



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 Debbies 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	

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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, Gannet Johnson, Mark Pavey, Philip Geurtz, Reed Taylor, Terry O'Dool, Yolanda Lartimore, Adrian Ruder, Brenda Valdivere, Brocky Valencia, Heather Stevens, and Larry Tracker.

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.

