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Agency Contracts – Year End Planning

The Division of Purchasing receives a large volume of contracts and amendments from mid-April through June each year. The processing time will generally take longer during the busy year end. Plan ahead so that your agency contracts will be processed timely.

Please note the following information:

1. Send your contracts and amendments for the current fiscal year as early as possible. Contracts and amendments should be sent to Tara Eutsler [Mailbox: 141061] to begin the review process.
2. Please be aware of the following deadlines:
 - a. Contracts and amendments should be received by the Division of Purchasing by June 1, in order to be processed during this fiscal year. Sending contracts in by May 1 is better choice. The contracts/amendments that arrive by June 1 are first priority.
 - b. Contracts/amendments received after June 1 are second priority. The Division of Purchasing cannot guarantee that contracts received after June 1 will be completed by fiscal year end.
3. Most agency contracts and amendments route through four employees' workloads in the Division of Purchasing before being sent to State Finance. The contracts are processed as follows:
 - a. Purchasing Technician enters contracts

and amendments into the Contract Tracking System and into FINET.

- b. Purchasing Agents review the contracts for procurement issues.
 - c. A Contract Analyst does a legal review.
 - d. Kent D. Beers, Director of State Purchasing, does a final review for Purchasing and signs the contracts. (For lower dollar contracts, the contract goes back to the Purchasing Agent for signature.)
 - e. After Purchasing has completed its processing, Sheri Witucki, Contract Analyst for the Division of Finance, reviews and signs off/stamps on the contracts.
4. If the contracts or amendments have any problems, they are "held" until the issue is resolved.
5. For any purchases to be made this fiscal year, the contract or amendment needs to be fully approved and signed. Also, the purchases or services need to be received before June 30.

Plan ahead and process your contracts and amendments early so that the fiscal year end will run smoothly for your agency and for the Division of Purchasing.

■ -Shirley Williams



DID YOU KNOW...

Did you know that the State of Utah has a new contract for Programmable Vehicular Traffic Signals: This is a State Cooperative contract and can be used by all agencies as well as all political subdivisions. The contract number is [PD382-AM Signal Inc.](#) Please go to our website at purchasing.utah.gov and search the contract number indicated above. Please click "view" under the contract summary to see cover page with all the items that are available under this contract. If you would like to see the full contract that includes the specifications and warranty information click "view" under full contract.

You may contact Heather Stevens with State Purchasing with any questions or concerns at hstevens@utah.gov or 801.538.3157.

■ -Heather Stevens

DID YOU KNOW...

The new state wide janitorial and cleaning supply contracts began on January 1, 2013. Many of the older current contracts will be expiring soon or will be merged with the vendor's new contract. The new contracts allow you to purchase any janitorial, cleaning, kitchen cleaning, wash ware cleaning supply or janitorial equipment item from the vendor or vendors of your choice. The Ecolab products will be available on the Waxie contract. The following vendors are eligible to serve any of your above mentioned supply needs.

- [MA336](#) Bell Janitorial Supply
- [MA338](#) Brady Industries
- [MA339](#) Hylon Koburn Chemicals
- [MA343](#) Janisan Inc.
- [MA354](#) Waxie Sanitary Supply
- [MA1949](#) Industrial Supply Company
- [MA042](#) Grainger Industrial
- [MA043](#) Fastenal
- [MA323](#) MSC Industrial Supply

Please see the state purchasing web site for the vendor contact and pricing information on each contract.

■ -Larry Thacker

MONTHLY TRAINING

State Purchasing is pleased to announce the training for February 2013 will be taught by Shirley Williams, a contract analyst with the Division of Purchasing.

The training is titled "Contract Basics" and "Negotiations of Terms and Conditions in Contracts." This training will be held at:

**The State Archives Building
346 South Rio Grande
Salt Lake City, Utah**

**Thursday, February 28, 2013
10:00 am – 12:00 pm**

This training class is currently full, however, if there is enough response we will schedule another class that same day, so please call to get your name on the waiting list.

If you are interested in attending the training session you must **reserve your spot** by contacting Krista Park at 801.538.9633 or kristapark@utah.gov.

Please include your name, e-mail address and phone number.

We look forward to your attendance at these training sessions.

If you have any suggestions for future training sessions send your ideas to dgundersen@utah.gov.

■ -Debbie Gundersen

New Contracts

Title	Contract	Vendor	Dates	Additional Information
Programmable Vehicular Traffic Signals	PD-382	AM Signal Inc	01/23/2013 – 01/23/2018	
Child Safety Seats	MA-440	Vehicle Maintenance Program, Inc	02/26/2013 – 02/26/2018	
Child Safety Seats	MA-1157	Evenflo Company	02/28/2013 – 02/27/2018	
Driver Feedback Signs	MA-375	Safety Supply and Sign Co	02/01/2013 – 01/31/2018	
Driver Feedback Signs	MA-378	Information Display Co	02/01/2013 – 01/31/2018	

Extended Contracts

Title	Contract	Vendor	Extended Until	Additional Information
Automated External Defibrillators	MA-196	Cardiac Science Corporation	03/31/17	
Portable Breath Alcohol Tester	MA-915	CMI, Inc	03/31/15	
Irrigation Equipment & Sprinkling System	MA-987	Mountain State Supply	02/23/15	
Irrigation Equipment & Sprinkling System	MA-1274	Sprinkler Supply Company	02/23/15	
Building Automation System	AR-352	Siemens Industry Inc.	02/24/14	
School Furniture	MA-778	Rex W. Williams & Sons	01/31/14	
Interpreting and Written Translation Services	MA-1269	Pentskiff Interpreting Services	01/31/14	
On-site drug & alcohol screening	PA-204	Columbus Community Center	03/31/15	
HIV Rapid Testing Kit	PD-224	Orasure Technologies	01/14/14	
Satellite Phones, Equipment, & Sevice	MA-249	Satcom Global Inc	05/31/13	
Schoolroom Furniture	MA-782	Palmer Hamilton	01/31/14	

Other Contracts

Title	Contract	Vendor	Dates	Additional Information
Out Front Mower	MA-018	Turf Equipment and Irrigation	10/01/2010 – 09/30/2013	Info update
Direct Inward- Dial Analog Trunk	MA-467	Citizens Tele-communications Utah	01/07/2009 – 09/30/2012	Contract cancelled
Schoolroom Furniture	MA-549	EduTek Corporation		Extended until 1/31/14
Janitorial Supplies	MA-2087	Hylon Koburn Chemical		Extended until 5/6/13
Janitorial Supplies	MA-1297	Waxie Sanitary Supply		Extended until 5/6/13

NEWSLETTER INFO

The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

If there is anyone else in your office that would like to receive this mailing or be taken off the mailing list, have him or her send an email to kristapark@utah.gov.

If you have Purchasing Update questions, suggestions, or comments, please call Krista Park at 801-538-9633 or send an e-mail to kristapark@utah.gov.

Please also visit the Division of Purchasing on the Internet at <http://www.purchasing.utah.gov> for additional information and past issues.





State of Utah
Division of
Purchasing &
General Services
ISSUE 2013-02

PURCHASING NEWSLETTER



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Staples Webinar Training

In the coming weeks Staples will be implementing a new ordering system for their web site. Order.StaplesAdvantage.com will replace EWay.com™ as the new ordering site. Staples' lists things that you can do to get ready for the change:

- In most cases, your recently ordered items on EWay will be saved as a personal shopping list and transfer with your other shopping lists to your new ordering site. Print your lists today just in case some items don't transfer.
- Look for an email in the coming weeks with your new login information and new customer service contact information.
- Explore the online training tutorial below. Log into EWay.com for more information and FAQs.

To help with this change there will a webinar training session at three different times. Below are listed the dates and times:

- State of Utah
Date: Tuesday, February 26, 2013
Time: 1:00 PM
- State of Utah
Date: Wednesday, February 27, 2013
Time: 11:00 AM
- State of Utah
Date: Wednesday, February 27, 2013
Time: 1:00 PM

Please see the attached flyer for meeting numbers, links, and passcodes.



DID YOU KNOW...

Did you know that we have a new State Cooperative Contracts for Computer Application Training?

These contracts include training services for on-site classroom environments and virtual on-line training courses that allow users to complete training at their desk. Some of the courses include: Crystal Reports, Excel, Adobe Acrobat, Quickbooks, Java Fundamentals, Introduction to SQL Servers, and C++ Advanced Topics.

These are just a few of the courses offered - there are hundreds of courses identified in the contracts or links to vendor course catalogs in the contract summary report (if provided by the vendor). The contracts include: MA1453 - Computer Learning Centers of Utah - DBA New Horizons; MA357 - Career Step; MA358 - Pluralsight; MA368 Skillsoft.

Please contact Jennifer Porter at jenniferporter@utah.gov with any questions.

■ -Jennifer Porter

DID YOU KNOW...

Does your UPS or FedEx invoice show a Service Charge for pick-up? ...It shouldn't.

If your account shows a weekly service charge for a pick-up, you may end up saving \$1,000.00 a year per account by removing the charge. In August of 2011, WSCA negotiated "no charge" for parcel pick-up. If your district, agency, or school is being invoiced a weekly pick-up fee, please contact the vendor's account representative and have the fee removed from the account.

■ -Garret Johnston

MONTHLY TRAINING

State Purchasing is pleased to announce the training for February 2013 will be taught by Shirley Williams, a contract analyst with the Division of Purchasing.

The training is titled "Contract Basics" and "Negotiations of Terms and Conditions in Contracts." This training will be held at:

**The State Archives Building
346 South Rio Grande
Salt Lake City, Utah**

**Thursday, February 28, 2013
10:00 am – 12:00 pm**

This training is for anyone who has contact or input on the agency contract process even on an occasional basis.

If you are interested in attending the training session you must **reserve your spot** by contacting Krista Park at kristapark@utah.gov.

Please include your name, e-mail address and phone number.

We are limited to 45 people so get registered early.

We look forward to your attendance at these training sessions.

If you have any suggestions for future training sessions send your ideas to dgundersen@utah.gov.

■ -Debbie Gundersen

COMMON MISTAKES ON CONTRACTS

Below is a list of common mistakes that are made on Agency Contracts. Please check that your contracts are prepared correctly before they are signed by the parties, and sent to State Purchasing.

1. Signatures Missing: Vendor or agency signatures are missing, or are only on some of the copies.
2. Finet Codes: Vendor numbers or commodity codes need to be listed on the contract.
3. Contract Totals: The contract needs to list the Total for the Contract Period, not just the annual amount. On Amendments, the ending Contract Total from the original or the last Amendment should be carried forward as the beginning Contract Total (listed as the "current contract amount" on the current Amendment).
4. Math Errors: The Amendment Amount needs to be added correctly to the current Contract Total. Double check the math on contracts.
5. Scope of Work: Contracts should have a Scope of Work included in the contract. The Scope of Work needs to describe the main work that will be done under the contract. If the contract is just to purchase supplies, a price list would be acceptable.
6. Cost Detail: Contracts need to have reasonable cost detail. Cost detail should include information such as price lists, costs by tasks, hourly rates, etc. There should be enough detail that Accounts Payable Personnel can tell that the amounts charged look reasonable. The cost detail can be included in the Scope of Work or it can be a separate attachment.
7. Attachments not Listed: All attachments to the contract or amendment need to be listed on the Contract.
8. Attachments need to be *Attached*: If an attachment is listed, then make sure that the attachment is attached to each copy of the contract or amendment.
9. Effective Date: Generally, the Effective Date of the contract should be a date in the future, and should be a date close to the time the contract has been signed by all parties, including State Purchasing's signature. For Amendments, check that the Effective Date of the Amendment is listed. Contracts should be renewed timely, or the renewal options may be denied by Purchasing.
10. Handwritten/Visible Changes: Handwritten and visible changes should be initialed by both parties, except for minor changes, such as accounting code corrections or contract number corrections. Sometimes a Contractor makes a handwritten change to the contract when they are signing the contract, and the agency is unaware that the change was made.
11. White-Out: White-out should not normally be used on contracts. One cannot tell whose white-out changes are the last changes, and who actually made the changes. Changes to contracts should be visible changes.
12. Sole Source: If applicable, the approved Sole Source Request Form needs to be included with the contract when the contract is sent to State Purchasing. The Sole Source Form does not need to be an attachment to the contract, but it should be included as backup information with the contract. The contract period and renewal options should match what was approved on the Sole Source. The Contract Total should not go over the Total approved in the Sole Source for the full contract and renewals, unless a new Sole Source Request is processed for any additional amounts.
13. Standard Terms and Conditions: The State Standard Terms and Conditions (State T&Cs) should be attached to the contract. For most contracts, there should NOT be changes to the State T&Cs. If the State T&Cs have been revised, please check that any changes are in line with State Purchasing's guidelines and, if there are material changes, that the changes are approved in writing by an Assistant Attorney General.
14. Vendor Terms and Conditions: Vendor Terms and Conditions (Vendor T&Cs) should be reviewed closely. Generally, an Assistant Attorney General for the agency should approve the Vendor T&Cs in writing. Attach the Assistant Attorney General's approval as backup information to the contract, when sending the contract to State Purchasing. Watch for any Vendor T&Cs that are incorporated into the contract by reference (such as in a Sales Order or listed in a vendor term).

■ -Shirley Williams

NEWSLETTER INFO

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If there is anyone else in your office that would like to receive this mailing or be taken off the mailing list, have him or her send an email to kristapark@utah.gov.

If you have Purchasing Update questions, suggestions, or comments, please call Krista Park at 801-538-9633 or send an e-mail to kristapark@utah.gov.

Please also visit the Division of Purchasing on the Internet at <http://www.purchasing.utah.gov> for additional information and past issues.

New Contracts

Title	Contract	Vendor	Dates	Additional Information
Cleaning and Janitorial Supplies	MA-336	Bell Janitorial Supply	01/01/2013 – 02/28/2017	
Cleaning and Janitorial Supplies	MA-338	Brady Industries	01/01/2013 – 02/28/2017	
Cleaning and Janitorial Supplies	MA-339	Hylon Koburn Chemicals	01/01/2013 – 02/28/2017	
Cleaning and Janitorial Supplies	MA-343	Janisan, Inc	01/01/2013 – 02/28/2017	
Cleaning and Janitorial Supplies	MA-354	Waxic Sanitary Supply	01/01/2013 – 02/28/2017	
Public Cloud Hosting Service	MA-265	Dewberry and Davis Service Operations Inc	08/01/12 – 07/31/15	
Yard Dump Bodies with Fold Down Sides	MA-304	Semi Service Inc	01/07/13 – 01/08/18	
Yard Dump Bodies with Fold Down Sides	MA-368	Legacy Equipment	01/07/13 – 01/08/18	
Yard Dump Bodies with Fold Down Sides	MA-369	KJR Truck Services	01/07/13 – 01/08/18	

Extended Contracts

Title	Contract	Vendor	Extended Until	Additional Information
Air Filters/Filter Media	MA-1240	E M I Filtration Products, LLC	01/31/15	
Auto Parts (WSCA)	MA-063	AutoZone Parts, Inc	12/12/13	
Cheese and Butter	PD-1948	Nicholas and Company	01/01/17	
Communications Battery	AR-694	Facility Shield International	12/02/13	
Pagers & Paging Services	MA-1485	American Messaging Services	03/18/13	
Contract Amendment to MA2093	MA-2093	Wright Line	03/24/15	
Contract Amendment to PA835	PA-835	NASCO MODESTO	12/31/15	

Other Contracts

Title	Contract	Vendor	Dates	Additional Information
Freestanding Metal Furniture, Files, Chairs	MA-117	Henrikson/Butler Design Group	08/01/2006 – 12/30/2012	Expired 12/30/12
Freestanding Metal Furniture, Files, Chairs	MA-345	MBI, Inc.	08/01/2006 – 12/30/2012	Expired 12/30/12
Systems Furniture – Herman Miller	MA-786	Henrikson/Butler Design Group	11/14/2004 – 12/30/2012	Expired 12/30/12
Systems Furniture - Haworth	MA-883	CCG Howells	11/14/2004 – 12/30/2012	Expired 12/30/12
Freestanding Metal Furniture, Files, Chairs	MA-1417	Midwest Commercial Interiors	08/01/06 – 12/30/12	Expired 12/30/12
Freestanding Metal Furniture, Files, Chairs	MA-1420	CCG Howells	08/01/06 – 12/30/12	Expired 12/30/12
Freestanding Metal Furniture, Files, Chairs	AR-2015	Craig Johnson & Associates	08/01/06 – 12/30/12	Expired 12/30/12
Auto Parts	MA-2115	Genuine Parts Co. dba NAPA Auto Parts	06/24/10 – 12/12/13	Contact Info Updated
Chemical Management Systems	MA-1312	Brady Industries	04/01/06 – 02/28/13	Cancelled as of 01/02/13





Agency Contract & Amendment Processing

In the past, State Purchasing required three copies of agency contracts or amendments when said contracts or amendments were sent to Purchasing to process and sign. State Purchasing kept one copy and two copies were sent back to the agency – one copy for the agency and one copy for the vendor.

It has recently come to our attention that some agencies do not need two copies back. These agencies either keep a scanned copy for their record keeping process or they send a scanned copy back to the vendor instead of a hard copy.

Consequently, State Purchasing will now allow agencies to send two copies of contracts and amendments to our offices for processing. For contract processing accuracy, agencies that only need one copy of the contract or amendment returned to them must attach a memo or post-it note to the top copy stating that fact. The applicable note should be attached to the front of each contract or amendment that is sent to State Purchasing, even when multiple contracts and amendments are sent in the same envelope.

■ -Shirley Williams



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A Fiscal Year End Purchasing Memo



March 8, 2013

To: **Department and Division of Purchasing
and Budget and Accounting Officers**

From: **Kent D. Beers, Director
Division of Purchasing and General Services**

Subject: **Fiscal Year End Procedures**

With the approaching fiscal year end, many state agencies are ready to make purchasing decisions that they may have prolonged until they are certain funding is available. We prefer to bid early, even though you may not be certain funding is available. It is easier for us to cancel a few bids than to rush requisitions through during the last few weeks of the year.

Our experience indicates that our workload is extremely heavy this time of year. The number of requisitions received by the Division of Purchasing doubles and often triples. This increased workload requires additional planning by you and other state agencies. The following procedures are designed to allow the Division of

Purchasing to process both old and new year purchases in an efficient manner. Please make every effort to adhere to these procedures.

1. Submit all current fiscal year requisitions to the Division of Purchasing by April 15, 2013. These requisitions are first priority.
2. Requisitions received after April 15th are second priority. The Division of Purchasing and General Services cannot guarantee that the procurement process will be completed and delivery made by fiscal year end.
3. Order releases on State contracts (PD, PA, MA, MC & AR) to be paid from "FY2013" funds need to be placed timely enough to ensure delivery by the end of business on June 30, 2013. Deliveries received after that date become obligations of "FY2014".

Please make a special effort to make year-end procurement orderly. As always, your cooperation is appreciated.





DID YOU KNOW...

Did you know that the Contract PD341 for Envelopes, Plain & Printed is currently out for bid.

The current contract, held by Lefavor Envelopes, has been in place since 2007 and has now run out of renewal options.

The Invitation For Bid will end on March 21, and it is anticipated that the new contract will be in place before the end of the month.

■ -Mark Parry

DID YOU KNOW...

ITEM: State of Utah/WSCA Software Value-Added Reseller (SVAR) Contract(s)

MA095 En Pointe

Vendor Contact: Randy Everett Phone: 866-457-1381
E-mail: reverett@enpointe.com

MA096 SHI International Corporation

Vendor Contact: Ty McCartney Phone: 801-750-8683
E-mail: ty_McCartney@shi.com

To provide distributed software and related services to eligible users; to purchase Commercial Off-the-Shelf (COTS) software for identified key software publishers, general distributed software (non-specified publishers). Contract covers purchasing of software, maintenance and support agreements for new and previously-purchased software. To provide related services to include, but not be limited to, tracking licenses (new and existing), monitoring volume levels and opportunities, training, implementation, and consulting. Vendor to work in conjunction with the WSCA/NASPO personal computers, servers/ storage, printers, and peripherals contracts, or a participating state's equivalent contracts, to provide their best reasonable effort to see that software licenses for delivered computing hardware are purchased and tracked through this contract.

■ -Pam Rugg

MONTHLY TRAINING

The training in April will be taught by the Director of Purchasing Kent Beers. The subject is "Writing and Purpose of a Cost Justification Statement." This training will be held on:

Tuesday, April 16, 2013

1:00 PM – 3:00 PM

**State Office Building Auditorium
350 North State Street
Salt Lake City, Utah**

If you are interested in attending the training session you must reserve your spot by contacting Yolanda Larrymore at ylarrymore@utah.gov. Please include your name, department, e-mail address and phone number.

May training will be taught by Jennifer Porter from State Purchasing. The topic will be "How to Conduct Small Purchase and Sole Source Procurements." This will be held:

Tuesday May 7, 2013

10:00 AM – 12:00 PM

**State Archives Building
346 South Rio Grande
Salt Lake City, Utah**

This training is for anyone who handles or has input on this type of purchases. If you are interested in attending the training session you must reserve your spot by contacting Yolanda Larrymore at ylarrymore@utah.gov. Please include your name, department, e-mail address and phone number. **We are limited to 45 people in this session so get registered early.**

We look forward to your attendance at these training sessions. If you have any suggestions for future training sessions send your ideas to dgunderesen@utah.gov.

■ -Debbie Gundersen

New Contracts

Title	Contract	Vendor	Dates	Additional Information
Frozen Entrees & Juices	PD-1160	Nicholas & Company	03/14/2013 – 03/15/2018	New contract same vendor/Fee 1.00 %
Healthcare Related Furniture and Services	MA-383	Kwalu LLC	03/15/2013 – 03/14/2018	Fee .5%
Healthcare Related Furniture and Services	MA-384	HCI Resources	03/15/2013 – 03/14/2018	Fee .5%
Healthcare Related Furniture and Services	MA-385	Henriksen Butler	03/15/2013 – 03/14/2018	Fee .5%
Healthcare Beds	MA-386	NOA Medical Industries, Inc	03/15/2013 – 03/14/2018	Fee .5%
Healthcare Beds	MA-387	Joerns LLC	03/15/2013 – 03/14/2018	Fee .5%

Extended Contracts

Title	Contract	Vendor	Extended Until	Additional Information
Office Worksite Modification Prod.	MA-086	Telecomm Gov. Sales	04/31/13	
Soft Drinks, Syrup & Dispensers	PD-094	Swire Coca-Cola, USA	06/01/13	Price Adjustment
Video Conferencing Hardware, Software and Services	MA-2108	Cisco Systems	05/31/14	
Carpet, Broadloom and Tile	MA-2098	Flooring Services Inc.	04/14/15	New contact
Irrigation Equipment & Sprinkling Systems	MA-2079	Sprinkler World	02/23/15	
Utility Audit Services	MA-953	Hearthstone Management Group	03/01/14	Contact update
Prefabricated Metal Shelters	PD-2094	Play Space Designs	03/23/15	
Carpet, Broadloom and Tile	MA-2097	Wall 2 Wall Floor Coverings	04/04/15	
Herbicides & Related Items	MA-928	Wilbur Ellis	08/03/14	

Custodial Products – Rubbermaid Products	PD-596	Hyko Supply	10/01/13	
Tables, Lightweight, Rectangular	PD-762	Mity Lite Inc.	09/30/15	

Other Contracts

Title	Contract	Vendor	Dates	Additional Information
Traffic Signal Control Cabinets	PD-379	Intelight Inc	03/15/2008 – 03/14/2013	Contract expired with no renewal
Computers-Manufacturer Direct	MA-2104	Transource Computers	05/03/2010 – 08/13/2014	Information update
Walk-in Residential Furniture	MA-338	John Paras Furniture	New Contract	Expires 03/12/18

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STATE OF UTAH

PURCHASING UPDATE

April 2013 Issue

POINTS OF INTEREST

- END OF YEAR RUSH HAS BEGUN. WE RECEIVED MORE THAN TRIPLE THE NUMBER OF POs LAST WEEK THAN IS NORMAL.

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MONTHLY TRAINING OPPORTUNITIES FOR MAY AND JUNE

State Purchasing is pleased to announce the training for May will be taught by Kent Beers, Director of Purchasing, and Jennifer Porter, Purchasing Agent/Contract Analyst from State Purchasing. The topic will be **"How to Conduct Small Purchases and Sole Source Procurements."** The training will be held on Thursday, May 9, 2013 at 9:00 AM. Due to the large attendance the location was changed from the Rio Grande Building to the State Office Building Auditorium, 450 North State Street, Capitol Hill,

Salt Lake City, Utah. Please make note of the change in date, time, and location.

This training session is full. Above information is for those already registered.

The June training, taught by Kent Beers, is titled **"Gratuities, Kickbacks & Unlawful Influence(63G-6a-2304.5) of the Utah Procurement Code"**. The training will be held on Wednesday June 19, 2013 from 9:00 AM to 12:00 PM, in the State Office Building Auditorium, located at 450 North State Street, Capitol

Hill, Salt Lake City, Utah.

If you are interested in attending the June training session and are not currently registered, please contact Rachel Cheney at rcheney@utah.gov. Please include your name, e-mail address, and phone number and the session (s) you want to attend.

We look forward to your attendance at these training sessions. If you have any suggestions for future training sessions send your ideas to:

dgundersen@utah.gov

AGENCY CONTRACT DEADLINES FOR FY2013

Agency contracts and amendments for FY13 should be sent to the Division of Purchasing by June 1, in order to ensure processing during this fiscal year. These contracts will have first priority. The Division of Purchasing receives a large volume of contracts and amendments in June, and the processing time often takes longer.

If we receive RUSH contracts by June 10, we will

strive to process them before June 30. If contracts and amendments are received after June 10, then they may not be processed by the fiscal year end. Many agencies will be sending contracts to State Purchasing to be processed quickly. The contracts that are received first will receive higher priority.

A reminder: If there is any missing information – Vendor Code, Commodity

Code, Signatures, etc. – the contract will be put on hold until the information is collected. Please check your contracts and amendments for pertinent information before they are sent to Purchasing. That will save extra processing time.

Plan ahead so that the year end will run smoothly for your agency.

- Shirley Williams

AGENCY CONTRACT TRACKING SYSTEM

CHANGES IN DATE, TIME, & LOCATION:

The May
training session
is now on May
9th from
9 AM –12 PM
in the
Auditorium of
the State Office
Building

See page 1 for
details

State Purchasing uses a database to track all agency contracts, amendments, and sole sources that will become contracts as these documents flow through the office. The Agency Contract Tracking System, aka the Purchasing Tracking System, has an online search engine to allow agencies to track the progress of their contracts and amendments.

This database is located at generalservices.utah.gov/AgencyContracts/ or you can link into the site by going to purchasing.utah.gov and click "BUYER INFORMATION" and then "Agency Contract Tracking System."

To look for the progress of contracts, amendments, or sole sources that will result in a contract, begin by choosing your agency from

the drop down list entitled "Select Agency." Click the "Submit" button. All contracts that are currently being processed for the agency by State Purchasing will appear.

Because the Agency Contract Tracking System contains records back to the beginning of 2000, agencies can use this system to find specific contract numbers or contracts with specific vendors. Keep in mind that the search must be for contracts that were numbered and processed by State Purchasing.

Begin a search by choosing the correct agency from the dropdown menu. Enter a wide time frame that you believe the contract would have been in State Purchasing. Uncheck "Contracts In-

Process Only" and then click "Submit."

Sometime the generated list can be quite extensive. The system has a sorting feature for most columns. Sort the list by clicking on the underlined headings in the dark green strip. For instance, if you know the name of the vendor for your contract, click the header "*Vendor*" and all the contracts for your agency will sort alphabetically by vendor making it easy for you to locate the contract that you want. If you know the contract number, it is best to sort by choosing "Contract Number."

If you have any questions as you begin to use this system, please call Tara Eutsler (801-538-3386).

EXPIRING CONTRACT EMAILS

On the first Tuesday of every month, State Purchasing emails a document which lists expiring contracts. The list is specifically for agency contracts that were done by State Purchasing. The docu-

ment only contains contracts which have the number 6 in the thousands place as these are the contracts which must flow through State Purchasing. This emailed document is to help the agencies know

when it is time to renew. If you would like to receive this monthly email, please send an email to Jennifer Hardy at jrhardy@utah.gov

DID YOU KNOW?

Did you know... We now have three golf cart vendors on State Contract! That means you get to

choose between EZGO, Club Car or Yamaha. Price includes delivery. Fore!!!

Brody Valerga, Esq.
Purchasing Agent
[\(801\) 538-3307](tel:8015383307)

CONTRACT AMENDMENT GUIDELINES

Below are some recommendations when completing Contract Amendments:

1. Contract Period

If there are not any changes to the Contract Period on an Amendment, the Contract Period should be completed as shown on the Sample below:

Contract period:

1/1/2012 (original starting date)

12/31/2017 (current ending date)

12/31/2017 **new ending date**

Second Option: Another option would be to list "N/A" or "No change" on the **new ending date** line. The Contract Period should not be left blank. State Purchasing will be changing blank **new ending dates** to "N/A" when the amendments are being processed, if it is apparent that no change is being made to the Contract Period.

2. Contract Amounts

When the agency is processing an Amendment to a Contract and there is not a change in the current total for the contract, the Contract Total should be listed as shown on the Sample below:

Contract amount:

\$100,000 (current contract amount)

-0- (amendment amount)

\$100,000 **new contract amount**
(add current amount to amendment amount)

Second Option: Another option would be to list "N/A" or "No change" on the **new contract amount** line. The Contract Amount should not be left blank, since an amount could be added in the line at a later date, after the amendment is signed. State Purchasing will be changing blank amounts to "N/A" when the amendments are being processed.

3. Other changes:

If there are no changes to be added in the **Other Changes** Section in an Amendment, please list "None" under this Section.

4. Effective Date of Amendment

The Effective Date of Amendment is the Section that has the most frequent errors. The Effective Date is often not listed on the Amendment or may have an incorrect date. The Date should be filled in. The Effective Date of the Amendment is the Date that the changes listed in the Amendment become effective. It would be the date that the renewal period starts, or the date that the price list will be effective, or when the agency will start procuring the products or services listed in the Amendment, etc.

NEW COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Pagers & Pagers Services	MA1485	American Messaging Service LLC	03/19/2013-03/18/2018	
Security Guards, Statewide Coverage	AR411	Accuvant, Inc.	04/01/2013-03/30/2018	
Replacement of Automotive Glass and windshield repair, Small cracks and rock chip, (13counties)	MA316	Safelite Glass corporation	04/01/2013-04/02/2018	
Replacement of automotive glass and windshield repair, small cracks and rock chips	MA413	Delta Glass & Tire	04/01/2013-04/02/2018	
Gold Carts	MA414	Intermountain Golf Car Inc.	04/1/2013-04/12/2018	
Golf Carts	MA415	Gohigh LLC	04/11/2013-04/12/2018	
Golf Carts	MA416	RMT Equipment	04/11/2013-04/12/2018	
Scriptographic Booklets	PA816	Channing Bete Company Inc.	03/13/2012-03/14/2017	
Recordable Data Storage Tapes and Drives	PD407	Millenniata Inc.	04/01/2013-03/31/2018	

EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
Envelopes, Plain and Printed	PD341	Lefavor Envelope Company	05/31/2013	
Powder Coating of Galvanized Signal Equipment	PD381	Valmont Coatings	04/30/2013	
Second Market Food Items	PD422	Global Foods, Inc.	06/31/2013	
Vehicular Traffice Signals	MA2088	AM Signal Inc	02/23/2013	Price adjustment
Dispatch Console Furniture & Support Systems	MA2090	Watson Furniture Group	03/24/2015	
Gas & Electric Golf Carts (new)	PD274	Highland Golf Cars	03/21/2013	

EXTENDED COOPERATIVE CONTRACTS (CONTINUED)

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
Irrigation Equipment & Sprinkling Systems & Supplies	MA2079	Sprinkler World	02/23/2015	
Dodge/Chrysler/Ram/Jeep Vehicles	AR157	Salt Lake Valley Chrysler Dodge Jeep Ram	09/30/2013	Information Update and Date extension.
Carpet, Broadloom and Tile	MA2098	Flooring Services Inc.	04/14/2013	
Pagers and Paging Services	MA624	USA	03/18/2018	New contract with previous vendor
Utility Audit Services	MA953	Hearthstone Management Group LLC	08/31/2013	Contract update and date extension
Maintenance Service, System Upgrades & Service for Avaya Systems	AR014	Suntum, Inc.	06/30/2016	
Building Automation System. Repair, service, and/or upgrade of existing control systems (HVAC).	AR353	Atkinson Electronics, Inc.	02/04/2014	
Automated External Defibrillators	MA195	Heartsine Inc.	03/31/2017	
Windshield repair, small cracks & chips for Davis, Salt Lake, Utah, Weber and Summit Counties.	MA337	Novus Windshield Repair	04/15/2013	
Portable Breath Alcohol Tester	MA913	Lifeloc Technologies, Inc.	03/31/2015	
Shelving & Filing Systems, Mobile & Stationary	MA1231	Nation Wide Shelving	11/30/2015	
Hazardous waste removal and disposal	MA1603	Clean Harbors Environmental Svc.	05/01/2013	
Hazardous waste removal and disposal	MA1604	Veolia ES Technical Solutions	05/01/2013	
Electronic Surplus	MA2029	Metech Recycling	11/30/2014	
Filters, Automotive, Air & Fuel	MA1051	Qualco Inc.	04/10/2013	Information Update and Date extension.
Construction—Job Order Contracting	MA245	CRC Construction, Inc	05/1/2014	

*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

EXPIRED / CANCELED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Recordable Data Storage Tapes	PD048	Millenniata Inc.	04/01/2011-03/31/2013	Contract expired with no renewal
Kelp Based Fertilizer	PD2089	Bio Green of Utah	03/30/2010-03/29/2013	Contract expired with no renewal
Gas & electric golf carts	PD274	Highland Golf Cars	03/22/2008-03/21/2013	New Golf Cart contract MA414, MA115, MA416
Assistive Technology Products for the Blind	MA342	Enablemart c/o School Health Corp.	03/04/2008-03/31/2013	Contract expired with no renewal
Assistive Technology Products for the Blind	MA1538	Axis	03/04/2008-03/31/2013	Contract expired with no renewal
Assistive Technology– low vision equipment, magnification products	MA1539	Rocky Mountain Low Vision LLC.	11/20/2007-03/31/2013	Contract expired with no renewal

*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

DID YOU KNOW? PAPER CONTRACTS

The new state wide paper contracts will be going into effect on May 1, 2013.

The contracts that will be expiring on May 11, 2013 are:

PD068 with Xpedx for Fine Printing Related and Carbonless Paper

PD397 with Xpedx for Xerographic Cut Sheet Paper (intended for 10 cases or more)

AR1680 with Unisource for

High-Speed Copy Paper

The new contracts that begin on May 1, 2013 are:

PD399 with Unisource for Fine Printing Related and Carbonless Paper

PD403 with Unisource for Xerographic Cut Sheet Paper (intended for 10 cases or more)

AR1680 with Unisource for High-Speed Copy Paper (not truckload)

AR394 with Contract Paper

Group for High-Speed Copy Paper (truckload only)

Truckload is 840 cases/21 pallets

You may also continue to purchase paper from the office supply contracts as you have in the past. If you have any questions concerning these contracts please contact Larry Thacker with state purchasing

lthacker@utah.gov

801-537-9242





STATE OF UTAH

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3150 State Office Building
Salt Lake City, UT 84114
Interdepartmental Mail:
Interdepartmental:
Phone: 801-538-3141
Fax: 801-538-3882

We're on the Web !
purchasing.utah.gov

COMMODITY CODES SHIFT

Each State Purchasing Agency has specific commodities that are assigned to him or her. When a PO, sole source, or contract arrives in State Purchasing, a contract tech will look at what commodity is being purchased. The procurement is assigned to the agent based on the commodity being purchased. Recently, a shift in the

commodity codes were made between several agents. In order for the agencies to know which agent is responsible for their new or amended contract, they should consult the "Division of Purchasing Commodity List" located on the Purchasing Website on the DIRECTORIES page or follow the link in the picture at the right.

Table with 3 columns: Name, Title, and Email/Phone. Lists various purchasing agents and their contact information.

Division of Purchasing Commodity List

NEW FACES IN PURCHASING

State Purchasing welcomes two new Purchasing Technicians to their ranks.

Jennifer Hardy comes to us from State Surplus Property and works at the second floor reception desk of the State Office Building greeting visitors and helping them find their way. While we only have a portion of her FTE, we appreciate the work that she is doing entering agency contracts

into the Purchasing Tracking System and into FINET. We are grateful to have her.

Rachel Cheney comes to us from Utah Virtual Academy, a virtual K-12 school. She worked with their purchasing group and is familiar with some of the jargon that is used in Purchasing. Rachel has been training with Sheila Bird so that she can take over the purchase

orders that flow through State Purchasing. She will also be lending a hand with the filing, contract routing, the phones, and general office work. We have really appreciated her help getting us reorganized after our recent renovations.

We are thrilled to have both Jennifer and Rachel join our group.

LEAVE TAKINGS

Krista Park took a job with the Department of Human Resource Management. We wish her the best.

This newsletter was edited by Tara Eutsler. If you have any questions or comments, please email them to teutsler@utah.gov

To automatically receive an email when the Purchasing Update is distributed, send a blank email (without your signature or a subject) to the following email address:

subscribe-das-purchasing-newsletters@list.utah.gov

This email address is being protected from spambots. You need JavaScript enabled to view it. and you will be added to the list automatically. For Google Mail users you will need to open your email account, copy the email address above and paste it in the To: line.

These instructions are listed on the State Purchasing website at purchasing.utah.gov then choose BUYER INFORMATION followed by DIVISION NEWSLETTERS. The information is listed near the top of the window.





STATE OF UTAH

PURCHASING UPDATE

May 2013 Issue

MONTHLY TRAINING OPPORTUNITIES FOR JUNE

As previously announced the June training is entitled "**Gratuities, Kickbacks & Unlawful Influence (63G-6a-2304.5) of the Utah Procurement Code**".

There will be two sessions of this class.

Session 1

Date: June 19, 2013
 Time: 9:00 AM–12:00 PM
 Location: Auditorium, 1st floor, State Office Building, Capitol Hill

Session 2

Date: June 19, 2013
 Time: 1:00 PM–4:00 PM
 Location: Auditorium, 1st floor, State Office Building, Capitol Hill

Both the morning and afternoon sessions are identical and participants should only attend one session so everyone has a chance to attend.

These sessions will be taught by Kent Beers, the director of the Division of Purchasing and General Services, and by Alan Bachman, Assistant Attorney General.

This training will cover the unlawful conduct and criminal penalties outlined in the Procurement Code that became effective on May 1. If you are a procurement officer, contract administrator, involved in procurements or disbursements of public

funds or grants, you are encouraged to attend.

If you are interested in attending one of these sessions and are not currently registered contact Rachel Cheney at rcheney@utah.gov. Your registration request MUST include your name, e-mail address, department/division, and phone number and the session that you want to attend in the body of your email.

We look forward to your attendance at these training sessions. If you have any suggestions for future training sessions send your ideas to dgrundersen@utah.gov

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Procurement Code 2

Did You Know:
 Ergonomic Products 3

Cooperative Contracts: New, Extended, Expired 4 - 8

Did You Know:
 LCD & DLP Projectors 9

MAY 9 TRAINING SLIDE SHOWS

On May 9, State Purchasing held training entitled, "**How to Conduct Small Purchases and Sole Source Procurements.**" The two slide show presentations are now available on the State Purchasing website.

To view the training go to purchasing.utah.gov and choose "Agency Training" on the right side of the window. The slide show presentations are entitled "Small Purchases" and "Sole Source Purchases" and can be located at the

bottom of the column on the left side of the window.

Also available on the Agency Training webpage are several other slide show presentations to help agencies understand more about procurement.

DID YOU KNOW?

FOOD SERVICE EQUIPMENT MAINTENANCE, REPAIR & PARTS

The contracts for Food Service Equipment Maintenance, Repair, & Parts are now available on the web and have an effective of May 1, 2013.

MA419 is with Hobart Service. Their travel charges are reasonable as well as their labor rates. Hobart offers a 15% discount on parts.

MA424 is with Utah Commercial Service. They have

cheaper labor rates but their travel charges are a little higher for most areas. Their part discounts range from 0-15%.

When selecting a vendor please take into account travel, labor, and the cost of parts before calling and arranging a service.

Please see the contract summary pages for the terms of the agreements. To view these sum-

mary pages, please follow this link: <http://purchasing.utah.gov/purchasing/statecontractsearch.html> and search for the above referenced contract numbers. Click on the "view" link under the contract summary heading.

◆ Tyler Barnes,
Purchasing Agent

SMALL PROCUREMENT CERTIFICATION

The revised Procurement Code states that "an executive branch procurement unit may not make a small purchase after January 1, 2014, unless the chief procurement officer certifies that the person responsible for procurements in the procurement unit has

satisfactorily completed training on this section and the rules made under this section." [63G-6a-408 (12)

This statement means that all state employees who make small procurement purchases will be required take training about small procurements before next

year. Currently, State Purchasing is creating an online training for the purposes of training and certifying all such employees. The schedule release for this training is sometime in the Fall. Please watch this newsletter for further updates.

Did you know that there are almost 700 State Cooperative Contracts?

PROCUREMENT CODE

The new Procurement Code has been posted by the legislature. To find it go to <http://le.utah.gov/UtahCode/title.jsp> and

choose "Title 63G General Government." Then choose "Chapter 6a Utah Procurement Code." A digital copy can be

downloaded from this page by choosing "PDF."

For a direct link to this site, click [here](#).

DID YOU KNOW?

OFFICE ERGONOMIC PRODUCTS AND ACCESSORIES

Looking for ergonomical desktop office products? They can be found on cooperative contract PD086, previously MA086.

Keyboard Tray

Under-desk keyboard tray systems take your keyboard and mouse off of your work surface and place them in a more comfortable, low-risk position that can easily be adjusted. There are two trays available on this contract.

Monitor Arms

A monitor arm lifts the monitor above the desk to allow for proper ergonomic viewing your screen and to free up much needed space for resting papers or document holders. New Monitor arms replace previous versions. Currently available:

Aires M2 Monitor Arm

Aires M8 Monitor Arm

Ergonomical Mouse

Ergonomic mouse devices are designed with a specific purpose in mind: to enhance the comfort of the user while mousing and to help prevent serious injury from long-term daily computer use. The contract has four varieties from which to choose. Two are pictured here.

Humanscale Switch Mouse



Evolution Vertical Mouse 4
Right: (for right handed)

OR Evolution Vertical Mouse 4
Right Left: (for left handed)



Phone Headset

Phone headsets help users avoid Telephone Neck Syndrome (TNS). Below are just two examples of what is available.

Plantronics Wireless Headset
CS530



Plantronics Wireless Headset
HW251 Surplus Headset,
Monaural over the head:



Also available is a handset lifter which lifts the phone off the hook for an incoming call being answered by a headset.

Adapter Cords for Headsets

M22 Replacement Adapter
Cords

HIS Cable - 72442-01 -
Adapter cable for Avaya 9600
series phone

HIC Cable - 49323-01 -
Adapter cable for Avaya 4600
series phone

Polaris Cable - 27190-01-
Adapter cable for reverse
polarity amplified phones

Document Holders

An ergonomic document holder keeps your work directly in front of you, eliminating the need for repetitive lateral head movement. There are two document holders available on this state contract.



Further Information

Contract PD086 replaced MA086 and became effective on May 1, 2013.

For a complete listing of available products and pricing, as well as the vendor contact information and website please, link to <http://purchasing.utah.gov/purchasing/statecontractsearch.html> and search for the above referenced contract number.

- ◆ Yolanda Larrymore,
Purchasing Agent

NEW COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
High Speed Laser Cut Sheet Copy Paper	AR394	Contract Paper Group, Inc.	05/01/2013-04/30/2018	
High Speed Laser Cut Sheet Copy Paper	AR1680	Unisource Worldwide, Inc.	05/01/2013-04/30/2018	
Hazardous Waste Removal	MA1603	Clean Harbors Environmental Svc.	05/01/2013-04/30/2018	
Hazardous Waste Removal and Disposal	MA1604	Veolia ES Technical Solutions	05/01/2013-04/30/2018	
Powder Coating of Galvanized Signal Equipment	PD381	Valmont Coatings	05/01/2013-04/30/2018	
Fine Printing Related and Carbonless Paper	PD399	Unisource Worldwide, Inc.	05/01/2013-04/30/2018	
Digital Certificates	PD418	Comodo CA, Ltd.	05/01/2013-04/30/2018	
Codis Buccal Swab Collections Kits	AR125	Sirchie Acquisition Co LLC	05/01/2013-04/30/2018	
Food service equipment repair, maintenance and parts	MA419	Hobart Service	05/01/2013-04/30/2018	.4% Fee
Food service equipment repair, maintenance and parts	MA424	Utah Commercial Service, LLC.	05/01/2013-04/30/2018	.4% Fee
Office worksite modification products	PD086	Telcomm Government Sales LLC	05/01/2013-04/30/2018	

*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

EXTENDED COOPERATIVE CONTRACTS

Filters, Automotive, Air & Fuel	MA308	Genuine Parts Co.	07/10/2013	New Contract info. and contact extension.
BREAD	PD163	Earthgrains Baking	04/16/2017	Contract extended, new terms added, & new product list.
Xergraphic Paper (Cut Sheet)	PD397	EPEDX	05/11/2013	Price Increase Effective 06/08/2012
Light Emitting Diode (LED) signal and pedestrian modules	MA828	Dialight Corp.	05/20/2014	
Household Appliances	MA961	Clark Wholesales Inc.	10/01/2014	
Janitorial Supplies, Heritage bags, Plastic bags and Garbage sacks.	MA1297	Waxie Sanitary Supply	08/30/2013	New pricing and extended contract
Wood furnishings, metal chairs, panel systems furniture reconfiguration, panel system furniture refurbishing, re-upholstery, and moving services.	UCI022	Utah Correctional Industries	08/31/2018	
Data Entry, Scanning, & Micrographics Services	UCI1869	Utah Correctional Industries	04/30/2015	UCI1870 & UCI1871 have been added to this contract. & extended contract
Tables, Lightweight, (Rectangular-Round-Oval)	PD763	Lifetime Products	09/30/2015	Contract info. updated and extended contract
Fine "Printing Related" Paper and Carbonless Paper	PD068	XPEDX	05/11/2013	Price increase effective 03/06/2013, Contact extended
LCD AND DLP Projectors	MA622	George Webb Sales Company Inc. dba Webb Audio Visual	05/18/2014	
LCD and DLP Projectors	MA795	TV Specialists Inc.	05/18/2014	
Construction—Job Order Contracting	MA242	Yerba Buena Engineering & Construction Inc.	05/01/2014	New adjustment factors updated & extended contract.
Construction—Job Order Contracting	MA244	A J Construction Inc.	05/01/2014	New adjustment factors updated & extended contract.
Construction—Job Order Contracting	MA245	CRC Construction, Inc	05/1/2014	

EXTENDED COOPERATIVE CONTRACTS (CONTINUED)

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
Auto Body Repairs (Beaver County)	MA1977	Tony and Dave's Auto Center	04/30/2016	
Auto Body Repairs (Cache County)	MA1971	Miller Auto Body Inc.	04/30/2016	
Auto Body Repairs (Cache County)	MA1970	Miller's Auto Body	04/30/2016	
Auto Body Repairs (Carbon County)	MA1972	Sherry's Paint and Body	04/30/2016	
Auto Body Repairs (Davis County)	MA1433	Auto Crafters Auto Body & Paint	04/30/2016	
Auto Body Repairs (Duchesne Co)	MA469	Vals Body & Paint Shop Inc.	04/30/2016	
Auto Body Repairs (Grand County)	PD228	Troy's Auto Body & Collision	04/08/2016	
Auto Body Repairs (Iron County)	MA453	Parkway Motors	04/30/2016	
Auto Body Repairs (Juab County)	MA1987	Bert's Body and Glass	04/30/2016	Contract info. updated and extended contract
Auto Body Repairs (Millard County)	MA1979	Precision Auto Works	04/30/2016	
Auto Body Repairs (San Juan County)	MA2001	Alans Body Shop	04/30/2016	
Auto Body Repairs (Salt Lake City)	MA2144	Shine Collision Repair Inc.	04/30/2016	
Auto Body Repairs (Salt Lake Co)	MA1227	J P's Collision Repair	04/30/2016	
Auto Body Repairs (Salt Lake Co)	MA1225	Unique Auto Body	04/30/2016	
Auto Body Repairs (Salt Lake Co)	MA2146	Rob Schmidt Body & Paint	04/30/2016	Usage Report name has been updated & extended contract

EXTENDED COOPERATIVE CONTRACTS (CONTINUED)

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
Auto Body Repairs (Salt Lake Co)	MA2143	AutoMenders Inc.	04/30/2016	
Auto Body Repairs (Salt Lake Co)	MA1685	Higgins Body and Paint	04/30/2016	
Auto Body Repairs (Salt Lake Co)	MA1982	ACS Presidion Finish Inc.	04/30/2016	Contract info. updated and extended contract
Auto Body Repairs (Salt Lake Co)	MA490	L W Auto Body Inc.	04/30/2016	
Auto Body Repairs (Sevier County)	MA1983	Jorgensen Ford Mercury Inc.	04/30/2016	
Auto Body Repairs (Tooele County)	MA2142	Flashback Auto Body/ Restoration	04/30/2016	
Auto Body Repairs (Utah County)	MA1686	Advanced Collision Repair	04/30/2016	
Auto Body Repairs (Utah County)	MA565	Basin Collision Repair	04/30/2016	
Auto Body Repairs (Washington Co.)	MA1980	Rocky Mountain Collision Repair	04/30/2016	Usage Report name has been updated & extended contract
Auto Body Repairs (Wasatch County)	MA1988	KC Auto Body & Towing Inc.	04/30/2016	
Auto Body Repairs (Weber County)	MA2145	Auto Body & Mechanical Inc	04/30/2016	
Auto Body Repairs (Grand County)	PD228	Troy's Auto Body & Collision	04/08/2016	
Windshield repair, small cracks & chips for Davis, Salt Lake, Utah, Weber and Summit counties	MA337	Novus Windshield Repair	04/15/2014	
Steel Products (Entire State of Utah)	PD489	Reliance Steel & Aluminum	05/23/2014	
Kelp Base Fertilizer	PD2089	Bio Green of Utah	03/29/2015	
Light Emitting Diode (LED) signal and pedestrian modules	MA825	Gades Sales	05/20/2014	

EXTENDED COOPERATIVE CONTRACTS (CONTINUED)

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
Salt, Bagged and Bulk	PD832	Stepsaver Inc.	05/18/2014	
Compact Fluorescent Lights 60, 75, 100 watt equivalent	MA746	Commercial Lighting Supply Inc.	07/01/2014	
Batteries, Automotive (Statewide)	MA1674	Battery Systems Inc.	04/30/2016	
Janitorial Supplies, Heritage bags, Plastic bags, and Garbage sacks.	MA2087	Hylon Koburn Chemical	08/06/2013	
Security Guards, Statewide Coverage	MA187	Universal Protection Service LP	10/01/2013	New vendor information and contact information

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EXPIRED / CANCELED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Recordable Data Storage Tapes	PD048	Millenniata Inc.	04/01/2011-03/31/2013	Contract expired with no renewal
Kelp Based Fertilizer	PD2089	Bio Green of Utah	03/30/2010-03/29/2013	Contract expired with no renewal
Gas & electric golf carts	PD274	Highland Golf Cars	03/22/2008-03/21/2013	New Golf Cart contract MA414, MA115, MA416
Assistive Technology Products for the Blind	MA342	Enablemart c/o School Health Corp.	03/04/2008-03/31/2013	Contract expired with no renewal
Assistive Technology Products for the Blind	MA1538	Axis	03/04/2008-03/31/2013	Contract expired with no renewal
Assistive Technology— low vision equipment, magnification products	MA1539	Rocky Mountain Low Vision LLC.	11/20/2007-03/31/2013	Contract expired with no renewal



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We're on the Web!
purchasing.utah.gov

This newsletter was edited by
Tara Eutsler. If you have any
questions or comments, please
email them to teutsler@utah.gov



DID YOU KNOW? LCD OR DLP PROJECTORS

Three cooperative contracts are solely dedicated to the procurement of LCD or DLP projectors. These contracts are MA622 Webb Audio Visual; MA784 Troxell Communications; and MA795 TV Specialists. The following brands are available: Sanyo, Panasonic, Eiki, Cannon, Sony, Vivitek, Sharp. The brands available vary by vendor.

Before making a decision which projector to purchase, it is important to understand the capability of each type of projector. The correct projector for videos shown in a classroom is most likely not the correct projector for a conference room in which only slideshow presentations are displayed. When buying a projector, the purchaser should keep in mind the projector's purpose, the display resolution, the lamp life, and the cost of replacement bulbs. The resolution output for the various

types of projectors are as follows:

SVGA (800x600) - are great for those on a tight budget. While most computers still output in higher resolution, SVGA can be a good option for Powerpoint presentations or other applications that are not heavily dependent on detail.

XGA (1024x768) - XGA projectors have come down in price over the past few years, and have become the budget standard. Many laptop computers still output in native XGA, and matching an XGA projector to your native XGA laptop ensures you won't lose any detail.

WXGA (1280x800) - WXGA products are high resolution widescreen products, and usually a bit more expensive than XGA. These products are targeted for use with mid-range widescreen laptops, which

often use 1280x800 native-ly. They are becoming increasingly common and are used as an inexpensive widescreen alternative to XGA.

SXGA+ (1400x1050) - SXGA+ projectors are becoming more popular, and there are several offerings available in both budget and high-end configurations. SXGA+ resolution is useful for detailed photography and data graphics, but overkill for text display or Powerpoint presentations.

For a complete listing of available products and pricing, as well as the vendor contact information and website, please link to: <http://purchasing.utah.gov/purchasing/statecon-tractsearch.html> and search using the above contract numbers.

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subscribe-das-purchasing-newsletters@list.utah.gov

This email address is being protected from spambots. You need JavaScript enabled to view it. and you will be added to the list automatically. For Google Mail users you will need to open your email account, copy the email address above and paste it in the To: line.

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STATE OF UTAH

PURCHASING UPDATE

Jun 2013 Issue

CONTRACTS WITH THE FEDERAL GOVERNMENT OR WITH OTHER STATE GOVERNMENTS

This article as printed was incorrect. It has been removed.

Please see the page 5 article in October 2013 for information

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DID YOU KNOW? WALK-IN FURNITURE & FLOOR COVERINGS

We now have three new statewide contracts for walk-in furniture and floorcovering. We wanted to create a convenient way to purchase residential furniture including bedroom, dining room, living room, home office, electronics, and residential carpet and area rugs.

Each of the contract summary pages on our website provides detail on showroom locations, delivery and installation, return policies, and warranties.

Please note that these are for residential products only and should not be used for commercial office furniture and carpeting.

MA389 Office and Interior Solutions
MA388 John Paras Furniture
MA393 Bassett Home Furnishings
MA392 Giant Carpet One/Western Wholesale Flooring

The contract manager is Terri O'Toole (801) 538-3147

PURCHASING TRAINING

State Purchasing will not be holding a training class

in the month of July. We will announce the August

training in the July newsletter.

DID YOU KNOW?

HEALTH CARE RELATED FURNITURE



We now have statewide contracts for Healthcare Related Furniture. These contracts feature a wide variety of furniture, kitchen equipment, and bedding for institutional environments.

The contract summary pages on our website provide information related to installation and design services, price list and

volume discounting, and contact information.

Healthcare Furniture
MA383 Kwalu
MA384 HCI Resources
MA385 Henriksen Butler

HealthCare Beds & Mattresses
MA386 NOA Medical Industries
MA387 Joerns LLC

The contract manager is Terri O'Toole (801) 538-3147

DID YOU KNOW?

PLAYSPACE DESIGN

Regarding the state contract for Playspace Design, Contract # PD2094, the vendor has recently been adding a design fee of \$250.00 to invoices on equipment orders against the contract. This design fee is not part of the contract pricing and therefore is not authorized. After an investigation on the

matter, Playspace Design was ordered to research their invoices and provide refunds to any ordering entities who were charged the fee. As a result, the total reimbursement forthcoming to various agencies and political subdivisions amounts to about \$3,650.00. If you were charged that fee,

you should see the refund (\$250.00 per order) within 30-60 days from June 17, 2013. If you have been charged that fee on any order against the contract and do not receive the refund, please contact Adrian Ruger at aruger@utah.gov and include a copy of the invoice.

NEW COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Envelopes, Plain and Printed	MA341	Lefavor Envelope Company	06/01/2013–05/31/2018	New Contract w/ same vendor, Change d from PD to MA contract.
Envelopes, Plain and Printed	MA425	Cenveo Corporation	06/01/2013–05/31/2018	
Video Codes	PD296	Teleste LLC	05/01/2013-04/30/2018	New contact awarded to the same vendor
Envelopes, Plain and Printed	MA341	Lefavor Envelope Company	06/01/2013–05/31/2018	Changed from a PD to an MA contract
OEM Replacement Parts for off Road Construction Heavy Equipment	MA433	Century Equipment Co.	06/01/2013–06/02/2018	
OEM Replacement Parts for off Road Construction Heavy Equipment	MA437	Wheeler Machinery	06/01/2013–06/02/2018	
OEM Replacement Parts for off Road Construction Heavy Equipment	MA438	Generator Exchange	06/01/2013–06/02/2018	
Envelopes, Plain and Printed	MA425	Cenveo Corporation	06/01/2013–05/31/2018	
OEM Replacement Parts for off Road Construction Heavy Equipment	MA431	Honnen Equipment Co.	06/01/2013–06/02/2018	

EXPIRED / CANCELED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
AIR FILTERS/FILTER MEDIA	MA1240	E M I Filtration Products, LLC	6/12/2013	Went out of business

*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

EXTENDED COOPERATIVE CONTRACTS (CONTINUED)

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
Travel Card	AR800	UMB Bank NA	06/30/2015	
Vehicle CNG Conversions	MA844	Semi Service Inc.	06/01/2014	
American Sign Language Interpreting Services	MA880	American Sign Language Communications	07/14/2014	
American Sign Language Interpreting Services	MA884	Kajika Interpreting Services	07/14/2014	
American Sign Language Interpreting Services	MA1070	Interwest Interpreting Inc.	07/14/2014	
Cereal and breakfast snacks	MA2111	CSV Sales Inc.	07/30/2015	
Kellogg Cereals and Breakfast Snacks	MA2112	Nicholas & Company	07/30/2015	
Brakes, Automotive (Statewide)	MA069	AAA Spring Inc.	05/31/2016	
Wrecker/Towing Services– Salt Lake City	MA077	JPS Custom Body & Paint	06/21/2016	
Wrecker/Towing Services– Utah County	MA078	AM/PM Towing	06/21/2016	
Wrecker/Towing Services– Davis & Morgan County	MA079	Skyhook Towing	06/21/2016	
Wrecker/Towing Services– Davis, Washington, Weber, Salt Lake & Summit County	MA080	Lost Recovery	06/21/2016	
Wrecker/Towing Services– Sevier, Piute, Wayne, Sanpete, Millard & Beaver County	MA081	Jorgensen	06/21/2016	
Wrecker/Towing Services– Iron County	MA084	Parkway Motors	06/21/2016	
WSCA Software Value– Added Reseller (SVAR) Contract.	MA096	SHI International Corp.	06/02/2014	See other conditions
Air Filters/ Filter Media	MA1240	EMI Filtration Products	01/31/2015	
Soft Drinks, Syrup & Dispensers	PD094	Swire Coca-Cola, USA	09/01/2013	

EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Brakes, Automotive (Statewide)	MA069	AAA Spring Inc.	05/31/2016	
LTL Freight Transpiration Services	PD136	UPS Freight	04/30/2016	Price Adjustments & Contract Extension.
Soft Drinks, Syrup & Dispensers	PD094	Swire Coca-Cola USA	09/01/2013	Revision #8 & Contract extension.
Ready Mix Concrete (Beaver, Piute, and Wayne counties)	PD318	Staker & Parson	07/18/2016	
WSCA Software Value—Added Reseller (SVAR) Contract.	MA096	SHI International Corp.	06/02/2014	See other conditions on the contract
Wrecker / Towing Services –Davis & Morgan County	MA079	Skyhook Towing	06/21/2016	
Wrecker / Towing Services –Davis, Washington, Weber, Salt Lake & Summit County	MA080	Lost Recovery	06/21/2016	
Wrecker / Towing Services –Sevier, Piute, Wayne, Sanpete, Millard & Beaver County	MA081	Jorgensen	06/21/2016	
Wrecker / Towing Services –Iron County	MA084	Parkway Motors	06/21/2016	
Wrecker / Towing Services –Salt Lake County	MA077	JPS Custom Body & Paint	06/21/2016	
Wrecker / Towing Services –Utah County	MA078	AM/PM Towing	06/21/2016	
Ready Mix Concrete (Beaver, Piute, and Wayne Counties)	PD318	Staker & Parson Companies DBA	07/18/2016	
Ready Mix Concrete (Hurricane, Kanab, and St. George Counties)	PD321	Interstate Rock Products Inc.	07/18/2016	
LTL Freight Transportation Services	PD136	UPS Freight	04/30/2016	Price adjustments
1/3 Cage (Half Cage) and Full Partition (Full Cage) for police vehicles.	PD878	Premier Vehicle Installation	07/09/2014	
Copying services, Black/White and Color	PD1883	Xerox Corporation	05/15/2014	Price adjustments



STATE OF UTAH

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Interdepartmental Mail: 141061

Phone: 801-538-3141
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**We're on the Web !
purchasing .utah.gov**

This newsletter was edited by
Tara Eutsler. If you have any
questions or comments, please
email them to teutsler@utah.gov

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STATE OF UTAH

PURCHASING UPDATE

July 2013 Issue

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NO APPROVED VENDOR LIST

Frequently, State Purchasing receives a phone call from a vendor asking how they can be added to the approved vendor list. The vendor has been told by an agency, school, county, etc. that they cannot purchase from the vendor until he or she is on the “list.” The reality is that there is no approved vendor list. What the agency or entity is calling an “approved vendor list” is actually vendors who hold State Cooperative Contracts.

How does a vendor get a State Cooperative Contract?

First, the vendor must sign up with BidSync. BidSync is a third party vendor through which State Purchasing posts formal bids, or solicitations. Signing up with BIDSYNC is completely free for all vendors. As they sign up, vendors

are given a chance to choose which commodities best fit their business. When a solicitation goes out, the State Purchasing agent chooses one or more commodities which best fit the solicitation. All vendors who have chosen the commodity will receive an email notification letting them know that there is a solicitation available.

The next step in getting a Cooperative Contract is to send in a bid for a solicitation. When the vendor receives word from BidSync that a solicitation in their commodity is available, they go onto BidSync to view the specs. If it is a job that they desire to do, they have to follow the instructions in the solicitation and upload all the required documentation to BidSync.

The final step to gaining

a Cooperative Contract is winning the bid. The vendor who wins the bid receives the contract. The simple fact is that if a vendor does not bid and does not win a contract, they do not hold a Cooperative Contract.

To help our vendors understand the process, we ask that you not tell them that they have to be an approved vendor. This leads to false hopes that they only have to get their name on a list.

When a vendor asks how they can sell to the State of Utah, please direct them to purchasing.utah.gov and direct them to choose *VENDOR INFORMATION*. Then choose the link to the document, *Guide to Doing Business with the State of Utah*. This document will direct them to BidsSync and explain the basics.

Registration
Forms for
August &
September
training
must be
emailed to
vinessabaldwin
@utah.gov

TRAINING FOR AUGUST & SEPTEMBER

August training presented by State Purchasing will be held on August 29, 2013 from 10 AM – 12 PM. Brenda Veldevere, State Purchasing Agent, will teach the topic “Public Notice and Bids.” The lecture will include information about the law’s requirements for public notice of bids and the bid process. A good reference for this class is [Section 601-612](#) of the Procurement Code.

Our September training will be held on September 12, 2013 from 10 AM – 12 PM. The class entitled “Procuring Technology Goods and Services” will be taught by the Department of Technology Services. Some of the topics they plan to discuss include: when does my procurement go to DTS; who do I contact in DTS; what is a business case and when is it required; what is a DTS exemption and how do I get one; who puts to-

gether the technology contract; and who negotiates the technology terms & conditions.

You can register for the above classes by filling out the document attached to the newsletter’s email. The registration form must be mailed to Vinessa Baldwin (vinessabaldwin@utah.gov). The responding email will verify your registration and announce the location of your chosen class.

QUOTES EXCEEDING DELEGATED AMOUNTS

In the past, the State of Utah Division of Purchasing has occasionally accepted from agencies quotes that exceeded their delegated amount or exceeded the thresholds outlined in administrative rule. Agencies that obtained quotes would send them to the State purchasing agent

for review and approval.

In the past, we would occasionally allow the quotes that had already been received by the agencies; however, with the new Procurement Code in place and new rules being prepared, the Division of Purchasing will no longer accept quotes that exceed the

purchasing entities delegated authority.

For the procurements that will be above your threshold, please plan sufficient time for your procurement to be processed through the Division of Purchasing.

DID YOU KNOW?

15-MINUTE ANSI-COMPLIANT EMERGENCY EYEWASH STATIONS

When chemicals or foreign objects get into the eye, an approved eyewash station on site can help prevent a minor eye injury from becoming worse. Did you know 15-minute ANSI-compliant emergency eyewash stations are available on state contract? State contracts MA1636 with Cintas First Aid and MA119 with Wasatch First Aid both offer brand new eyewash stations for purchase. They will also maintain your new or ex-

isting eyewash system for you.

The eyewash station service includes:

- Drainage and disposal of old eyewash fluid (generally recommended every four months by the manufacturer)
- Cleaning and flushing your eyewash station
- Inspection of your eyewash station for damage and contami-

nation

• An updated eyewash station service tag, signed by the Cintas or Wasatch First Aid representative, showing the date service was completed.

If you have any questions relative to these contracts, please contact Brenda Veldevere at [\(801\) 538-3142](tel:8015383142) or send an email to bveldevere@utah.gov



DID YOU KNOW? DRUG TESTING DEVICES

State Contract PA204 is for Drug Testing Devices held by Columbus Community Center (CCC), a nonprofit organization that provides support services to people with disabilities. As a reminder, this Contract PA204 replaces Contracts MA1683, PD770 and PD771, held by Redwood Toxicology Laboratory, Inc. (RTL). CCC is partnering with RTL on this endeavor.

Through this contract, Utah agencies will continue to receive the same products and customer service provided by RTL, with the added benefit of assisting persons with disabilities in obtaining meaningful employment. In addition, Contract PA204 now allows Utah agencies access to RTL's entire product line, including the Panel -Dip device and on-site

K2 urine device.

RTL will continue to be available to answer questions and to assist your agency with technical support services throughout the contract. If you have any questions relative to this contract, please contact Brenda Veldevere at [\(801\) 538-3142](tel:8015383142) or send an email to bveldevere@utah.gov

NEW COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
LED Black Out Signs	PD439	Gades Sales Company	06/24/2013–06/23/2018	
Filters, Automotive, Air & Fuel	PD441	Qualco Inc.	07/11/2013–07/10/2018	
Law Enforcement Targets, Action Targets	PD443	Action Target	07/01/2013–06/30/2018	
State Mail Services	PD1212	State of Utah Mail Services	07/01/2013–06/30/2018	New Contract with same vendor
Ralston Cereal	MA444	Sysco Intermountain	08/01/2013-07/31/2018	
Frozen Food Items: Fruits, Vegetables, Pastries, Breads.	PD1198	Nicholas & Company	07/01/2013–06/30/2018	
Ready-To-Eat Cereal	MA448	National Food Group, Inc.	09/01/2013-07/31/2018	
Bakery Goods	PD451	Nicholas & Company	07/24/2013-07/23/2018	
Fresh Meats	PD511	Nicholas & Company	07/12/2013-07/11/2018	New contract with same vendor.

EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
Vehicle CNG Conversions	MA848	Go Natural CNG, LLC	05/31/2013	Assigned to a new Agent
Programming/Consulting Services for information technology	MC1015	Kforce, & Alta Consulting Services	12/31/2013	Multiple award contract extension
Cookies and small cakes (Little Debies and Sunbelt)	PD769	McKee Foods Corporation	07/18/2015	Price update
Telecommunications– Music on hold & custom messages on hold service	AR798	Muzak LLC	11/25/2013	New contact information
Second Market Food Items	PD422	Global Foods Inc.	06/31/2013	
Ralston Cereal	PD501	Nicholas & Company	08/01/2013	

EXTENDED COOPERATIVE CONTRACTS (CONTINUED)

TITLE	CON-TRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
Ready Mix Concrete (Carbon & Emery Counties)	PD757	Nielson Constructions	07/18/2016	Price increase per cubic yard of cement
Food Items: pudding, baking supplies, pickles and Misc.	PD1345	Nicholas & Company	07/15/2016	
Sound System, Projectors, Document Cameras, White Boards, Student Response Systems, Wireless Interactive Pads, Interactive Panels and Software.	MA538	The Chariot Group Inc.	09/30/2013	
Sound System, Projectors, Document Cameras, White Boards, Student Response Systems, Wireless Interactive Pads, Interactive Panels and Software.	MA543	Educational Technology Solutions (formally) Audio Enhancement	09/30/2013	
Golf Irrigation Products & Sprinkling Systems & Supplies.	MA1275	RMT Equipment	02/23/2013	Assigned to new vendor, and extended contract
Storage Services, Vault Storage for DS's and Tapes including pick up and delivery service.	PA390	Perpetual Storage Inc.	07/05/2015	
Ready Mix Concrete (Salt Lake: 5300 s to SL North Boarder, Wasatch, Summit, Weber, Davis, Morgan, Tooele, Carbon, and Emery Counties	PD756	Geneva Rock Products Inc.	07/18/2016	
Front -End Loader, all wheel drive	PD929	Honnen Equipment Company	08/18/2014	
Fabric Wiping Cloths	PD1914	Ragman Company	06/30/2015	
Chevrolet Vehicles	AR307	Young Chevrolet Company	09/30/2014	New year pricing & extended contract
Precast Concrete Barriers, Remove, Relocate and Supply on an as needed Basis	PD2103	Mountain West Precast	05/26/2015	
Sound System, Projectors, Document Cameras, White Boards, Student Response Systems, Wireless Interactive Pads, Interactive Panels and Software.	MA513	General Communications Inc	09/30/2013	Note: New contact person

*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

EXPIRED / CANCELED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	EXPIRE DATE	ADDITIONAL INFORMATION
Ready Mix Concrete (Millard County)	PD755	Gale's Gold and Excavating	07/18/2013	Will not be renewed
Standard Traffic Signal, Luminaire and CCTV Camera Poles	PD781	Union Metal Corporation	07/31/2013	

*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

DID YOU KNOW? STORAGE & VAULT STORAGE SERVICES

PA390 is the cooperative contract for Storage Services/Vault Storage for Magnetic computer tapes, CDs, DVDs, and Optical Discs. The State of Utah recently renewed this contract with Perpetual Storage, Inc. Contract period is from 4/6/2008 thru

7/5/2015. Please see the full contract ([PA390](#)) located on Purchasing's Cooperative Contract website for new Terms and Conditions.

Included in the new Terms and Conditions Perpetual Storage will be required to maintain at least

\$2 million dollars in Insurance Coverage. Please read new terms updated 7/5/2013 for complete details.

~ Nikki Sanchez
State Purchasing Agent

DID YOU KNOW? COMCAST CABLE COMMUNICATIONS

Contract MA111 with Comcast Cable Communications had an increase in the bandwidth speed for their Business Class "Starter" and Business Class "Premium" broadband services. These changes come

without an increase in cost to the user.

The "Starter" service moved from 12 Mbps to a 16 Mbps download speeds. The upload speed for that service moved from 2 Mbps to 3 Mbps.

The "Premium" services had an increase in the download speed from 22 Mbps to 27 Mbps. The corresponding upload speed moved from 5 Mbps to 7 Mbps.



STATE OF UTAH

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We're on the Web !
purchasing.utah.gov

STAFFING CHANGES IN STATE PURCHASING

We would like to announce several changes in the State Purchasing Staff.

After 30 years with the State of Utah, Debbie Gundersen retired in June 2013. While her knowledge and advice will be missed, we wish her happiness in the next stage of her life.

Brody Valerga left State Purchasing to accept a position with the Department of Education, Division of Rehabilitation Services. Jennifer Hardy also left to accept a position with the Division of Finance. These moves were good opportunities for Brody and Jennifer in their careers. We wish both of them the best.

Vinessa Baldwin accepted a position with State Purchasing. Her role will

be varied as she helps both techs and agents. We welcome her to the staff.

Because of the staffing changes stated above, we would like to make you aware of shifts in the workload.

Rachel Cheney is now responsible for the tracking of agency contracts. Contracts being sent to State Purchasing should be addressed to Rachel at mailbox 141061. Questions regarding the location of a contract or FINET problems with an agency contract should be addressed with Rachel (801-538-3151).

Sheila Bird will remain as the individual that should be contacted for problems with Cooperative Contracts.

In order to make sure that the work is covered, commodities have shifted between agents. To determine which agent to send information regarding a PO sole source, an RQS or RQM, always refer to the most up to date Division of Purchasing Commodity List located on the Purchasing Website on the DIRECTORIES page. As there will most likely be further changes to the commodities, please check the website over the next several weeks.

Table listing staff members, titles, phone numbers, and email addresses. Includes names like Debbie Gundersen, Jennifer Porter, Nikki Sanchez, Pam Russo, Tyler Barnes, Garette Johnson, Mike Porey, Philip Geurtz, Reed Taylor, Terry O'Dool, Yolanda Lartimore, Adrian Ruder, Brenda Valdivere, Brocky Valencia, Heather Stevens, and Larry Tracker.

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This newsletter was edited by Tara Eutsler. If you have any questions or comments, please email them to teutsler@utah.gov





STATE OF UTAH

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PURCHASING UPDATE

August 2013 Issue

TRAINING FOR AUGUST & SEPTEMBER

On August 29, 2013 from 10 AM – 12 PM, purchasing agent, Brenda Veldevere, will teach about "Public Notice and Bids." The lecture will include information about the Code's requirements for public notice of bids and the bid process. A good reference for this class is Section 601-612 of the Procurement Code. This class is important for anyone involved in the formal bid process.

On September 12, 2013 from 10 AM – 12 PM, the

Department of Technology will present "Purchasing Technology Goods and Services." Some of the topics they plan to discuss include: when does my procurement go to DTS; must I contact DTS for a small technology procurement; who do I contact in DTS; what is a business case and when is it required; what is a DTS exemption and how do I get one; who puts together the technology contract; and who negotiates the tech-

nology terms & conditions. If you make technology purchases of any kind, this class is for you.

Sign up now for one or both of these training sessions by filling out the document attached to the newsletter's email. The registration form must be mailed to Vinessa Baldwin (vinessabaldwin@utah.gov). The responding email will verify your registration and announce the location of your chosen class.

TAX EXEMPTION FORMS

The tax exempt form posted on the Purchasing website is for use when purchasing from State Cooperative Contracts. To avoid billing problems, make sure that the vendor knows that State Purchasing is not the billing entity.

Agencies should use their own tax ID when making purchases that are not on

a state cooperative contract. A copy of the form can be found on the Department of Tax Commission's website by following this link <http://tax.utah.gov/forms/current/tc-721g.pdf> Check with your accounting group for your tax ID number or contact the Tax Commission directly.



OFFICE FURNITURE EXPO OPEN HOUSE



WHEN

September 17, 2013
Open House from
9AM – 2PM

WHERE

Multi-Agency Building
195 N. 1950 W. Salt Lake City, UT
Rooms 1020 A and 1020 B

Please join us for our Office Furniture Expo where our five state contract holders will be displaying their latest office furniture and providing information on sustainability programs. The event is being held in conjunction with the NIGP Meeting in 1020 C from 9:00 am to 12:00 pm. The conference is for NIGP members, but everyone is invited to attend the Office Furniture Expo Open House.

Participating State Contract Holders:

Allsteel, Herman Miller, HON, Steelcase, and UCI

If you have any questions please contact Terri O'Toole at (801) 538-3147 or totoole@utah.gov

Allsteel **Herman Miller** **HON** **Steelcase** **UCI**

*The NIGP Meeting is for members only. Everyone is invited to attend the Office Furniture Expo Open House.

DID YOU KNOW? CLASSROOM TRAINING

State Purchasing has issued cooperative contract for both on-line and classroom training specifically for desktop applications. Training highlights include, but are not limited to: Adobe, Microsoft, Crystal Reports, A+, C++, Citrix, VMware, Java, Cisco, Linux, Unix, Android, and iOS.

The awarded vendors include:

<u>Contract Number</u>	<u>Vendor Name</u>	<u>Training Type</u>
MA358	PluralSight	On-Line
MA357	Career Step, LLC	On-Line
MA360	SkillSoft Corporation	On-Line
MA605	Executrain of Utah	Classroom
MA1453	Computer Learning Centers Of Utah (dba – New Horizons)	Classroom

To see a full listing of the training courses offered by each vendor, visit the Division of Purchasing's cooperative contract search engine, located within the Purchasing's website at <http://purchasing.utah.gov/purchasing/statecontractsearch.html>

Enter the contract number listed above, and search. Select "contract summary" and scroll through the document until you find the vendor's catalog or a list of training offered.

If you have questions on any of these contracts, feel free to contact the vendor's directly or contact Jennifer Porter at the Division of Purchasing at 801-349-9212.

DID YOU KNOW? NATURAL GAS

Contract PD851
BP Energy
Natural Gas for Vehicles

Things you should know!

1. This contract requires an agency, who wants to use the contract, to coordinate with State Purchasing.
2. A usage profile for the agencies past year's fuel consumption must be provided to State Purchasing.
3. Questar (Local Utility) requires that certain documents

be signed before an entity is allowed to switch from the local utility to another gas supplier.

3. The ordering of gas (nomination) is required by contract to be administered by an individual in State Purchasing.

4. A public entity (University, School District, etc.) would need to conduct a procurement if they elected not to use the BP contract. Energy consulting groups that coordinate

the switching of entities from a utility (Questar) to an Energy Company other than BP Energy would need to conduct a procurement. It would be wise to consult with your agencies attorney before proceeding.

5. Any questions regarding the BP Contract can be directed to Reed Taylor. [\(801 538-3709\)](tel:8015383709); rtaylor@utah.gov

NEW COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Food Service-Child Nutrition Program	MA2122	Vie Gourmet Inc.	08/16/2013-08/15/2014	
Food Service-Child Nutrition Program	MA459	Valley Services	08/16/2013-08/15/2014	
Frozen/Liquid Eggs	PD458	Nicholas & Company	08/06/2013-	

EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
MMCAP Pharmaceutical Distribution (Wholesaler)-Prime Vendor Covering Utah	PD611	Amerisourcebergen Drug Corporation	10/31/2014	
Mechanical Sweeper	MA016	Legacy Equipment Company	09/26/2015	New pricing
Body Armor	MA132	Central Lake/ Armor Express Inc.	07/31/2014	New pricing
Body Armor	MA141	Survival Armor Inc.	07/31/2014	New pricing
Skid-Steer Loaders, Compact Rack Loaders, Compact Excavators, and Attachments	MA206	DABB & Co	02/28/2017	New pricing
FLEXIBLE MASTIC ASPHALT CRACK SEALING COMPOUND (OTHER SEALING COMPOUNDS, NOT ON THIS CONTRACT, MAY BE AVAILABLE WITH THIS CONTRACTOR BUT MUST BE OBTAINED FOLLOWING SMALL PURCHASE, QUOTE, OR BID SOLICITATION REQUIREMENTS.)	PD959	Crafco Inc	09/18/2014	
PORTABLE TOILETS AND HAND WASH STATIONS PLANNED & UNPLANNED FIRE SUPPRESSION ONLY	MA101	Northwest Cascade Inc	08/31/2016	
PORTABLE TOILETS AND HAND WAS STATIONS PLANNED & UNPLANNED FIRE SUPPRESSION ONLY	MA103	United Site Services of Nevada Inc	08/31/2016	

EXTENDED COOPERATIVE CONTRACTS (CONTINUED)

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
Integrated Classroom which includes some or all of the following items: Sound System, Projectors, Document Cameras, White Boards, Student Response Systems, Wireless Interactive Pads, Interactive Panels, and Software.	<u>MA515</u>	Troxell Communications	09/30/2013	
Integrated Classroom which includes some or all of the following items: Sound System, Projectors, Document Cameras, White Boards, Student Response Systems, Wireless Interactive Pads, Interactive Panels, and Software	<u>MA536</u>	George Webb Sales Company	09/30/2013	
Body Armor	<u>MA1009</u>	Safariland, LLC	07/31/2014	New pricing
Body Armor	<u>MA1531</u>	Point Blank Enterprises Inc.	07/31/2014	New pricing
Body Armor	<u>MA1546</u>	Sentry Armor Systems Inc.	07/31/2014	New pricing
Concrete Vaulted Toilets And Shower Buildings	<u>PD090</u>	CST Concrete Buildings	07/27/2017	
Ready Mix Concrete (Juab, Salt Lake (5300 So. To Pt. of Mtn.), Sanpete, Sevier, Utah, and Juab counties)	<u>PD217</u>	Westroc Inc.	07/18/2016	
Industrial Paper Products, Food Service Related	<u>PD509</u>	Nicholas & Co	08/31/2013	
Construction Management Services	<u>MA011</u>	Construction Control Corporation	09/14/2016	
Construction Management Services	<u>MA012</u>	Hughes General Contractors, Inc.	09/14/2016	
Construction Management Services	<u>MA013</u>	MOCA Systems, Inc.	09/14/2016	

*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

EXTENDED COOPERATIVE CONTRACTS (CONTINUED)

TITLE	CONTRACT	VENDOR	EXPIRE DATE	ADDITIONAL INFORMATION
Dodge/Chrysler/Ram/Jeep Vehicles	AR157	Salt Lake Valley Chrysler	09/30/2014	Assigned to new Agent
Building Surveillance Systems-Cameras, Mounts, Cables & Transmitters/Receivers	MA2129	Utah Controls Inc.	11/30/2013	
Building Surveillance Systems-Cameras, Mounts, Cables & Transmitter/Receivers	MA2130	Simplex Grinnell LP	11/30/2013	
Building Surveillance Recording Systems-DVR's and related Equipment	MA2136	Utah Controls Inc.	11/30/2013	

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COMMODITY CODES

The current assignments for the commodity codes are listed at the right. To determine which agent to send information regarding a PO, Sole Source, an RQS or RQM, always refer to the most up to date Division of Purchasing Commodity List.

<http://www.purchasing.utah.gov/directories/documents/agentlist.pdf>

JENNIFER PORTER, PURCHASING AGENT 801-538-3064 jenniferporter@utah.gov
Data Communications Equipment, Supplies, & Consulting (WSCA), MC1015, PC Stores, Computer Equipment & Maintenance, Computers, Mainframe, Mini & Micro, Computer Printers, Consumable Computer Supplies, Sole Source Equipment & Maintenance, Public Cloud Hosting Services (WSCA) Co-Lead, Programming & Consulting Services

PAM RUGG, PURCHASING AGENT 801-538-3232 prugg@utah.gov
Cloud Hosting Services (WSCA), Computer Software, Desktop Publishing Services, Sole Source Software & Maintenance

JEFF MOTTISHAW, CONTRACT COMPLIANCE AUDITOR, WEB MASTER 801-538-1287 jmottishaw@utah.gov
Communications Equipment & Supplies, Data Communications Equipment & Supplies, Telecommunications & Communications Consulting, Telecommunications Equipment & Supplies, Cell Phones, Satellite Phones (WSCA), Wireless Audit Services, UPS, Radios and Radio Batteries

NIKKI SANCHEZ, PURCHASING AGENT 801-538-3342 nsanchez@utah.gov
Analysis & Studies, Psychological & Human Service Related Services, General Services, Graphic Art Design Services, Background Screening Services (WSCA), Building Related Services - (sanitation, refuse removal, snow removal, elevator maintenance, etc.)

TYLER BARNES, PURCHASING AGENT/CONTRACT ANALYST 801-538-3097 tbarnes@utah.gov
Food, Food Mgmt. & Catering Services, Food Service Equipment, Food Service Related Paper Products, Seeds, Firearms & Ammunition, Police Products, Chemicals, Laundry Products & Equipment, Concessions, Auction Services, Assist Adrian with Construction, Microwave Equipment and Related Construction, Automotive Repairs & Supplies, Vehicle Related Supplies & Services

TARA EUTSLER, PURCHASING TECHNICIAN 801-538-3386 teutsler@utah.gov
State Cooperative Contract MC1015 Quotes/bids

TERRI O'TOOLE, ENVIRONMENTALLY PREFERRED COORDINATOR 801-538-3147 totopole@utah.gov
Furniture & Seating, School Furniture, Music Room Furniture, Carpet & Floor Coverings, Filing Systems, Voting Equipment, Environmental (Consulting (non-construction related))

REED TAYLOR, ENERGY PROCUREMENT ANALYST/PUBLIC EDUC. COORD. 801-538-3709 rtaylor@utah.gov
Arts & Crafts Supplies, Concrete Products, Cumbolum Supplies, Flags, Fuels: (Natural Gas, Propane, Gasoline, Diesel Fuel, Heating Oil) Oil & Lubricants, Library Equipment & Supplies, Recycling Programs, Road Surfacing Materials (Asphalt, Gravel, Crack Sealing, etc.), Fertilizer, Herbicides, Hazardous Waste Disposal, Snow and Ice Melt, Water Treatment Chemicals, School Buses, Solar Panels, Tires, Aircraft & Aircraft Repairs, Aviation Rental, Avionics & Pilot Training, Aerial - Seeding, Spraying & Photography

GARRET JOHNSTON, PURCHASING AGENT, COOP REPRESENTATIVE 801-538-3216 gjohnston@utah.gov
Moving Services, Courier Services, Express Small Package Delivery Services, Truckload & LTL Freight, Warehousing Services, School Related Purchases, Musical Instruments, Window Treatments

MARK PARRY, PURCHASING AGENT 801-537-9243 mparry@utah.gov
Printing Services, Quick Copy Services, Envelopes, Business Cards, Signs (Printed), Printing Plant Equipment & Supplies, Consulting and Professional Services, Auditing Services, Banking & Financial Services

PHILIP GEURTS, CONTRACT ANALYST/PURCHASING AGENT/RECORDS OFFICER 801-538-3254 pgeurts@utah.gov
Legal Services, Insurance, Expert Witness/Consulting, Heavy Equipment, Highway Equipment, Snow Plows, Material Handling Equipment

YOLANDA LARRYMORE, PURCHASING AGENT 801-538-3141 ylarrymore@utah.gov
Advertising & Public Relation Services, Billboards, Training Services, Engineering Equipment (Including GPS) & Supplies, Micrographic Equipment & Supplies, Micrographic Filing Services, Playground & Park Equipment, Athletic Equipment & Supplies, Office Equipment, Wheelchairs & Handicapped Lifts, Highway Sign & Reflective Material

ADRIAN RUGER, PURCHASING AGENT, HIGHER EDUCATION COORDINATOR 801-538-3146 aruger@utah.gov
Drilling, General Construction, New Building Construction Projects Under \$100,000, Steel & Aluminum Buildings, Engineering & Architectural Services, Environmental Consulting (construction related), Fenestry, Loo & Scatter/Chaining, Environmental Remediation, Underground Tanks, Electrical Construction, Fire Extinguishers, Fire Protection Systems & Services, Burglar Alarms, Heating & Air Conditioning Equipment & Installation, Plumbing Projects, Roofing Projects, Security & Surveillance Installation/Repair & Maintenance, Communications Towers

BRENDA VELDEVERE, PURCHASING AGENT 801-538-3142 bveldevere@utah.gov
Pharmaceuticals, Hospital, Dental & Medical Equipment & Supplies, Medical Related Services, Clothing & Textiles, Copier Equipment & Supplies, Digital Duplicators, Drug Testing Reagents, Facsimile Equipment, Footwear, Mailing Equipment & Supplies, Promotional Items, Prosthetic Devices, Products for the Visually Hearing Impaired (Assistive Technology) Safety & First Aid Supplies, Scales & Weighing Apparatus, Scientific & Laboratory Equipment & Supplies, Alcohol & Drug Testing, Laboratory Analysis Services, Managed Print Services(WSCA)

HEATHER STEVENS, PURCHASING AGENT 801-538-3157 hstevens@utah.gov
Animals & Animal Feed, Farm & Garden Equipment & Products, Irrigation & Sprinkler Materials, Lawn Mowers, Veterinary Supplies & Services, Packaging Products, Traffic Control Products, Transcription, Court Reporting, Audio Visual Equipment, Photographic Equipment & Supplies, Linen & Uniform Rental Services, Security Guard Services

LARRY THACKER, PURCHASING MANAGER, EMPLOYEE REPRESENTATIVE 801-537-9242 lthacker@utah.gov
UTA Bus Pass Services, Hand Tools, Industrial Supplies & Equipment, Lamps & Lighting, Batteries, Carpentery Tools, Hardware & Fasteners, Industrial Air Filters, Plumbing and HVAC Supplies, Electrical Supplies, Lumber, Building Materials, Metal & Structural Materials & Fabrication, Glass (Architectural), Paint, Office Supplies, Paper, Fine, Xerographic, Continuous Forms, Industrial & Janitorial Paper Products, Janitorial Supplies & Equipment, Welding Equipment, Supplies & Gases, Material Handling Equipment, Vehicles, Automobiles & Light Trucks, Specialty Vehicles, Vehicle CNG Conversions, Recreational Vehicles

RACHEL CHENEY, PURCHASING TECHNICIAN 801-538-3151 rcheney@utah.gov
Subscription Services, Proprietary Publications, Promotional Items, Clothing & Textiles

(Revision August 20, 2013)



STATE OF UTAH

Division of Purchasing
3150 State Office Building
Salt Lake City, UT 84114
Interdepartmental Mail:
Phone: 801-538-3141
Fax: 801-538-3882

We're on the Web!
purchasing.utah.gov



To automatically receive an email when the **Purchasing Update** is distributed, send a blank email (without your signature or a subject) to the following email address:

subscribe-das-purchasing-newsletters@list.utah.gov

This email address is being protected from spambots. You need JavaScript enabled to view it. and you will be added to the list automatically. For Google Mail users you will need to open your email account, copy the email address above and paste it in the To: line.

These instructions are listed on the State Purchasing website at purchasing.utah.gov then choose BUYER INFORMATION followed by DIVISION NEWSLETTERS. The information is listed near the top of the window.



PURCHASING UPDATE

SEPTEMBER 2013 ISSUE

STATE OF UTAH

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SOLE SOURCE PROCESSING CHANGES

A new sole source form (Revision 09-09-13) is now available on the State Purchasing website. The introduction of this form also initiates changes to the sole source processing in State Purchasing.

The revised form provides a place for the State Purchasing Agent to select which terms and conditions will be used with the PO or agency contract.

The processing of POs

from a sole source will continue as in the past. After the review process, the PO sole source is signed. The purchasing technician will create the PO and send it to both the agency and the vendor. As always a copy of the terms and conditions will be included.

The processing of agency contract sole sources will be a little different. The purchasing technician will re-

turn the signed agency contract sole source form to the sender at the agency. The technician will also include a copy of the terms and conditions and a completed contract coversheet that the agency will use to create the contract.

If you have a copy of the previous sole source form saved to your hard-drive, please replace it with the updated form.

ONLINE SMALL PROCUREMENT TRAINING

Beginning January 1, 2014, all executive branch employees who make small purchases as part of the job are required to have passed small purchasing training and be certified to make small purchases. [see Utah Procurement Code §63G-6a-408 (12)]

In early October, State Purchasing will be launching the *Online Small Purchasing Training*. All state employees who make small purchases, through P-card, GAX, PO, or other means, are required to take this training.

Notification will be sent to all executive directors when the *Online Small Purchasing Training* is ready for use. It will be the responsibility of each department/division to make sure that all individuals who are required to take the training take it.

DID YOU KNOW? SNOW PLOWS AND SPREADERS

THE SNOW SEASON IS RAPIDLY APPROACHING.

Sure it is September and we hope for a few more months of sunshine, but we never know when the snow will start to fall. Be prepared for winter and for your agency's SNOW REMOVAL needs with State Cooperative contract PD508.

PD508 is a state cooperative contract for 8' poly plows, 9' industry standard steel plows, and 8 1/2' v-plows for trucks. Also available are tailgate

spreaders and hitch mounts. Installation is available through the contract on snow plows.

The contracting party is Semi Service Inc. We have secured exceptional pricing to provide for your snow removal needs.

Any questions regarding the PD508 can be directed to Phil Geurts. pgeurts@utah.gov



DID YOU KNOW? UPS (PD136) AND FedEx (MA454)

Does your UPS or FedEx invoice show a Service Charge for pick-up? ...It shouldn't.

If your account shows a weekly service charge for pick-up, you may end up saving \$1,000.00 a year per account by removing the charge. In August of 2011, the State of Utah negotiated "no charge" for parcel pick-up. If your office is being invoiced a weekly pick-up fee, please contact the vendor's account representative and have the fee removed from the account.

Does your UPS or FedEx invoice contain Next-Day or

2-Day line item charges for in-state deliveries? ...It shouldn't.

Both UPS and FedEx Ground Delivery service ship next day to in-state addresses. So next time you ship a package in-state, choose Ground delivery and save money.

Your agency ships UPS or FedEx but you are not using the State contract? ... Tell me it isn't so!

The State of Utah's effective savings off of published rates will make your eyes water: Next Day Air 70%, 2-Day 65%; 3-day 55%; Internation-

al 55%; and Ground 45% off published rates.

To set up a UPS account, email your request to WSCA@UPS.COM. To set up multiple UPS accounts call Enterprise Government Support: 800-877-1497 and enter 164A87 at the prompt.

To set up a FedEx account call FedEx government customer service at 800-645-9424. The FedEx National Account Number for the state of Utah is 7046.

Any questions regarding, PD136 or MA454 should be directed to Garret Johnston, 801-538-3216 or gkjohnston@utah.gov.

THE STATE PURCHASING WEBSITE

Does your internet bookmark take you to the current Purchasing website?

In FY13, the Department of Administrative Services launched a new website linking all of its divisions in one convenient location. At that time, State Purchasing's website received a new look and a new URL, or web

address.

State Purchasing recently was informed that the previous URL was still active. As the previous website is not being updated, the forms that were being downloaded from that site were outdated.

In order to reach the current

State Purchasing website, remove bookmarks to the old site from all of your web browsers. Log into purchasing.utah.gov. If you see Kent Beers' picture on the page, then you have found the current website.

The link to the Purchasing forms is located on the right under *DAS. Services*.

UTAH DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PURCHASING & GENERAL SERVICES

ABOUT ADMINISTRATIVE SERVICES | DAS EMPLOYEES

DAS HOME | ARCHIVES | FACILITIES | FINANCE | FLEET | GENERAL SERVICES | **PURCHASING** | RISK | RULES

WELCOME TO PURCHASING

 Welcome to the Division of Purchasing & General Services. The Division of Purchasing & General Services is one of the many divisions within the Department of Administrative Services. The Division is divided between the Purchasing side and the General Services side. Purchasing provides purchasing and contract oversight for all state cooperative and agency contracts.

The General Services side consists of State Mail & Distribution Services, Print Services and Surplus Property. These programs provide services to state and local government agencies.

PURCHASING QUICK LINKS

- STATE COOPERATIVE CONTRACTS
- CURRENT BIDS
- VENDOR INFORMATION
- BUYER INFORMATION
- AGENT COMMODITY LISTING
- AGENCY TRAINING
- DIRECTORIES
- GENERAL SERVICES
- WSCA PRICE COMPARISONS & AUDITS

DAS SERVICES

- PURCHASING FORMS
- BOARDS AND COMMISSIONS
- PUBLICATIONS, REPORTS, AND NEWSLETTERS
- BUDGET

TRAINING OPPORTUNITY: EDPAC

State Purchasing will not be hosting training in October or November. However, there is a great training opportunity through EdPAC's Annual Buyer's Workshop.

The Workshop is an all day conference which includes

guest speakers and classes. Registration and a small fee are required to attend. The Workshop will be held on: November 7, 2013 at the Jordan School District Auxiliary Services Building located at 7905 South Redwood Road, West Jordan.

EdPAC representatives will send an email this month to their list server. More information should be available in the October Newsletter.

If you are interested in attending contact Jordan School District 801-567-8710.

NEW COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Legal Process Services	MA514	Salt Lake Private Detectives	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	MA517	Bass Boy Enterprises LC	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	MA519	Civil Process Services Investigations LLC	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	MA520	Court OPS Inc	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	MA521	First Process Corporation	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	MA522	Wasatch Constable LC	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	MA523	Bringhurst Process Service LLC	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	MA524	RPS Inc	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	MA526	Eclipse Investigations	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	MA527	Beehive Attorney Service LLC	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	MA529	TD'S Legal Process & Investigations	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	MA530	Chris J. Burton & Associates	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	MA531	Patriot Process Services	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	MA533	Godfrey Legal Services Inc	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	MA534	ICU Investigations LLC	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	MA535	Monte Jensen	3/1/2014 - 3/2/2019	Active Mar 2014

NEW COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Legal Process Services	MA537	Utah Court Services LLC	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	MA541	Washington County Constable Co.	3/1/2014 - 3/2/2019	Active Mar 2014
Chips, Cookies, Snacks, etc.	PD580	Nicholas and Company	09/01/2013-08/30/2018	
Industrial Paper Products, Food Service Related	PD509	Nicholas and Company	09/01/2013-08/31/2018	
Antifreeze	PD498	Kenworth Sales Company	9/10/2013-9/9/2018	Replaces PD1687
Snow Plows and Spreaders	PD508	Semi Service Inc	09/21/18	No Fees
Standard Traffic Signal and Luminaire Poles	MA505	Union Metal Corporation	09/16/18	0.4% Fee, multiple award see also MA507
Standard Traffic Signal and Luminaire Poles	MA507	Valmont Industries, Inc	09/16/18	0.4% Fee, multiple award see also MA505

*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

STAFFING CHANGES

Heather Stevens has left State Purchasing and joined State Print. We wish her the best of luck in her new job.

Tanja Akiyama has joined

State Purchasing as a purchasing agent/technician. We look forward to working with her. Tanja will be responsible for the routing of agency contracts through

State Purchasing during the approval process. All agency contracts should be sent to mailbox 141610 and addressed to Tanja.

EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
All Terrain Vehicle	MA625	Steadman Recreation	08/18/2013	Assigned to new Agent
Honda Vehicles	AR170	Stockton #12 Automotive Inc.	09/30/2014	Updates to Contract
Ford Vehicles	AR1940	Ken Garff Ford	09/30/2014	New pricing
Buick & GMC Vehicles	AR159	Young Buick, GMC Co	09/30/2014	
Automotive Research Software	PA891	Chrome Systems Corp	09/08/2015	
Out Front Mower	MA017	Bonneville Equipment	09/30/2014	
BMW Motorcycle	PD045	IMG Motorrad LLC (BMW Motorcycles of UT)	12/09/2013	
Model 2014 Police Motorcycles	PD1765	Harley-Davidson of Salt Lake City	12/9/2013	
Push Button Stations, Accessible Pedestrian Signal (APS)	PD166	Advanced Traffic Products, Inc.		Assigned to new Agent
Push Button Stations, Accessible Pedestrian signal (APS)	PD167	Gades Sales Co, Inc.		Assigned to new Agent
Software—Oracle (Purchases over \$100,001 List Price) Also Education & Professional Services	AR867	Oracle America Inc	06/30/2014	Note amendment 18 pricing
Portable Toilets and Hand Wash Stations Planned & Unplanned Fire Suppression only	MA104	On The Go Services	08/31/2013	
Snow and Ice Melter, 95% Salt, 6% Enhancing Ingredients	MA982	Streamline Supply Inc.	10/23/2014	

EXTENDED COOPERATIVE CONTRACTS (CONTINUED)

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
Canon Color Digital Copier Equipment, Maintenance and Consumable Supplies Regional Coverage: Box Elder, Cache, Rich, Weber and Morgan Counties	AR658	Valley Office Systems	08/30/2013	Assigned to new Agent New Pricing
Sharp Color Digital Copier Equipment, Maintenance and Supplies. Regional coverage: Box Elder, Cache, Rich, Weber and Morgan Counties only	AR669	Les Olson Company	08/30/2013	Assigned to new Agent
Walk up Color Multifunction Copiers	AR653	Les Olson Company	08/30/2013	Assigned to new Agent
Building Surveillance Systems-Cameras, Mounts, Cables & Transmitters/ Receivers	MA2128	Advent Systems Inc	11/30/2013	
Building Surveillance Systems-Cameras, Mounts, Cables & Transmitter/Receivers	MA2132	Wasatch Controls	11/30/2013	
Building Surveillance Recording Systems -DVR's and related Equipment	MA2135	Advent Systems Inc	11/30/2013	
Building Surveillance Recording Systems -DVR's and related Equipment	MA2137	Wasatch Controls	11/30/2013	
Video Detection System and Components	MA551	AM Signal Inc.	07/31/2013	Increase on item #6 and replacement on item #14
Video Detection System and Components	MA552	Econolite Control Products Inc.	07/31/2013	Assigned to new Agent
Software—Oracle (Purchases over \$100,001 List Price) Also Education & Professional Services	AR867	Oracle America Inc	06/30/2014	Note amendment 18 pricing
Custodial Products—Rubbermaid Products	PD596	Hyko Supply	02/01/14	
Communications: Multi-Channel Voice Logging Recorders	PD676	Digital Speech Systems Inc	1/15/2014	

EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Security Guards, Statewide Coverage	MA185	Chapman Security & Investigations	10/01/2014	
Dental Equipment and Supplies	PD911	Dental Health Products, Inc	09/30/2014	
Cylinder Gases and Welding Supplies	MA1728	Airgas Intermountain, Inc	09/21/2018	New pricing
Education Toys, Games & Curriculum Materials	PA578	Lakeshore Learning Materials	10/15/2014	
Food—Flour & Cereals	PD518	Honeyville Grain Inc	09/30/2014	
Integrated Classroom which includes some or all of the following items: Sound System, Projectors, Document Cameras, White Boards, Student Response Systems, Wireless Interactive Pads, Interactive Panels, and Software.	MA536	George Webb Sales Company	01/15/2014	

EXPIRED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	EXPIRED DATE	ADDITIONAL INFORMATION
Extended Life-Antifreeze	PD1687	Qualco Inc	08/29/2013	Replaced by PD498
All Terrain Vehicle	MA628	Morgan Valley Polaris	08/18/2013	
Continental Sanitary Machine Equipment	MA796	Hylon Koburn Chemicals Inc	09/20/2013	All items have been moved to MA339

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JENNIFER PORTER, PURCHASING AGENT Data Communications Equipment, Supplies, & Consulting (WSCA), MC1015, PC Stores, Computer Equipment & Maintenance, Computers, Mainframe, Mini & Micro, Computer Printers, Consumable Computer Supplies, Sole Source Equipment & Maintenance, Public Cloud Hosting Services (WSCA) Co-Lead, Programming & Consulting Services	801-538-3064	jennifermortier@utah.gov
PAM RUGG, PURCHASING AGENT Cloud Hosting Services (WSCA), Computer Software, Desktop Publishing Services, Sole Source Software & Maintenance	801-538-3232	prugg@utah.gov
JEFF MOTTISHAW, CONTRACT COMPLIANCE AUDITOR, WEB MASTER Communications Equipment & Supplies, Data Communications Equipment & Supplies, Telecommunications & Communications Consulting, Telecommunications Equipment & Supplies, Cell Phones, Satellite Phones (WSCA), Wireless Audit Services, UPS, Radios and Radio Batteries	801-538-1287	jmottishaw@utah.gov
NIKKI SANCHEZ, PURCHASING AGENT Analysis & Studies, Psychological & Human Service Related Services, General Services, Graphic Art Design, Background Screening Services	801-538-3342	nsanchez@utah.gov
TYLER BARNES, PURCHASING AGENT/CONTRACT ANALYST Food, Food Mgmt. & Catering Services, Food Service Related Paper Products, Seeds, Firearms & Ammunition, Police Products, Chemicals, Laundry Products & Equipment, Concessions, Auction Services, Assist Adrian with Construction, Microwave Equipment and Related Construction, Automotive Repairs & Supplies, Vehicle Related Supplies & Services, Police Motorcycles	801-538-3097	tbarnes@utah.gov
TARA EUTSLER, PURCHASING TECHNICIAN State Cooperative Contract MC1015 Quotes/bids	801-538-3386	teutsler@utah.gov
VINESSA BALDWIN, PURCHASING TECHNICIAN Animals & Animal Feed, Veterinary Supplies & Services	801-538-3525	vinessabaldwin@utah.gov
TERRI O'TOOLE, ENVIRONMENTALLY PREFERRED COORDINATOR Furniture & Seating, School Furniture, Music Room Furniture, Carpet & Floor Coverings, Filing Systems, Voting Equipment, Environmental Consulting (non-construction related)	801-538-3147	totoole@utah.gov
REED TAYLOR, ENERGY PROCUREMENT ANALYST/PUBLIC EDUC. COORD. Arts & Crafts Supplies, Concrete Products, Curriculum Supplies, Flags, Fuels: (Natural Gas, Propane, Gasoline, Diesel Fuel, Heating Oil) Oil & Lubricants, Library Equipment & Supplies, Recycling Programs, Road Surfacing Materials (Asphalt, Gravel, Crack Sealing, etc.), Fertilizer, Herbicides, Hazardous Waste Disposal, Snow and Ice Melt, Water Treatment Chemicals, School Buses, Solar Panels, Tires, Aircraft & Aircraft Repairs, Aviation Rental, Avionics & Pilot Training, Aerial - Seeding, Spraying & Photography	801-538-3709	rtaylor@utah.gov
GARRET JOHNSTON, PURCHASING AGENT, COOP REPRESENTATIVE Moving Services, Courier Services, Express Small Package Delivery Services, Truckload & LTL Freight, Warehousing Services, School Related Purchases, Musical Instruments, Window Treatments	801-538-3216	gjohnston@utah.gov
MARK PARRY, PURCHASING AGENT Printing Services, Quick Copy Services, Envelopes, Business Cards, Signs (Printed), Printing Plant Equipment & Supplies, Consulting and Professional Services, Auditing Services, Banking & Financial Services	801-537-9243	mparry@utah.gov
PHILLIP GEURTS, CONTRACT ANALYST/PURCHASING AGENT/RECORDS OFFICER Legal Services, Insurance, Expert Witness/Consulting, Heavy Equipment, Highway Equipment, Snow Plows, Material Handling Equipment	801-538-3254	pgeurts@utah.gov
YOLANDA LARRYMORE, PURCHASING AGENT Advertising & Public Relation Services, Billboards, Training Services, Engineering Equipment (Including GPS) & Supplies, Micrographic Equipment & Supplies, Micrographic Filming Services, Playground & Park Equipment, Athletic Equipment & Supplies, Office Equipment, Wheelchairs & Handicapped Lifts, Highway Sign & Reflective Material	801-538-3141	ylarrymore@utah.gov
ADRIAN RUGER, PURCHASING AGENT, HIGHER EDUCATION COORDINATOR Drilling, General Construction, New Building Construction Projects Under \$100,000, Steel & Aluminum Buildings, Engineering & Architectural Services, Environmental Consulting (construction related), Fencing, Lop & Scatter/Chaining, Environmental Remediation, Underground Tanks, Electrical Construction, Fire Extinguishers, Fire Protection Systems & Services, Burglar Alarms, Heating & Air Conditioning Equipment & Installation, Plumbing Projects, Roofing Projects, Security & Surveillance Installation/Repair & Maintenance, Communications Towers	801-538-3146	aruger@utah.gov
BRENDA VELDEVERE, PURCHASING AGENT Pharmaceuticals, Hospital, Dental & Medical Equipment & Supplies, Medical Related Services, Copier Equipment & Supplies, Digital Duplicators, Drug Testing Reagents, Facsimile Equipment, Mailing Equipment & Supplies, Prosthetic Devices, Products for the Visually Hearing Impaired (Assistive Technology) Safety & First Aid Supplies, Scales & Weighing Apparatus, Scientific & Laboratory Equipment & Supplies, Alcohol & Drug Testing, Laboratory Analysis Services, Managed Print Services(WSCA)	801-538-3142	bveldevere@utah.gov
ZACHARY DERR, PURCHASING AGENT/CONTRACT ANALYST Farm & Garden Equipment & Products, Irrigation & Sprinkler Materials, Lawn Mowers, Packaging Products, Traffic Control Products, Transcription, Court Reporting, Photographic Equipment & Supplies, Vehicles, Automobiles & Light Trucks, Specialty Vehicles, Vehicle CNG Conversions, Recreational Vehicles, Audio Visual Equipment	801-538-3307	zderr@utah.gov
LARRY THACKER, PURCHASING MANAGER, EMPLOYEE REPRESENTATIVE UTA Bus Pass Services, Hand Tools, Industrial Supplies & Equipment, Lamps & Lighting, Batteries, Carpentry Tools, Hardware & Fasteners, Industrial Air Filters, Plumbing and HVAC Supplies, Electrical Supplies, Lumber, Building Materials, Metal & Structural Materials & Fabrication, Glass (Architectural), Paint, Office Supplies, Paper: Fine, Xerographic, Continuous Forms, Industrial & Janitorial Paper Products, Janitorial Supplies & Equipment, Welding Equipment, Supplies & Gases, Material Handling Equipment	801-537-9242	lthacker@utah.gov
LINDA CRAWFORD, PURCHASING AGENT Building Related Services (janitorial, refuse & snow removal, elevator maintenance, etc.), Linen & Uniform Rental, Security Guard Services	801-538-3150	lindacrawford@utah.gov
RACHEL CHENEY, PURCHASING TECHNICIAN Subscription Services, Proprietary Publications, Promotional Items, Clothing & Textiles, Footwear	801-538-3151	rcheney@utah.gov



State of Utah

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We're on
the Web!

purchasing.utah.gov

To automatically receive an email when the **Purchasing Update** is distributed, send a blank email (without your signature or a subject) to the following email address: subscribe-das-purchasing-newsletters@list.utah.gov

This email address is being protected from spambots. You need JavaScript enabled to view it. and you will be added to the list automatically. For Google Mail users you will need to open your email account, copy the email address above and paste it in the To: line.

These instructions are listed on the State Purchasing website at purchasing.utah.gov then choose BUYER INFORMATION followed by DIVISION NEWSLETTERS. The information is listed near the top of the window.



PURCHASING UPDATE

OCTOBER 2013 ISSUE

STATE OF UTAH

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ONLINE SMALL PURCHASE TRAINING FOR EXECUTIVE BRANCH PROCUREMENT UNITS

The State of Utah Division of Purchasing has launched an online training course titled "Online Small Purchase Training." This training is mandatory for all executive branch employees that make small purchases by any means, including but not limited to P-card, petty cash, GAX payment in FINET, or purchase order. Utah Procurement Code 63G-6a-408 (12) states that if a person has not taken this training, they may not make small purchases after January 1, 2014.

Utah Procurement Code §63G-6a-408 (12)

(12) An executive branch procurement unit may not make a small purchase after January 1, 2014, unless the chief procurement officer certifies that the person responsible for procurements in the procurement unit has satisfactorily completed training on this section and the rules made under this section.

The Code's definition of an Executive Branch Procurement Unit includes each department, division, office, bureau, agency or other organization that falls within the State Executive Branch, including the Division and Attorney General's Office.

Employees required to take the training should sign in with their Utah-ID and password at sota-purchasing.utah.gov/sota-purchasing. (see further instructions on page 2) Once they have taken the training and successfully passed the test, they have the option of printing a certificate signed by the Chief Procurement Officer certifying that they have satisfactorily completed training. Once certified, employees will be able to make small purchases on behalf of your agency in compliance with the Utah Procurement Code.

Employees must not make purchases after January 1, 2014 unless they have completed the training. Please note that employees will have their P-card rights suspended after January 1, 2014 unless the training has been satisfactorily completed.

State Purchasing has the ability to create a report showing which employees have completed the training by agency and division. Reports will be available to directors at the beginning of December upon request. If you have questions about the required training, please contact Tara Eutsler at teutsler@utah.gov.

HOW TO TAKE THE ONLINE SMALL PURCHASE TRAINING

The training is best viewed in the Mozilla Firefox web browser. If you do not have Firefox on your computer, you can download it [here](#) or at <http://www.mozilla.org/> You may be able to use Microsoft Explorer, but we recommend against taking the training in Google Chrome.

1. This training must be taken on a computer that is connected to the State of Utah server.
2. Open your web browser; preferably Mozilla Firefox.
3. Go to <http://sota-purchasing.utah.gov/sota-purchasing>
4. Login using your Utah-ID and password.
5. Begin the training. Read the text and answer the questions.

If you reach a question that you cannot answer, click *Continue*. Then on the next training screen, click *Previous* to return to the previous section in order to re-read the material. Clicking *Previous* more than once can take you back several pages. After you have read the material again, move forward through the training to answer the questions.

6. If you leave the training and return to it later, the program will remember your location and answers.
7. When you have successfully completed the training, please print a copy of the certificate by clicking *Print Certificate*. If you do not see the certificate, please check the tabs at the top of your web browser as the certificate often appears in a separate tab. The certificate is for your records. The certificate does not need to be sent to State Purchasing as the Division generates a report to determine who has taken the training.

EPROCUREMENT UPDATE

If using technology to increase your efficiency and effectiveness as well as simplifying buying processes is important to your agency, State Procurement has a solution. Many expect electronic procurement, named eProcurement, to dominate the market over the next couple of years. "eMarketCenter" provides a view into that world.

The application allows a single log on, a connection to multiple vendor sites, the select multiple items, and the making of a purchase in one simple transaction. No more hopping from one site to the next using different usernames and passwords while tracking a dozen invoices. "eMarketCenter" is designed as a one stop shop.

Additionally, the "eMarketCenter" provides a simple and easy interface to navigate. Users will be able to search for items within the system, as well as directly connecting to a supplier's website in order to compare and select the best product available. (Below figure includes all current contracts available within the system).

The screenshot displays the WSCA/NASPO eMarketCenter interface. At the top, there is a navigation bar with various links and a search bar containing the text "Everything". Below the search bar, the page is divided into two main sections: "Hosted Catalogs" and "Punchout Catalogs".

Hosted Catalogs - These vendors are searchable in the eMarket Center

- DiscountCell
- GRACE FEDERAL
- NetApp
- TRANSOURCE
- X-IO

Punchout Catalogs - These vendors are NOT searchable from within the eMarket Center (you will punchout to the vendor's website and then bring your products back into the eMarket Center to make the final purchase)

- DiscountCell
- FASTENAL
- hp
- HOWARD
- IBM
- MSC
- Metro Office Solutions
- DELL
- Office depot
- GRAINGER
- shi

At the bottom of the page, there is a "My Resources" section with the following information:

cbruhn@utah.gov | phone: +1 (801) 538-3524
Site Map

The "eMarketCenter" has multiple functions that allow users to control the buying environment and experience. Certain roles can be applied to enable specific individuals to purchase products. The system can restrict

(Customization) individual vendors that are available to their users.

The "eMarketCenter" allows users to use purchase orders (PO's) or P-cards for their pay-

ments allowing adopting entities to maintain their current buying processes. Additionally, to ensure financial limits are not exceeded spending limits for P-cards can be set for individual users.

EPROCUREMENT UPDATE (CONTINUED)

The screenshot displays the WSCA eMarketCenter interface for a draft order. The top navigation bar includes 'Shop / My Carts and Orders / Open My Active Shopping Cart' and a 'Summary - 40843802 - Draft Order' breadcrumb. A progress bar shows steps: General, Shipping, Billing, Internal Notes and Attachments, External Notes and Attachments, and Final Review. A yellow callout box states: 'Once you have reviewed the details, you may continue by clicking the button at the top of the page. Ensure proper payment information has been included, i.e. PCard or PO Number.' Below this, the 'Order' section is expanded to 'Summary', showing tabs for Summary, Shipping, Billing, and Contractor Info. The main content area is divided into several sections: 'General' (Cart Name: 2013-06-24 cbruht01), 'Shipping' (Ship To: Attn: Purchasing, 3150 State Office Building, SLC UT 84114), 'Billing' (Bill To: Attn: Chris Bruhn, 3150 State Office Building, Salt Lake City, UT 84114), 'Internal Notes and Attachments' (Note to all contractors), and 'External Notes and Attachments' (Attachments for all contractors). The 'Contractor / Line Item Details' section shows 'Transource Computers' with a contract number of 827177. At the bottom, a table lists the line item: 'SATIN PHOTO PAPER 24 X 100 24005M' with a unit price of 96.72 and a quantity of 1 EA, resulting in an extended price of 96.72 USD.

At the moment only multi-state cooperative contracts are available to purchase from. However, the application is in its early form and with your help we anticipate more contracts to be added, eventually leading the state towards adopting a complete eProcurement environment for all state

contracts.

We are very enthusiastic about the potential "eMarketCenter" has in providing your agency with a powerful tool to streamline your buying process. Therefore, we invite you to contact Chris Bruhn, cbruhn@utah.gov, or Jeff Mottishaw,

jmottishaw@utah.gov, to register for "eMarketCenter" as well as answer any questions you may have.

The eProcurement world is just around the corner. "eMarketCenter" provides an opportunity to get ahead of the curve.

CONTRACTS WITH ANOTHER STATE OR WITH A UNIVERSITY FROM ANOTHER STATE

When a Utah State Agency wants to enter into a contract or a cooperative agreement with a state agency, a political subdivision, or a university from another state, the Utah State Agency will need to follow the Procurement Code. The solicitation and contract will need to be reviewed and approved by State Purchasing.

If the contract is a sole source, then a Sole Source Request needs to be processed before the effective date of the contract.

During the revisions of the Procurement Code, it was determined that contracts from another state, including political subdivisions or universities,

will continue to be processed through State Purchasing. There was a misunderstanding in State Purchasing for a period of time on how contracts with another state would be handled, so a few agencies may have received information that conflicted with the current Procurement Code.

EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Integrated Classroom which includes some or all of the following items: Sound System, Projectors, Document Cameras, White Boards, Student Response Systems, Wireless Interactive Pads, Interactive Panels, and Software.	MA536	George Webb Sales Company	1/15/2014	New Agent
Integrated Classroom which includes some or all of the following items: Sound System, Projectors, Document Cameras, White Boards, Student Response Systems, Wireless Interactive Pads, Interactive Panels, and Software	MA515	Troxell Communications	1/15/2014	New Agent
Integrated Classroom which includes some or all of the following items: Sound System, Projectors, Document Cameras, White Boards, Student Response Systems, Wireless Interactive Pads, Interactive Panels, and Software.	MA513	General Communications Inc	1/15/2014	New Agent

*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Office Moving Service - Local and Intrastate	MA1107	A-1 Pioneer Moving & Storage	10/31/2014	
Out Front Mower	MA018	Turf Equipment & Irrigation Inc	09/30/2014	New Agent
Appliances for the Weatherization Program	MA962	RC Willey	10/01/2014	
Mail Room Equipment, Supplies and Maintenance (WSCA)	AR174	Neopost USA, Inc	10/11/2014	
Mail Room Equipment, Supplies and Maintenance (WSCA)	AR175	Bell and Howell, LLC	10/12/2014	
Cylinder Gases and Welding Supplies	MA287	Air Liquide America Specialty Gases, LLC	09/21/2018	
Office Moving Service - Local and Intrastate	MA1107	A-1 Pioneer Moving & Storage	10/31/2014	
Survey and Mapping Global Positioning Systems (GPS) - Trimble	MA026	Monen Engineering Inc	10/31/2015	
Survey and Mapping Global Positioning Systems (GPS) - Leica	MA028	Bonneville Blueprint Supply	10/31/2015	
Emergency Vehicle Products	MA289	Vehicle Lighting Solutions, Inc	11/02/2017	
Emergency Vehicle Products	MA293	Premier Vehicle Installation, Inc.	11/02/2017	

*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

NEW COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Combination Sewer Cleaner	PD099	Legacy Equipment	9/20/2013— 9/20-2018	No fee
LanDesk Software	MA476	Network Consulting Services, Inc.	10/1/2013— 09/30/2014	
LanDesk Software	MA429	Valcom Salt Lake City, LLC	10/1/2013— 09/30/2014	
Disaster Cleanup— Area 1—Northern Utah Panhandle Area 2—Salt Lake County and Adjacent Counties	MA555	Utah Disaster Kleenup	10/4/2013— 10/3/2018	
Disaster Cleanup - Area's 1 & 2, Northern Utah Panhandle Salt Lake County and adjacent Counties	MA556	Alpine Cleaning & Restoration Specialists	10/4/2013— 10/3/2018	
Disaster Cleanup - Area 1 – Northern Utah Panhandle Area 2 – Salt Lake County And Adjacent Counties	MA557	Phipps Enterprises dba ServiceMaster by Phipps	10/4/2013— 10/3/2018	
Fertilizer Products and Grass Seed	PA344	Green Source, LLC	9/23/2013— 9/22/2018	
Fertilizer Products and Grass Seed	PD553	Intermountain Farmers Association	9/23/2013— 9/22/2018	
Disaster Cleanup - Area 3 South Western Utah, Area 4 North Eastern Utah and Area 5 South Eastern Utah	MA562	Bountiful Disaster Cleanup, Inc. dba Servpro of Bountiful	10/04/2013- 10/03/2018	
Printing of State of Utah Warrants (check stock)	AR502	IC Group	9/10/13 – 9/9/2018	New Contract— previously AR1019

EXPIRED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	EXPIRED DATE	ADDITIONAL INFORMATION
Standard Traffic Signal, Luminaire and CCTV Camera Poles	PD781	Union Metal Corporation	07/31/2013	
Printing of State of Utah Warrants (check stock)	AR1019	IC Group		See new contract AR1019



STATE OF UTAH

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PURCHASING UPDATE

NOVEMBER 2013 ISSUE

PQCS TRAINING

The state cooperative contract for information technology programming/consulting services known as MC1015 expires on December 31, 2013. State Purchasing and DTS have worked together to create a new state cooperative contract for these services and have called it PQCS, which stands for Pre-Qualified Consulting Services.

Because of the nature of the contract, all end users are **REQUIRED** to attend training before they are allowed to use the contract.

PQCS training for state employees is scheduled for December 3, 2013 from 9 AM—11 AM in the Auditorium of the State Office Building. Registration is required for credit for the session.

We are utilizing a new method for registering class attendees. All registra-

tion will be collected through Google Docs. Please copy and paste the link below to fill out the registration. Please click the “Send me a copy of my responses.” An email will be automatically sent to you. This email should be used as a reminder for the class.

Only the first 200 will be allowed to attend the training. The form will be disabled when the class is full.

If you need to cancel your registration, please contact Tara Eutsler via email.

Registration Link: [Click Here](#) or copy and paste

https://docs.google.com/a/utah.gov/forms/d/115aJh6arvmmQEAYhvBmcw9iJrqnUhlKJS_A_7oHpwzc4/viewform

DTS/STATE PURCHASING ANNOUNCE A NEW SOLICITATION PROCESS

The new solicitation process will go into effect on January 1, 2014. DTS and State Purchasing will be training on the new solicitation process at the end of the Pre-Qualified Consulting Services (PQCS) Program training held on December 3, 2013 at 9:00 - 11:00 am.

We believe this new process will help DTS, Purchasing, and all Executive Branch agencies to increase efficiency and could be counted toward the Governor’s SUCCESS program.

REVISED TERMS AND CONDITIONS FOR CONTRACTS

The State Standard Terms and Conditions and the Terms and Conditions for Professional Services were revised, with a revision date of Oct 30, 2013.

The changes include:

1. Minor changes to the Status Verification System (E-verify) Clause, first paragraph
2. Changes to Nonappropriation of Funds Clause
3. Updates to Utah Code References in some clauses
4. Added a clause that requires the Contractor to

carry general insurance

5. Minor change to Insurance Section, first paragraph, in the Professional Svs. Terms and Conditions

The updated terms and conditions are on State Purchasing's website under the "Purchasing Forms" page, in the Agency Contract Forms Section. These terms and conditions will be attached to future solicitations.

Any solicitations that have been posted with these terms and conditions should have these included in the related contract.



Standard T&C



Professional Services T&C

INSURANCE CLAUSE IN CONTRACT TERMS AND CONDITIONS

In the Terms and Conditions for contracts, there is an Insurance Clause that requires action by the contracting agency. Located in Section 17 in the Standard Terms and Conditions and in Section 22.2 (2) in the Terms and Conditions for Professional Services, the clause reads:

INSURANCE: *Contractor must carry insurance with policy limits no less than one million per incident and three million in the aggregate.*

Contractor must provide proof of insurance to State and must add State as an additional insured with notice of cancellation.

When an agency contract is being awarded, the agency is responsible for getting a copy of the proof of insurance from the Contractor. The agency must verify that the State was added as an additional insured and that the State will be notified if the insurance is cancelled. The

agency must keep this documentation for the full time the contract is valid. Except in rare instances, the proof of insurance should not be an attachment to the contract.

If, during the preparation of a solicitation, an agency believes the Insurance Clause does not apply, the agency should contact the purchasing agent from State Purchasing to determine any changes that would be appropriate.

ONLINE SMALL PURCHASE TRAINING

"The Online Small Purchase Training" is mandatory for all executive branch employees that make small purchases by any means, including but not limited to P-card, petty cash, GAX payment in FINET, or purchase order. [Utah Procurement Code 63G-6a-408 (12)] Employees must not make purchases after January 1, 2014 unless they have completed the training.

The training is best viewed in the Mozilla Firefox web browser. If you do not have Firefox on

your computer, you can download it [here](#) or at <http://www.mozilla.org/> You may be able to use Microsoft Explorer, but we highly recommend against taking the training in Google Chrome.

The URL for the Online Small Purchase Training and instructions for taking the training are below.

If you have questions about the required training, please contact Tara Eutsler at teutsler@utah.gov.

-
1. This training must be taken on a computer that is connected to the State of Utah server.
 2. Open your web browser; preferably Mozilla Firefox.
 3. Go to <http://sota-purchasing.utah.gov/sota-purchasing>
 4. Login using your Utah-ID and password.
 5. Begin the training. Read the text and answer the questions.

If you reach a question that you cannot answer, click *Continue*. Then on the next training screen, click *Previous* to return to the previous section in order to re-read the material. Clicking *Previous* more than once can take you back several pages. After you have read the material again, move forward through the training to answer the questions.

6. If you leave the training and return to it later, the program will remember your location and answers.
7. When you have successfully completed the training, please print a copy of the certificate by clicking *Print Certificate*. If you do not see the certificate, please check the tabs at the top of your web browser as the certificate often appears in a separate tab. The certificate is for your records. The certificate does not need to be sent to State Purchasing as the Division generates a report to determine who has taken the training.

EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Subaru Vehicles	AR168	Young Subaru	9/30/2014	New Agent
Kia Vehicles	AR169	Young Kia	9/30/2014	New Agent
Fresh Produce	PD314	Nicholas and Company	10/31/2014	
Elgin Sweeper OEM Parts and Service	PA1253	Legacy Equipment Company	6/09/2015	
Survey and Mapping Global Positioning Systems (GPS) - Topcon/Leica	MA027	Rocky Mountain Transit Instruments	10/31/2015	
Towers, 3 Legged Triangular Hollow Leg Self Support & 4 Legged Hollow Round Self Support Towers (WSCA)	AR1944	Valmont Structures	10/29/2014	
Communications-Mobile Radios (WSCA)	AR1811	Daniels Electronics Ltd.	10/29/2014	
Office Moving Service - Local and Intrastate	MA1807	Bailey's Moving and Storage	10/31/2014	
Water Treatment Products	MA1726	Water and Energy Systems Technology, Inc	1/31/2014	
Water Treatment Products	MA061	Power Engineering Company Inc.	1/31/2014	

*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

NEW COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Fuses (Flares)	PD1730	Standard Fusee Corp. dba Orion Safety Products	10/21/2013- 10/22/2018	
Seafood	MA571	Sysco Intermountain	11/4/2013- 11/3/2018	
Seafood	MA1829	Nicholas & Company	11/4/2013- 11/3/2015	Replaces PD1829
Setina Pushbumpers	PD579	Premier Vehicle Installation	11/15/2013- 11/14/2018	Replaces PD 215
Electronic Control Devices	MA1801	ProForce Law Enforcement	11/13/2013- 11/12/2018	Replaces PA1801
Electronic Control Devices	MA577	Karbon Arms, LLC.	11/13/2013- 11/12/2018	
Disaster Cleanup– Area 3 South Western Utah, Area 4 North Eastern Utah and Area 5 South Eastern Utah	MA563	Certified Disaster Services, Inc.	10/4/2013- 10/3/2018	
Bus Passes and Rail Services—For State Agency Use Only	PA572	Utah Transit Authority	1/1/2014- 12/31/2015	

EXPIRED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	EXPIRED DATE	ADDITIONAL INFORMATION
Printing of State of Utah Warrants (check stock)	AR1019	IC Group		See new contract AR1019

*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

DID YOU KNOW? TECHNOLOGY PURCHASES

Did you know that, if you are an executive branch, any and all technology purchases, agency contracts, sole sources, etc must be made through Department of Technology Services (DTS). This covers technology available on state cooperative contracts such as computers, printers, software, consulting

services, web hosting, and a whole lot more. Executive branch procurement units should check with DTS before making any technology purchase. An important URL to remember for technology purchases and services is <http://dts.utah.gov/index.php>



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DID YOU KNOW? OFFICE SUPPLY CONTRACTS

Last week Office Depot and OfficeMax officially merged as business partners. The state currently has an office supply contract with each vendor. It will take some time for these two companies to merge their systems so for the time being it will be business as usual for both companies in the State of Utah. You can continue to use MA142 with Office Depot and MA1595 with Of-

iceMax. You should not see any issues with service or product availability. Both companies main priority will be to continue to service the end users. Thank you for your continued use of the state cooperative contracts. If you have any questions or concerns please contact your sales rep from the respective companies or Larry Thacker with State Purchasing.

DID YOU KNOW? DIGITAL PRINT & COPY SERVICES

Last week OfficeMax and Office Depot formally merged into one organization. It has been announced that the new CEO and Chairman is Roland C Smith. Details on how this will affect contracts MA040 and

MA041 Digital Print and Copy Services have not been announced.

If you have any questions or concerns please contact your sales rep from the respective companies or Mark Parry with State Purchasing.

**We're on
the Web !**

[purchasing .utah.gov](http://purchasing.utah.gov)

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This email address is being protected from spambots. You need JavaScript enabled to view it. and you will be added to the list automatically. For Google Mail users you will need to open your email account, copy the email address above and paste it in the To: line.

These instructions are listed on the State Purchasing website at purchasing.utah.gov then choose BUYER INFORMATION followed by DIVISION NEWSLETTERS. The information is listed near the top of the window.



PURCHASING UPDATE

DECEMBER 2013 ISSUE

STATE OF UTAH

PQCS TRAINING JANUARY 7, 2014

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Pre-Qualified Consulting Services, or PQCS, is a new state cooperative contract for information technology programming or consulting firms. These services have been available through the MC1015 contract, but that contract expires on December 31, 2013. Starting in January, the PQCS contract will replace MC1015.

Anyone in the executive branches who wants to utilize information technology programming or consulting services through the PQCS contract is **REQUIRED** to attend the training class in order to learn the procurement process required for the contract. Without the training, the contract cannot be used.

For those who were unable to attend the training in December, a second PQCS Training session has been scheduled for January 7, 2013. This training is specifically for agencies, divisions, or offices in the executive branch which will need to procure the services of information technology programming or consulting firms. Those

outside of the executive branch who wish to attend are welcome.

Registration is required for credit for the session. All registration will be collected through Google Docs.

DATE: January 7, 2014

TIME: 9 - 11 AM

LOCATION:

State Office Building

Capitol Hill

1st floor Auditorium

In order to register, copy and paste the following link into your web browser:

https://docs.google.com/a/utah.gov/forms/d/1BS2P_6-j_FluDiFv47J3WGNx7Ny7BkxIFP_zDfeAFmY/viewform

Fill out the form and click "Submit."

Please make note of the above time and date for the class as Google will not send you an email about your registration. To prevent problems that have occurred with other registration forms, the response has had to be turned off. Please . If you need to cancel your registration, please contact Tara Eutsler via email.

ONLINE SMALL PURCHASE TRAINING— MUST BE COMPLETED JANUARY 1

“The Online Small Purchase Training” is mandatory for all executive branch employees that make small purchases by any means, including but not limited to P-card, petty cash, GAX payment in FINET, or purchase order.

[Utah Procurement Code 63G-6a-408 (12)] Employees must not make purchases after **January 1, 2014** unless they have completed the training. P-cards will be deactivated if the user has not taken the training.

Mozilla Firefox is the best web browser in which to take the training. If you do not have Firefox on your computer, you can download it [here](#) or copy and paste this URL into your cur-

rent web browser. <http://www.mozilla.org/> You may be able to use Microsoft Explorer, but warn that the training is not compatible with Google Chrome and causes errors.

The URL for the Online Small Purchase Training and instructions for taking the training are below.

If you have questions about the required training, please contact Tara Eutsler at teutsler@utah.gov.

A report of individuals who have completed the training are now available to directors or their designee. For a copy, please contact Tara Eutsler.

-
1. This training must be taken on a computer that is connected to the State of Utah server.
 2. Open your web browser; preferably Mozilla Firefox.
 3. Go to <http://sota-purchasing.utah.gov/sota-purchasing>
 4. Login using your Utah-ID and password.
 5. Begin the training. Read the text and answer the questions.

If you reach a question that you cannot answer, click *Continue*. Then on the next training screen, click *Previous* to return to the previous section in order to re-read the material. Clicking *Previous* more than once can take you back several pages. After you have read the material again, move forward through the training to answer the questions.

6. If you leave the training and return to it later, the program will remember your location and answers.
7. When you have successfully completed the training, please print a copy of the certificate by clicking *Print Certificate*. If you do not see the certificate, please check the tabs at the top of your web browser as the certificate often appears in a separate tab. The certificate is for your records. The certificate does not need to be sent to State Purchasing as the Division generates a report to determine who has taken the training.

UPCOMING MONTHLY TRAINING

On January 16, 2014, Tara Eutsler will teach **Purchasing 101**. The class will cover: 1) Where to start when asked to procure an item for your division; 2) Review the small procurement rules; 3) Discuss informal bids; 4) Explain correct phone/e-mail quotes procedures.

If you are new to purchasing or are confused about the new purchasing rules, the Purchasing 101 class is for you.

The **Contract Basics** class will be held on February 20, 2014. This class will cover: 1) Contract forms and checklists; 2) Terms and Conditions—which version should you use; 3) Writing a scope of work; 4) Routing a contract through the State approval process; and 5) Common mistakes on contracts.

If you are new to purchasing or just need a refresher on how to complete a contract,

the Contract Basics class is for you.

The material presented in both of these classes are based on the executive branch procurement rules and procedures. The class are written to serve the needs of individuals working for the executive branch offices, however, we welcome individuals from special districts, higher education, school districts, and political subdivisions who would like to attend.

Registration is required to attend these classes. All registration will be collected through a Google Doc form. Please note the date, time, and location as Google will NOT send you notification of your registration

As fire code limits the number of attendees, the registration form for an individual class will be disabled after 90 individuals have registered. If you need to cancel your registration, please

contact Tara Eutsler via email.

Purchasing 101 Registration

DATE: January 16, 2014

TIME: 1 - 3 PM

LOCATION: Multi-Agency State Office Building (MASOB)
195 N 1950 W, Salt Lake City
Room 1020B & 1020C

Copy & Paste the following link into your web browser:

<https://docs.google.com/forms/d/1TjKVCbThvS0i4PLKH-1f-1kFuW0CQ5h0sWhkF22Ij18/viewform>

Contract Basics Registration

DATE: February 20, 2014

TIME: 1 - 3 PM

LOCATION: Multi-Agency State Office Building (MASOB)
195 N 1950 W, Salt Lake City
Room 1020B & 1020C

Copy & Paste the following link into your web browser:

https://docs.google.com/forms/d/1f2kwVKdwMq4FmA1Bwm8_kuTZJSEAYbaPMZQ9setOaqk/viewform

UPDATED RFP MANUAL

The Request for Proposal, or RFP, is one type of competitive solicitation that the State uses to procure goods and services. The RFP Manual that is available on the State Purchasing Website was recently revised. Important

wording changes were made to the RFP template, which is contained in the manual.

Agencies should download the updated manual from the State Purchasing website and use the updated form for any new RFP.

The RFP Manual is located on Purchasing Forms page under the heading "PURCHASING FORMS AND INFORMATION" or follow this link.

<http://purchasing.utah.gov/2012-08-30-20-32-26.html>

EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Generators (LP) & Transfer Switches	MA2075	Energy Management Corporation	01/01/2010-12/31/2015	
Police Radar, Lidar, Parts and Accessories (WSCA)	MA1867	Laser Technology Inc.	1/20/2012-10/30/2015	
Police Radar, Lidar, Parts and Accessories (WSCA)	MA1771	MPH Industries, Inc.	01/20/2012-10/30/2015	
Police Radar, Lidar, Parts and Accessories (WSCA)	MA1772	Kustom Signal Inc.	1/20/2012-10/30/2015	
Police Radar, Lidar, Parts and Accessories (WSCA)	MA558	Decatur Electronics, Inc	1/20/2012-10/30/2015	
Police Radar, Lidar, Parts and Accessories (WSCA)	MA546	Applied Concepts Inc.	1/20/2012-10/30/2015	
Police Radar, Lidar, Parts and Accessories (WSCA)	MA188	Digital Ally Inc.	1/20/2012-10/30/2015	
Industrial Equipment & Supplies	MA042	Grainger Industrial Supply	4/01/2011-2/28/2017	
Industrial Equipment & Supplies	MA043	Fastenal	4/01/2011-2/28/2017	
Telecommunications—Music on Hold & Custom Messages on Hold Services	AR798	Muzac LLC	08/26/2007-01/25/2014	
Communications-Radio Equipment Microwave (WSCA)	AR872	Amy Lemons	6/20/2009-10/29/2014	
Communications-Radio Equipment (WSCA)	AR1795	Vertex Standard	6/14/2004-10/29/2014	
Office Moving Service - Local and Intrastate	MA545	Mesa Systems Moving & Storage	11/1/2009-10/31/2014	New equipment rental added

*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Heavy Equipment Body Repairs	MA852	Rob Schmidt Body & Paint	5/01/2011-5/31/2016	
Heavy Equipment Body Repairs	MA857	Higgins Body & Paint Inc	5/01/2011-5/31/2016	
Walk-In Building Supplies and related material/Walk-In Carpentry Supplies/Walk-In Home Improvement Supplies.	MA087	Lowes HIW, Inc	8/01/2011-7/31/2017	
Building Surveillance Systems – Cameras, Mounts, Cables & Transmitters/Receivers	MA2140	TV Specialists	9/1/2010-1/31/2014	
Building Surveillance Systems – Cameras, Mounts, Cables & Transmitters/Receivers	MA2136	Utah Controls Inc	9/1/2010-1/31/2014	
Building Surveillance Systems – Cameras, Mounts, Cables & Transmitters/Receivers	MA2129	Utah Controls Inc	9/1/2010-1/31/2014	
Building Surveillance Recording Systems – DVR's and related Equipment	MA2137	Wasatch Controls	9/1/2010-1/31/2014	
Building Surveillance Systems – Cameras, Mounts, Cables & Transmitters/Receivers	MA2132	Wasatch Controls	9/1/2010-1/31/2014	
Building Surveillance Recording Systems – DVR's and related Equipment	MA2135	Advent Systems Inc	9/1/2010-1/31/2014	
Building Surveillance Systems – Cameras, Mounts, Cables & Transmitters/Receivers	MA2128	Advent Systems Inc	9/1/2010-1/31/2014	
Building Surveillance Systems – Cameras, Mounts, Cables & Transmitters/Receivers	MA2130	Simplex Grinnell LP	9/1/2010-1/31/2014	
Nissan Vehicles	AR164	Ken Garff Nissan	11/09/2011-9/30/2014	New Pricing

EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Auto Parts (WSCA)	MA2115	Genuine Parts Co. dba NAPA Auto Parts	6/24/2010- 12/12/2014	
Rice, Beans and Tapioca	PD1945	Nicholas and Company	12/15/2010- 12/14/2015	New Contact
Water Treatment	MA1725	Industrial Solutions, Inc.	11/30/2008- 1/31/2014	
Dry Mixes	MA032	Sysco Intermountain Food Services Inc	1/08/2011- 1/08/2016	
Auction or Sale of Utah Surplus Personal Property	AR171	TNT Auction	12/6/2011- 12/5/2014	
Online Surplus Property Auction Services	MA421	GovDeals, Inc.	9/12/2007- 11/11/2014	
Data Communication Services– Line Ethernet XDSL, Wave length or Lambda Service, Highspeed, internet access, SIP other, flat business line, ISDN, PRI private line DSI, private line interstate, toll free and directory assistance	MA110	Integra Telecom of Utah, Inc.	5/24/2012- 2/16/2018	
Industrial Equipment & Supplies (as found in the current MSC Industrial Supply catalog or at www.mscdirect.com)	MA323	MSC Industrial Supply Co, Inc.	04/01/11 - 02/28/2017	Multiple award contract—see other vendors
Communication Services-Line Ethernet, and LAN Ethernet	MA113	UT Telecommunications Open Infrastructure Agency (UTOPIA)	02/09/2012 - 02/16/18	Multiple award contract—see other vendors
Video Conferencing Hardware, Software and Services	MA2108	Cisco Systems Inc (formerly) Tandberg Inc	06/01/2010— 05/31/2016	Multiple award contract— see other vendors
Online Legal Research Services	MA2124	LexisNexis a division of Reed Elsevier Inc	01/01/2011— 12/31/2015	Only items listed in price schedule
Batteries: Portable Two-Way Radio	PD2009	PFcomac	02/01/2012- 02/01/2015	

NEW COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Radar Vehicle Sensing Devices	PA684	Summit Traffic Solutions	11/26/2013-11/27/2018	
Codis Buccal Swab Collection Kits (old kit with tri-fold instruction form)	AR125	Sirchie Acquisition Co LLC	12/01/2013-11/30/2018	
Ground Maintenance Equipment (WSCA-NASPO)	PD594	The Toro Company	12/03/2013-12/06/2018	

EXPIRED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	EXPIRED DATE	ADDITIONAL INFORMATION
Printing of State of Utah Warrants (check stock)	AR1019	IC Group		See new contract AR1019

DID YOU KNOW? ATV VEHICLES

Do you need an ATV for your division? There are two contracts for popular side by side ATV vehicles.

MA290 for Kawasaki Mules and MA291 for Polaris Rangers. Both vendors have several styles of ATVs with two pictured at the right

The Division of Purchasing receives many inquiries on Yamaha and Honda

ATVs. There currently is no state contract for Yamaha ATVs and the Honda ATV contract was not renewed.

For a complete listing of available products and pricing, as well as the vendor contact information and website, please link to: <http://purchasing.utah.gov/purchasing/statecontractsearch.html> and search using the above contract numbers.



Kawasaki Mule 4010



Ranger RZR 800

DID YOU KNOW? ELECTRONIC CONTROL DEVICES: TASERS OR STUN GUNS

There are new contracts in place for Electronic Control Devices—Taser and stun guns.

MA1801 is with Proforce Law Enforcement contract offers the Taser brand. This product is familiar as it was available through previous contracts, but the product list has been expanded.

MA577 is with Karbon Arms, LLC. The Karbon Arms offers a stun gun unit that is very similar to the Taser brand. Their units come at a lower cost and are field repairable. They offer a free 15 day evaluation of

one of their units to most public safety departments.

Please see the contract summary pages for the terms of the agreements. To view these summary pages, please follow this link: <http://purchasing.utah.gov/purchasing/statecontractsearch.html> and search for the above referenced contract numbers. Click on the "view" link under the contract summary heading.



State of Utah

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Interdepartmental
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DID YOU KNOW? GPS PRODUCTS

All Surveying and Mapping Global Positioning Systems (GPS) have been extended through 10/31/15.

MA026 -Monsen Engineering (Tremble)

MA027 -Rocky Mountain Transit Instruments (TOPCON/LEICA)

MA028 -Bonneville Blueprint Supply (LEICA)

Contract MA026 -Monsen Engineering (GPS) Tremble has a few price changes effective 10/30/2013.

Item# 99100-20 Trimble Pro 6T Receiver (price change)

Item# 99100-21 Trimble Pro 6T Receiver with Floodlight (price change)

Item# 89000-21 GeoXT Handheld (Standard Edition, with Floodlight (price change)

Item# 79000-21 GeoXT handheld (discontinued)

**We're on
the Web !**

[purchasing .utah.gov](http://purchasing.utah.gov)

To automatically receive an email when the **Purchasing Update** is distributed, send a blank email (without your signature or a subject) to the following email address: subscribe-das-purchasing-newsletters@list.utah.gov

This email address is being protected from spambots. You need JavaScript enabled to view it. and you will be added to the list automatically. For Google Mail users you will need to open your email account, copy the email address above and paste it in the To: line.

These instructions are listed on the State Purchasing website at purchasing.utah.gov then choose BUYER INFORMATION followed by DIVISION NEWSLETTERS. The information is listed near the top of the window.