



# 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](mailto: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](mailto: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](mailto: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](http://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	<a href="#">MA514</a>	Salt Lake Private Detectives	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	<a href="#">MA517</a>	Bass Boy Enterprises LC	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	<a href="#">MA519</a>	Civil Process Services Investigations LLC	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	<a href="#">MA520</a>	Court OPS Inc	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	<a href="#">MA521</a>	First Process Corporation	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	<a href="#">MA522</a>	Wasatch Constable LC	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	<a href="#">MA523</a>	Bringhurst Process Service LLC	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	<a href="#">MA524</a>	RPS Inc	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	<a href="#">MA526</a>	Eclipse Investigations	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	<a href="#">MA527</a>	Beehive Attorney Service LLC	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	<a href="#">MA529</a>	TD'S Legal Process & Investigations	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	<a href="#">MA530</a>	Chris J. Burton & Associates	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	<a href="#">MA531</a>	Patriot Process Services	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	<a href="#">MA533</a>	Godfrey Legal Services Inc	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	<a href="#">MA534</a>	ICU Investigations LLC	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	<a href="#">MA535</a>	Monte Jensen	3/1/2014 - 3/2/2019	Active Mar 2014

## NEW COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Legal Process Services	<a href="#">MA537</a>	Utah Court Services LLC	3/1/2014 - 3/2/2019	Active Mar 2014
Legal Process Services	<a href="#">MA541</a>	Washington County Constable Co.	3/1/2014 - 3/2/2019	Active Mar 2014
Chips, Cookies, Snacks, etc.	<a href="#">PD580</a>	Nicholas and Company	09/01/2013-08/30/2018	
Industrial Paper Products, Food Service Related	<a href="#">PD509</a>	Nicholas and Company	09/01/2013-08/31/2018	
Antifreeze	<a href="#">PD498</a>	Kenworth Sales Company	9/10/2013-9/9/2018	Replaces PD1687
Snow Plows and Spreaders	<a href="#">PD508</a>	Semi Service Inc	09/21/18	No Fees
Standard Traffic Signal and Luminaire Poles	<a href="#">MA505</a>	Union Metal Corporation	09/16/18	0.4% Fee, multiple award see also MA507
Standard Traffic Signal and Luminaire Poles	<a href="#">MA507</a>	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	<a href="#">MA625</a>	Steadman Recreation	08/18/2013	Assigned to new Agent
Honda Vehicles	<a href="#">AR170</a>	Stockton #12 Automotive Inc.	09/30/2014	Updates to Contract
Ford Vehicles	<a href="#">AR1940</a>	Ken Garff Ford	09/30/2014	New pricing
Buick & GMC Vehicles	<a href="#">AR159</a>	Young Buick, GMC Co	09/30/2014	
Automotive Research Software	<a href="#">PA891</a>	Chrome Systems Corp	09/08/2015	
Out Front Mower	<a href="#">MA017</a>	Bonneville Equipment	09/30/2014	
BMW Motorcycle	<a href="#">PD045</a>	IMG Motorrad LLC (BMW Motorcycles of UT)	12/09/2013	
Model 2014 Police Motorcycles	<a href="#">PD1765</a>	Harley-Davidson of Salt Lake City	12/9/2013	
Push Button Stations, Accessible Pedestrian Signal (APS)	<a href="#">PD166</a>	Advanced Traffic Products, Inc.		Assigned to new Agent
Push Button Stations, Accessible Pedestrian signal (APS)	<a href="#">PD167</a>	Gades Sales Co, Inc.		Assigned to new Agent
Software—Oracle (Purchases over \$100,001 List Price) Also Education & Professional Services	<a href="#">AR867</a>	Oracle America Inc	06/30/2014	Note amendment 18 pricing
Portable Toilets and Hand Wash Stations Planned & Unplanned Fire Suppression only	<a href="#">MA104</a>	On The Go Services	08/31/2013	
Snow and Ice Melter, 95% Salt, 6% Enhancing Ingredients	<a href="#">MA982</a>	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	<a href="#">AR658</a>	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	<a href="#">AR669</a>	Les Olson Company	08/30/2013	Assigned to new Agent
Walk up Color Multifunction Copiers	<a href="#">AR653</a>	Les Olson Company	08/30/2013	Assigned to new Agent
Building Surveillance Systems-Cameras, Mounts, Cables & Transmitters/ Receivers	<a href="#">MA2128</a>	Advent Systems Inc	11/30/2013	
Building Surveillance Systems-Cameras, Mounts, Cables & Transmitter/Receivers	<a href="#">MA2132</a>	Wasatch Controls	11/30/2013	
Building Surveillance Recording Systems -DVR's and related Equipment	<a href="#">MA2135</a>	Advent Systems Inc	11/30/2013	
Building Surveillance Recording Systems -DVR's and related Equipment	<a href="#">MA2137</a>	Wasatch Controls	11/30/2013	
Video Detection System and Components	<a href="#">MA551</a>	AM Signal Inc.	07/31/2013	Increase on item #6 and replacement on item #14
Video Detection System and Components	<a href="#">MA552</a>	Econolite Control Products Inc.	07/31/2013	Assigned to new Agent
Software—Oracle (Purchases over \$100,001 List Price) Also Education & Professional Services	<a href="#">AR867</a>	Oracle America Inc	06/30/2014	Note amendment 18 pricing
Custodial Products—Rubbermaid Products	<a href="#">PD596</a>	Hyko Supply	02/01/14	
Communications: Multi-Channel Voice Logging Recorders	<a href="#">PD676</a>	Digital Speech Systems Inc	1/15/2014	

## EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Security Guards, Statewide Coverage	<a href="#">MA185</a>	Chapman Security & Investigations	10/01/2014	
Dental Equipment and Supplies	<a href="#">PD911</a>	Dental Health Products, Inc	09/30/2014	
Cylinder Gases and Welding Supplies	<a href="#">MA1728</a>	Airgas Intermountain, Inc	09/21/2018	New pricing
Education Toys, Games & Curriculum Materials	<a href="#">PA578</a>	Lakeshore Learning Materials	10/15/2014	
Food—Flour & Cereals	<a href="#">PD518</a>	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.	<a href="#">MA536</a>	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 <a href="#">PD498</a>
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 <a href="#">MA339</a>

\*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.

## 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>

<b>JENNIFER PORTER, PURCHASING AGENT</b> 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	<a href="mailto:jennifermortier@utah.gov">jennifermortier@utah.gov</a>
<b>PAM RUGG, PURCHASING AGENT</b> Cloud Hosting Services (WSCA), Computer Software, Desktop Publishing Services, Sole Source Software & Maintenance	801-538-3232	<a href="mailto:prugg@utah.gov">prugg@utah.gov</a>
<b>JEFF MOTTISHAW, CONTRACT COMPLIANCE AUDITOR, WEB MASTER</b> 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	<a href="mailto:jmottishaw@utah.gov">jmottishaw@utah.gov</a>
<b>NIKKI SANCHEZ, PURCHASING AGENT</b> Analysis & Studies, Psychological & Human Service Related Services, General Services, Graphic Art Design, Background Screening Services	801-538-3342	<a href="mailto:nsanchez@utah.gov">nsanchez@utah.gov</a>
<b>TYLER BARNES, PURCHASING AGENT/CONTRACT ANALYST</b> 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	<a href="mailto:tbarnes@utah.gov">tbarnes@utah.gov</a>
<b>TARA EUTSLER, PURCHASING TECHNICIAN</b> State Cooperative Contract MC1015 Quotes/bids	801-538-3386	<a href="mailto:teutsler@utah.gov">teutsler@utah.gov</a>
<b>VINESSA BALDWIN, PURCHASING TECHNICIAN</b> Animals & Animal Feed, Veterinary Supplies & Services	801-538-3525	<a href="mailto:vinessabaldwin@utah.gov">vinessabaldwin@utah.gov</a>
<b>TERRI O'TOOLE, ENVIRONMENTALLY PREFERRED COORDINATOR</b> Furniture & Seating, School Furniture, Music Room Furniture, Carpet & Floor Coverings, Filing Systems, Voting Equipment, Environmental Consulting (non-construction related)	801-538-3147	<a href="mailto:totoole@utah.gov">totoole@utah.gov</a>
<b>REED TAYLOR, ENERGY PROCUREMENT ANALYST/PUBLIC EDUC. COORD.</b> 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	<a href="mailto:rtaylor@utah.gov">rtaylor@utah.gov</a>
<b>GARRET JOHNSTON, PURCHASING AGENT, COOP REPRESENTATIVE</b> Moving Services, Courier Services, Express Small Package Delivery Services, Truckload & LTL Freight, Warehousing Services, School Related Purchases, Musical Instruments, Window Treatments	801-538-3216	<a href="mailto:gjohnston@utah.gov">gjohnston@utah.gov</a>
<b>MARK PARRY, PURCHASING AGENT</b> 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	<a href="mailto:mparry@utah.gov">mparry@utah.gov</a>
<b>PHILLIP GEURTS, CONTRACT ANALYST/PURCHASING AGENT/RECORDS OFFICER</b> Legal Services, Insurance, Expert Witness/Consulting, Heavy Equipment, Highway Equipment, Snow Plows, Material Handling Equipment	801-538-3254	<a href="mailto:pgeurts@utah.gov">pgeurts@utah.gov</a>
<b>YOLANDA LARRYMORE, PURCHASING AGENT</b> 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	<a href="mailto:ylarrymore@utah.gov">ylarrymore@utah.gov</a>
<b>ADRIAN RUGER, PURCHASING AGENT, HIGHER EDUCATION COORDINATOR</b> 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	<a href="mailto:aruger@utah.gov">aruger@utah.gov</a>
<b>BRENDA VELDEVERE, PURCHASING AGENT</b> 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	<a href="mailto:bveldevere@utah.gov">bveldevere@utah.gov</a>
<b>ZACHARY DERR, PURCHASING AGENT/CONTRACT ANALYST</b> 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	<a href="mailto:zderr@utah.gov">zderr@utah.gov</a>
<b>LARRY THACKER, PURCHASING MANAGER, EMPLOYEE REPRESENTATIVE</b> 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	<a href="mailto:lthacker@utah.gov">lthacker@utah.gov</a>
<b>LINDA CRAWFORD, PURCHASING AGENT</b> Building Related Services (janitorial, refuse & snow removal, elevator maintenance, etc.), Linen & Uniform Rental, Security Guard Services	801-538-3150	<a href="mailto:lindacrawford@utah.gov">lindacrawford@utah.gov</a>
<b>RACHEL CHENEY, PURCHASING TECHNICIAN</b> Subscription Services, Proprietary Publications, Promotional Items, Clothing & Textiles, Footwear	801-538-3151	<a href="mailto:rcheney@utah.gov">rcheney@utah.gov</a>



## State of Utah

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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](mailto: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](http://purchasing.utah.gov) then choose BUYER INFORMATION followed by DIVISION NEWSLETTERS. The information is listed near the top of the window.