



Purchasing Update

...news you can use

State of Utah
Division of Purchasing
& General Services

Issue 2012-5

May 22, 2012

Signatures on Contracts



When the agency is preparing a Contract, please pay attention to the Signature Lines on the Contract. Please have the full signature block on one page. Do not have one or two signatures isolated by themselves on a separate page. When one or two signatures are on a page by themselves, there can be a potential for integrity problems with the contract, and the use of that signature page.

In addition, on the page that has the signatures, please add a header on that page identifying the parties to the contract, such as:

“Page Two

Contract with Dept. of Administrative Svs. and ABC Company”

Please be aware that State Purchasing is going to be monitoring Contracts to see that this policy is followed. When the signatures on a contract are split between two pages, State Purchasing may be returning the contract to the agency to have the contract documents re-written and routed for new signatures.

Agency Contract Deadlines for FY 2012



Agency contracts and amendments for FY12 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 11, we will strive to process them before June 30. If contracts and amendments are received after June 11, 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 the 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 yearend will run smoothly for your agency.

Monthly Training Opportunities

State Purchasing will not hold a training session in May but will have one in June. This training will be taught by Kent Beers the Director of State Purchasing. He will discuss the new changes in the Utah Procurement Code, some of which become effective this year. This will be the only class taught on the new changes this year so please make your reservations and arrange your schedule to attend.



This training will be held in the State Office Building auditorium on Thursday, June 7, 2012 from 1:00 PM to 4:00 PM. The State Office Building is located directly across from the State Capitol and the auditorium is on the 1st floor.

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

Did You Know.....

Did you know that the State of Utah has six (6) contracts for Police Radar, Lidar, and Accessories. The contract numbers are [MA-546](#) - Applied concepts Inc. dba Stalker Radar, [MA-1772](#) - Kustom Signals Inc, [MA-1771](#) - MPH Industries Inc, [MA-1867](#) - Laser Technology Inc, [MA-558](#) - Decatur Electronics Inc and [MA-188](#) - Digital Ally Inc. By having multiple award contracts we anticipate everyone's needs can be met. Please go to our website at www.purchasing.utah.gov and search the contract number (s) indicated above. Please click on "view" under the contract summary to see the cover page with all the items that are available under the contracts. Please review all of them before making a purchase. You may contact Heather Stevens with State Purchasing with any questions or concerns. hstevens@utah.gov 801-538-3157. ☞

Did You Know.....

It's spring cleaning time and there are new State Co-Op contracts available for carpet and upholstery cleaning services effective May 24, 2012. We will now have 5 vendors on contract: [MA-251](#) - AJ's Carpet Cleaning, [MA-250](#) - RBM Services Inc., [MA-254](#) - Double Take Carpet Cleaning, [MA-252](#) - Business Cleaning Systems, Inc., and MA247 - Abacus Carpet and Upholstery Cleaning. Please take a look at State Purchasing's website for contract details and pricing. Happy cleaning!

If you have any questions on these contracts, please call Jennifer Porter at [801-538-3064](tel:801-538-3064). ☞

New Contracts

Title	Contract	Vendor	Dates	Additional Information
Aviation Fuel for Salt Lake, Airport	PA-539	Million Air SL	04/18/2012 through 04/17/2014	This is a new contract with the same vendor.
Carpet and Upholstery Cleaning Services	MA-247	Abacus Carpet & Upholstery Cleaning	05/24/2012 through 05/23/2015	

Title	Contract	Vendor	Dates	Additional Information
Carpet and Upholstery Cleaning Services	MA-251	AJS Carpet Cleaning Inc.	05/24/2012 through 05/23/2015	
Carpet and Upholstery Cleaning Services	MA-252	Business Cleaning Systems Inc.	05/24/2012 through 05/23/2015	
Carpet and Upholstery Cleaning Services	MA-254	Double Take Advertising	05/24/2012 through 05/23/2015	
Carpet and Upholstery Cleaning Services	MA-250	RBM Services Inc.	05/24/2012 through 05/23/2015	
Communication Services – Line Ethernet, & LAN Ethernet	MA-113	Utah Telecommunications Open Infrastructure Agency (UTOPIA)	02/09/2012 through 02/08/2015	
Construction – Job Order Contracting	MA-244	A J Construction, Inc.	05/01/2012 through 04/30/2013	
Construction – Job Order Contracting	MA-243	Benstog Construction Corporation	05/01/2012 through 04/30/2013	
Construction – Job Order Contracting	MA-245	C R C Construction, Inc.	05/01/2012 through 04/30/2012	
Construction – Job Order Contracting	MA-241	Okland Construction	05/01/2012 through 04/30/2012	
Construction – Job Order Contracting	MA-242	Yerba Buena Engineering & Construction, Inc.	05/01/2012 through 04/30/2013	
Dual Wheel Van Conversion – Labor	MA-235	Jorgenson Ford Inc.	03/21/2012 through 03/22/2014	
Dual Wheel Van Conversion – Labor	MA-236	Rocky Mountain Collision	03/21/2012 through 03/22/2014	
Gas, Diesel and Fuel Oil for San Juan, Montezuma Creek, Monument Valley, Navajo MT., and San Juan	PD-1327	B C L Distributing Co.	04/17/2012 through 04/16/2015	This is a new contract with the same vendor.
Gas, Diesel and Fuel Oil for Wayne County	PD-230	Brian Farm Service Center	04/17/2012 through 04/16/2015	
Gas, Diesel and Fuel Oil for Beaver, Browns Park, Carbon, Daggett, Duchesne, Grouse Creek, Millard, Rich and Uintah Counties	PD-1332	Cardwell Dist. Inc.	04/17/2012 through 04/16/2015	This is a new contract with the same vendor.

Title	Contract	Vendor	Dates	Additional Information
Gas, Diesel and Fuel Oil for Kane and Washington Counties	PD-1335	Ken Bettridge Distributing	04/17/2012 through 04/16/2015	This is a new contract with the same vendor.
Gas, Diesel and Fuel Oil for Davis, Morgan, Salt Lake, Summit, Wasatch, and Weber Counties	PD-234	Mansfield Oil Company of Gainesville Inc.	04/17/2012 through 04/16/2015	
Gas, Diesel and Fuel Oil for Fairview Canyon Rd. Shed, Grand, Kane, Navajo Mtn., and Pine Springs Counties	PD-231	Petroleum Traders Corporation	04/17/2012 through 04/16/2015	
Gas, Diesel and Fuel Oil for Daggett, Duchesne, Grand, Piute, Sanpete, and Wayne Counties	PD-1336	Sinclair Oil Corp.	04/17/2012 through 04/16/2015	This is a new contract with the same vendor.
Gas, Diesel and Fuel Oil for Fairview Canyon Rd. Shed, Grand, Kane, Navajo Mtn., and Pine Springs Counties	PD-232	Thompson Oil Co.	04/17/2012 through 04/16/2015	
HIV Rapid Testing Kits, Saliva Alcohol Testing Kits, and Hepatitis C Rapid Testing Kit	PD-224	Orasure Technologies, Inc.	04/12/2012 through 01/14/2013	
Mail Room Equipment, Supplies & Maintenance (WSCA)	AR-174	Neopost USA, Inc.	04/05/2012 through 10/12/2013	This contract replaces AR-1960.
Mail Room Equipment, Supplies & Maintenance (WSCA)	AR-173	Pitney Bowes, Inc.	03/22/2012 through 10/12/2013	This contract replaces AR-1960.
Mailroom Specific Furniture (WSCA)	PD-226	Versia Storage Systems	04/18/2012 through 10/12/2013	
New Tires & Tubes (Repairs & Rotation)	MA-208	The Goodyear Tire & Rubber Company	04/01/2012 through 03/31/2013	
New Tires & Tubes, Repairs & Rotation	MA-211-1	Michelin North America, Inc.	04/01/2012 through 03/31/2015	
Tires & Tubes (New) Plus Repairs & Rotation	MA-210-1	Bridgestone Americas Tire Operations, LLC	04/01/2012 through 03/31/2015	
Wireless Communication Services & Equipment (Cell Phones) (WSCA)	MA-149	AT&T Mobility National Accounts LLC	03/15/2012 through 10/21/2016	
Wireless & Cellular Accessories (WSCA)	MA-189	Tessco Inc.	03/15/2012 through 10/21/2016	

Extended Contracts

Title	Contract	Vendor	Extended Until	Additional Information
Assistive Technology Products for the Blind	MA-1538	Axis	03/31/2013	Please note the Victor Stratus Reader & the Hovercam have been added to the contract.
Assistive Technology Products for the Blind	MA-342	Enablemart c/o School Health Corporation	03/31/2013	Please note new vendor number.
Bio-Diesel: All blends (B5, B10, B15, and B20) for the following counties – Emery, Garfield, Iron, Kane, Piute, and Washington. All blends except B20 (B5,B10, B15) for the following counties-Beaver, Box Elder, Cache, Carbon, Davis, Juab, Millard, Morgan, Rich, Salt Lake, Sanpete, Sevier, Summit, Tooele, Utah, and Wasatch	PD-496	Thomas Petroleum	04/16/2012	
Computers – PC Store	MA-1448	CDW Government Inc.	06/30/2012	
Data Entry Services	UCI-1869	Utah Correctional Facility	04/30/2013	
Emergency Vehicle Products “Sound Off”	MA-355	Premier Vehicle Installation, Inc.	07/30/2012	
Filters, Automotive, Air & Fuel	MA-1051	Qualco Inc.	04/10/2013	
Freestanding Metal Furniture, Files, Chairs	MA-1420	CCG Howells	05/31/2012	
Freestanding Metal Furniture, Files, Chairs	MA-117	Henriksen/Butler Design Group	05/31/2012	
Freestanding Metal Furniture, Files, Chairs	MA-345	MBI, Inc.	05/31/2012	
Freestanding Metal Furniture, Files, Chairs	MA-1417	Midwest Office Supply	05/31/2012	
Freestanding Metal Furniture, Files, Chairs	AR-2015	Wright Line c/o Craig Johnson & Associates	05/31/2012	
Gas, Diesel, and Fuel Oil for Beaver, Box Elder, Brown Park, Cache, Carbon, Daggett, Davis, Duchesne, Emery, Garfield, Grouse Creek, Iron, Juab, Kane, Millard, Morgan, Pine Springs, Piute, Rich, Salt Lake, Sanpete, Sevier, Summit, Tooele, Uintah, Utah, Wasatch, Washington, & Weber Counties	PD-1333	Thomas Petroleum	04/16/2012	
Heavy Equipment Rental with Operator (Store is Located in Salt Lake City)	MA-1664	Morgan Asphalt	04/15/2012	

Title	Contract	Vendor	Extended Until	Additional Information
Heavy Equipment Rental with Operator (Store is Located in St. George)	MA-202	Coughlin Company Inc.	04/15/2012	
Light Bar Equipment and Emergency Vehicle Products	MA-2031	Premier Vehicle Installation, Inc.	07/30/2012	
Light Bar Equipment & Emergency Vehicle Products	MA-1431	Vehicle Lighting Solutions, Inc.	07/30/2012	
Light Emitting Diode (LED) Signal & Pedestrian Modules	MA-828	Dialight Corporation	05/20/2013	
Light Emitting Diode (LED) Signal & Pedestrian Modules	MA-825	Gades Sales	05/20/2012	
LTL Freight Transportation Services	PD-136	UPS Freight	04/30/2013	Please note some price adjustments.
Maintenance & Support Services for IBM Mainframe, Mainframe Peripherals, & Other Eligible Equipment	PA-821	IBM Corporation	06/30/2014	
Micrographic Filming Services	UCI-1871	Utah Correctional Facility	04/30/2013	
Paper – Laser	AR-1680	Unisource	04/30/2013	
Paper – Fine Print	PD-068	XPEDX	05/11/2013	
Paper – Xerographic	PD-397	XPEDX	05/11/2013	
Rentals of Agriculture Type Tractors	PD-1672	John Deere Company	12/29/2012	
Replacement of Automotive Glass and Windshield Repair, Small Cracks & Rock Chip (13 Counties)	MA-316	Safelite Glass Corporation	04/16/2013	
Scanning Services	UCI-1870	Utah Correctional Facility	04/30/2013	
Short Term Disability Insurance	PD-830	Fred A. Moreton & Co/Standard Insurance Company	11/01/2012	
Steel/Aluminum Products	PD-489	Reliance Steel	05/23/2013	
Steel Products (Entire State of Utah)	PD-489	Reliance Steel & Aluminum	05/23/2013	
Systems Furniture – Haworth	MA-883	CCG Howells	05/31/2012	
Systems Furniture – Herman Miller	MA-786	Henriksen/Butler Design Group	05/31/2012	

Other Information

Title	Contract	Vendor	Additional Information
Body Armor	MA-141	Survival Armor Inc.	Please note new address and contact information.
Heavy Equipment Rental With Operator (Store is Located in Fillmore)	MA-207	Gales Gold & Excavation	Contact information updated.

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 suehoskins@utah.gov

If you have Purchasing Update questions, suggestions, or comments, please call Sue Hoskins at 801-538-3010 or send an Email to suehoskins@utah.gov

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