boom capabilities, safety features and cost-cutting power features. It also suggests the use of downsized units and rebuilding of booms, and discusses maintenance, purchasing options, and alternatives to bucket trucks. Included are lists of manufacturers, resource materials, and "who is buying what equipment."

Cable Television: Franchising and Refranchising For a Wired Community.
Product Information Network Advisory Report. New York: McGraw-Hill, 1982.

This is a comprehensive report dealing with major issues relating to cable TV. Topics include: what it is, how it works, what it has to offer; the franchising process, considerations such as customer complaints and sex on TV; and legal factors, and future technologies. Also included are a glossary of cable TV terms, a list of cable resource groups, a cable bibliography and model data from three cable-experienced U.S. cities.

Copiers: Selecting Equipment and Cutting Copy Costs. Product Information Network Advisory Report. New York: McGraw-Hill, 1982.

Covers topics such as need determination, copier types, user surveys, purchasing, renting or leasing, and evaluating and controlling costs. Also includes performance specifications, list of major manufacturers, model feature comparisons and user ratings by Datapro.

Energy Management Systems: Controlling Costs Through Automation. Product Information Network Advisory Report. New York: McGraw-Hill, 1983.

An automated monitoring and control system for heating, ventilation and air conditioning can save energy and labor costs. Discussed are: planning for the system, important features for the system, purchasing of a system and a report of other PIN members' experiences with automated systems. Also examined are various financing alternatives, maintenance, testing of system and training of facility staff. A contract checklist, equipment suppliers list and a glossary of terms are included.

Executive Sourcebook on Government Procurement. Product Information Network. New York: McGraw-Hill, 1982.

This work is a comprehensive manual of basic reference material on essentials of government purchasing. It is useful as a set of purchasing fundamentals and as a step-by-step guide through the complexities of the purchasing function.

The Purchasing Process section includes: needs assessment and specifications, inviting and evaluating bids, receiving goods and feedback. The Purchasing Management section explains effective organizational approach. Vendor Relations contains advice on fostering cooperation and avoiding collusion, and Management Issues and Techniques includes inventory control material.

Fire Pumps: Refurbishment and Other Cost-Saving Strategies. Product Information Network Advisory Report. New York: McGraw-Hill, 1984.

This report examines types of fire pumps, safety standards, commercial vs. custom, front-mount tanks vs. midship mount, aluminum vs. steel, GPM capacity and other selection factors. It also discusses joint specs and bidding, sharing facilities, lease/purchase options, refurbishing and resale, and several other considerations. Also included are: a poll of fire chiefs on the favored types of equipment, a comparison of available products, and a list of full range vendors.

Hotline Reports On Office Equipment. Product Information Network Advisory Report. New York: McGraw-Hill, 1983.

This is a report on various types of office equipment in response to PIN members' Hotline inquiries. Included are articles on the hazards of CRT screens, the correct paper for your copier, copier energy consumption standards, copier specifications and rankings of copiers and word processors by Datapro. Also included are articles on paper shredders, optical scanning, records management and future office equipment.

Landfill Compactors: Keeping Costs Down and Extending Landfill Life. Product Information Network Advisory Report. New York: McGraw-Hill, 1982.

Deals with: landfill equipment needs, initial vs. overall savings, compactor life expectancy, acquisition of a compactor, and environmental impact of a compactor. Also discusses trends in solid waste disposal and alternatives to compactors; compares available products; examines standard and optional compactor features; and provides model specifications. In addition, the report includes user comments and a preventive maintenance schedule.

Liquid Petroleum Gas: (Propane) As A Vehicle Fuel. Product Information Network Advisory Report. New York: McGraw-Hill, 1983.

Advantages and disadvantages of LPG, aspects of conversion, availability and safety are discussed. Also mentioned are problems, regulatory factors, necessary vehicle changes, durability and resale value. There are also: a comparison of available products, and an analysis of a 1982 survey done to determine safety, economy, payback, starting ability, power and mileage ratings of vehicles using LPG from 40 government users. Includes list of manufacturers.

Microcomputers: Applications and Trade Offs of Decentralized Computers.

Product Information Network Advisory Report. New York: McGraw-Hill, 1983.

Discusses pros and cons of centralized and decentralized data processing, makeup of microcomputer systems, networking and government applications. Also includes: need determination, personnel considerations, the bidding process, selection criteria, purchase outlets, and maintenance of micro systems. In addition, the report contains a model feature comparison, vendor list, and a Request For Proposal excerpt.

Pavement Management Systems: Preserving Streets Through Maintenance Planning.

Product Information Network Advisory Report. New York: McGraw-Hill, 1984.

Deferred maintenance and inadequate resources result in poorly-maintained pavements. Pavement management systems are discussed which include "inventorying" of current pavement conditions, low-cost manual data collection techniques, selective pavement testing, determination of maintenance priorities, and cost comparisons of alternative maintenance methods. Also discussed are contracted services and PAVER, a U.S. Army-developed pavement management system.

Phone Systems: Cutting Phone Costs and Improving Service. Product Information

Network Advisory Report. New York: McGraw-Hill, 1983.

This publication discusses methods of cutting phone costs without buying a new phone system, the effects of the industry's recent divestiture and deregulation, determining your system needs, and use of consultants. Features to include in a new system, a comparison of features of various system types, and how to select an equipment vendor are included. In addition, the report contains: a list of system features, sample forms for selecting a new phone system, and several directories of telephone system distributors and installers and holding and interconnect companies.

Police Patrol Cars: Saving Money on the Road. Product Information Network

Advisory Report, New York: McGraw-Hill, 1983.

Cost-saving strategies are discussed in this report in relation to diversification of the fleet, downsizing, fuel conservation (including mention of the "hot pursuit policy"), maintenance techniques and alternative purchasing. Information is provided on EPA emission regulations product problems, and the benefits of take-home vehicle programs. Tips are given on refurbishing and resale strategies, writing specs and cost-saving and safety options. Also included are: a comparison of 1984 model features and results from 1984 Michigan State Police Patrol Vehicle Tests.

Road Crack Sealants: Help Cut Repaving Costs. Product Information Network Advisory Report. New York: McGraw-Hill, 1983.

Includes causes of cracking, when to seal cracks, overlaying, sealant failures, and materials to use for sealing. Also discusses the preparation of cracks, application of sealant, sealant shape as related to its performance, and cost calculations.

Small Asphalt Recyclers: Use and Cost-Saving Considerations. Product Information Network Advisory Report. New York: McGraw-Hill, 1982.

Topics discussed are: use and cost-saving considerations, who uses small asphalt recyclers and why, quality of the recycled surface, and choosing the right machine. Also included are: a PIN member user survey covering evaluations of recyclers and complaints, specifications and recycler feature comparisons.

Small Pickup Trucks: Their Use in Government Fleets. Product Information Network Advisory Report. New York: McGraw-Hill, 1983.

Discusses various applications for small pickups; also, issues of function, economy, payload; advantages of versatility, maneuverability and fuel savings. Snowplowing capabilities and other options are included, as well as alternatives to small pickups. In addition, evaluating bids and developing specifications are discussed.

Snow Removal Operations: Equipment, Materials and Planning. Product Information Network Advisory Report. New York: McGraw-Hill, 1983.

This report discusses snow control management; chemicals and methods for deicing, materials storage facilities and snow removal equipment. Specific problem areas such as congested downtown streets and snow-drift control are examined, as well as snow removal alternatives and weather and road condition awareness. Also includes a list of equipment manufacturers.

Typewriter and Printer Ribbons: An Overlooked Cost-Saving Opportunity. Product Information Network Advisory Report. New York: McGraw-Hill, 1984.

This publication discusses choosing, testing and recycling of ribbons, lists different types of ribbons and examines ribbons manufactured by independent firms. It also explains new special purchasing arrangements and includes a reference guide to the best uses for various ribbon types, a ribbon problem troubleshooter guide, and lists of manufacturers and services.

Vehicle Management Information Systems: Computerized Maintenance In Government Fleet Operations. Product Information Network Advisory Report. New York: McGraw-Hill, 1983.

Examines advantages and disadvantages of manual and automatic fleet management systems and discusses the justification of computerized maintenance management. Also mentions need requirements, task forces, options for computerized management systems, in-house systems, service bureaus, and drawing up Requests For Proposals. Includes survey results.

Vehicle Refurbishment: Avoid Pitfalls While Saving Dollars. Product Information Network Advisory Report. New York: McGraw-Hill, 1984.

This report is directed towards organizations using vehicle fleets, looking at refurbishment from the angles of advantages vs. disadvantages, planning, contracting out, and in-house fleet operations. Also noted are general concerns such as ongoing cost, driver acceptance and factors involving specific types of vehicles including police cruisers, fire trucks, buses, ambulances, heavy equipment, and bucket and sanitation trucks. In addition is a vehicle component evaluation to determine whether to repair, rebuild or replace parts.

Water Meters: A Guide to Selection and Use. Product Information Network Advisory Report. New York: McGraw-Hill, 1983.

Four types of water meters are compared; accuracy testing, the purchasing process and a survey of water utilities are described. Also discussed are replacement programs, maintenance, meter technology and electronic meter reading. A comparison of features of the products of eight major manufacturers is included, as well as three sample specifications.

Word Processing: From Electronic Typewriters to Integrated Office Systems. Product Information Network Advisory Report. New York: McGraw-Hill, 1982.

Covers topics such as: need determination, choice of system, conversion from old to new system, future features, operations administration, centralized vs. decentralized organization and applications for governments. Also includes notes on staff training, facilities and security, evaluating productivity, accounting and cost recovery; and comparing vendors, evaluating bids, purchasing and specifications. Additional glossary and list of vendors.

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