

ISSUE
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State of Utah
Division of
Purchasing &
General Services

PURCHASING NEWSLETTER

Procurement Code Training Slideshow

The Procurement Code Training slide show that was presented by Kent Beers and Paul Mash on June 7, 2012 can now be found on the Purchasing Website.

Go to the Purchasing website homepage:
www.purchasing.utah.gov

There you will find a link to the text of bills SB153 and SB114.

The link to the training says "Changes to Procurement Code Training click here." See image.



There is a second link to the slide show located on the website on the Agency Training page. It is the very last item on the list and is labeled "Procurement Code Training."



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Monthly Training Opportunities



State Purchasing will *not* hold a training session in July but will host a training session on:

**Thursday, August 23, 2012
10:00 AM – 12:00 PM.**

The training topic is **"Multi-Step Bid Process."**

This training will provide an in depth study of how to utilize this process and why it may be better than using an RFP process. Garret Johnston, one of our newest Purchasing Agents, will teach the class. Garret has previously worked as a Purchasing Agent in the Procurement Office of the Canyons School District.

This training will be held at the **State Archives Building** located at **346 Rio Grande, Salt Lake City, Utah.**

We are only planning one session at this time, but we will add more based on the registration.

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 dgunderesen@utah.gov.

■ -Debbie Gundersen

DID YOU KNOW...

That on **July 31, 2012** the temporary bar-code that has been available on the state purchasing website that you have been using to get the 5% discount on Contract #[MA-087](#) at Lowe's Home Improvement Store will expire? Please visit the Lowe's website to obtain your permanent discount card.

You can access that from the State Purchasing website or go directly to the site at www.lowesforpros.com/wsca and follow the process. The contract number is #[MA-087](#). Select the State of Utah and then your respective agency or political subdivision. Lowe's will send you your permanent use customer discount cards.

If you have any questions or concerns please feel free to contact Larry Thacker with State Purchasing.

You can reach Larry at 801-537-9242 or lthacker@utah.gov.

■ -Larry Thacker

DID YOU KNOW...

The State of Utah just signed with Panasonic Systems Communications. The contract is #[MA-227](#) Computer-Manufacturer Direct (WSCA) Participating Agreement.

Check it out for more computer hardware options. ■ -Pam Rugg

DID YOU KNOW...

Contract #[MC-126](#) UTAH'S OPERATIONAL EXCELLENCE INITIATIVE is a multiple-award statewide contract put in to place to help State Agencies and Political Subdivisions find consultants that will work with them to improve operations and efficiencies. This contract is administered through DHRM's Utah Leadership Institute, who will help you find the consultant that is right for your needs.

DHRM's Utah Leadership Institute is available to assist agency management in assessing needs, determining desired services, identifying appropriate methods, and selecting suitable providers. They are available to assist in drafting MOUs, making recommendations and communicating or negotiating with potential providers. They also provide assistance in coordination, promotion/marketing, event registration, and training records. These services are part of enterprise HR services to State agencies.

Please contact Gary Schow at DHRM's Utah Leadership Institute at 801-538-4022 or gchow@utah.gov. ■ -Mark Parry

JUNE TRAINING

SB153 Training Clarification:

During the training held on June 7th pertaining to SB153 "Changes to the Utah Procurement Code" State Purchasing may have inadvertently given the impression that the law pertaining to small dollar purchases does not apply to P-card acquisitions.

For clarification purposes, the small purchases law clearly applies to P-card purchases.

■ -Nancy Orton

SIGNATURES ON CONTRACTS

When the agency is preparing a Contract, please pay attention to the Signature Lines on the Contract. Have the full signature block on one page. Do not have one or two signatures isolated 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.

PC Store Contracts

The new PC Stores contracts are available on the State of Utah Purchasing website for use. Prior contracts expired on June 30, 2012 and will not be available for order placement as of July 1, 2012. The current PC Stores vendors include:

Valcom - Contract # MA256
 SHI - Contract # MA257
 EnPointe - Contract # MA258
 GovConnection - Contract # MA259

The new PC Stores contracts include the following seven categories: 1) Desktops/Laptops/Servers/Tablet PC's/Handhelds, 2) Printers, 3) Parts, 4) Monitors, 5) Battery Backups/Power Surge, 6) Projectors, 7) Computer Accessories (Cables, Toner, Input Devices, etc...).

One change users might notice is that the software category, available on the previous PC Stores contracts, has been removed since software is available for purchase on the WSCA software contracts.

Another change users may note is changes to the contracted vendors from the previous contracts. We thought we would take an opportunity to explain the process that went into selecting/awarding vendors on this contract. The PC Stores RFP solicitation was led by the Department of Technology Services along with an RFP Evaluation Committee and consisted of a multi-step bid process. Phase I was a pass/fail evaluation of 16 general requirements. If vendors successfully

passed all 16 general requirements, they moved on to Phase II which consisted of pricing evaluation and weighted scoring of select products within the seven categories listed above. The pricing scores were the determining factor in the selection for the awards. The top four vendors with the best prices/highest scores were awarded contracts.

If there are any questions or concerns about the PC Stores contracts, please contact Jennifer Porter at jenniferporter@utah.gov or call 801-538-3064.

New Contracts

Title	Contract	Vendor	Dates	Additional Information
Computers – Manufacturer Direct (WSCA) – Energy Star Compliant	PA-227	Panasonic Systems Communications	05/02/12 – 08/31/14	
Pad-Mounted Transformers (Remanufactured)	MA-271	Betz Transformers, Inc.	07/25/12 – 07/24/14	
Computers – PC Store	MA-256	Valcom Computer Center	07/01/12 – 06/30/2015	

Extended

Title	Contract	Vendor	Extended Until	Additional Information
Compact Fluorescent Lights 60, 75, 100 watt equivalent	MA-746	Commercial Lighting Supply, Inc	07/01/13	

Freestanding Metal Furniture, Files, Chairs	MA-117	Henriksen/Butler Design Group	06/30/12	
Freestanding Metal Furniture, Files, Chairs	MA-385	MBI, Inc.	06/30/12	
Freestanding Metal Furniture, Files, Chairs	MA-1420	CCG Howells	06/30/12	
Systems Furniture – Herman Miller	MA-786	Henriksen/Butler Design Group	6/30/12	
Systems Furniture – Haworth	MA-883	CCG Howells	06/30/12	
Security Guards, Statewide Coverage	MA-186	CBI	07/01/12	
Medical, Hospital and Personal Care Items	MA-477	Cardinal Health	08/31/12	
Vehicle CNG Conversions	MA-844	Semi Service Inc.	06/01/13	
Vehicle CNG Conversions	MA-848	Go Natural CNG, LLC	05/31/13	
Vehicle CNG Conversions	MA-843	AVS LLC	05/31/13	
Front-End Loader, All Wheel Drive	PD-929	Honnen Equipment Company	08/18/13	
Precast Concrete Barriers, Remove, Relocate and Supply on an as needed basis	PD-2103	Mountain West Precast	05/26/13	
Frozen Eggs and Liquid Eggs	PD-317	Sysco Intermountain Food Service	08/05/13	
1/3 Cage (Half Cage) and Full Partition (Full Cage) For Police Vehicles	PD-878	Premier Vehicle Installation	07/09/13	
Freestanding Metal Furniture, Files, Chairs	MA-1417	Midwest Office Supply	12/30/12	
Freestanding Metal Furniture, Files, Chairs	AR-2015	Wright Line c/o	12/30/12	
Security Guards, Statewide Coverage	MA-186	CBI	10/01/12	
Security Guards, Statewide Coverage	MA-185	Chapman Security & Investigations	10/01/12	
Tables, Lightweight, (Rectangular-Round-Oval)	PD-763	Lifetime Products	09/30/15	



Household Appliances	MA-961	Clark Wholesale Inc.	10/01/13	
Concrete Vaulted Toilets and Shower Buildings	PD-090	CXT Concrete Buildings	07/27/13	

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 Sue Hoskins at 801-538-3010 or send an Email 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.

