



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



This Issue

- Staples Webinar Training...pg 1
- February Training...pg 2
- Did You Know Articles...pg 2
- New Contract...3
- Extended Contracts...pg 3
- Other/Expired Contracts...pg 4
- Contact Info...pg 4

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

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.

