



# PURCHASING UPDATE

DECEMBER 2013 ISSUE

STATE OF UTAH

## PQCS TRAINING JANUARY 7, 2014

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Pre-Qualified Consulting Services, or PQCS, is a new state cooperative contract for information technology programming or consulting firms. These services have been available through the MC1015 contract, but that contract expires on December 31, 2013. Starting in January, the PQCS contract will replace MC1015.

Anyone in the executive branches who wants to utilize information technology programming or consulting services through the PQCS contract is **REQUIRED** to attend the training class in order to learn the procurement process required for the contract. Without the training, the contract cannot be used.

For those who were unable to attend the training in December, a second PQCS Training session has been scheduled for January 7, 2013. This training is specifically for agencies, divisions, or offices in the executive branch which will need to procure the services of information technology programming or consulting firms. Those

outside of the executive branch who wish to attend are welcome.

Registration is required for credit for the session. All registration will be collected through Google Docs.

DATE: January 7, 2014

TIME: 9 - 11 AM

LOCATION:

State Office Building

Capitol Hill

1st floor Auditorium

In order to register, copy and paste the following link into your web browser:

[https://docs.google.com/a/utah.gov/forms/d/1BS2P\\_6-j\\_FluDiFv47J3WGNx7Ny7BkxIFP\\_zDfeAFmY/viewform](https://docs.google.com/a/utah.gov/forms/d/1BS2P_6-j_FluDiFv47J3WGNx7Ny7BkxIFP_zDfeAFmY/viewform)

Fill out the form and click "Submit."

Please make note of the above time and date for the class as Google will not send you an email about your registration. To prevent problems that have occurred with other registration forms, the response has had to be turned off. Please . If you need to cancel your registration, please contact Tara Eutsler via email.

## ONLINE SMALL PURCHASE TRAINING— MUST BE COMPLETED JANUARY 1

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“The Online Small Purchase Training” is mandatory for all executive branch employees that make small purchases by any means, including but not limited to P-card, petty cash, GAX payment in FINET, or purchase order.

[Utah Procurement Code 63G-6a-408 (12) ] Employees must not make purchases after **January 1, 2014** unless they have completed the training. P-cards will be deactivated if the user has not taken the training.

Mozilla Firefox is the best web browser in which to take the training. If you do not have Firefox on your computer, you can download it [here](#) or copy and paste this URL into your cur-

rent web browser. <http://www.mozilla.org/> You may be able to use Microsoft Explorer, but warn that the training is not compatible with Google Chrome and causes errors.

The URL for the Online Small Purchase Training and instructions for taking the training are below.

If you have questions about the required training, please contact Tara Eutsler at [teutsler@utah.gov](mailto:teutsler@utah.gov).

**A report of individuals who have completed the training are now available to directors or their designee. For a copy, please contact Tara Eutsler.**

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1. This training must be taken on a computer that is connected to the State of Utah server.
  2. Open your web browser; preferably Mozilla Firefox.
  3. Go to <http://sota-purchasing.utah.gov/sota-purchasing>
  4. Login using your Utah-ID and password.
  5. Begin the training. Read the text and answer the questions.

If you reach a question that you cannot answer, click *Continue*. Then on the next training screen, click *Previous* to return to the previous section in order to re-read the material. Clicking *Previous* more than once can take you back several pages. After you have read the material again, move forward through the training to answer the questions.

6. If you leave the training and return to it later, the program will remember your location and answers.
7. When you have successfully completed the training, please print a copy of the certificate by clicking *Print Certificate*. If you do not see the certificate, please check the tabs at the top of your web browser as the certificate often appears in a separate tab. The certificate is for your records. The certificate does not need to be sent to State Purchasing as the Division generates a report to determine who has taken the training.

## UPCOMING MONTHLY TRAINING

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On January 13, 2014, Tara Eutsler will teach **Purchasing 101**. The class will cover: 1) Where to start when asked to procure an item for your division; 2) Review the small procurement rules; 3) Discuss informal bids; 4) Explain correct phone/e-mail quotes procedures.

If you are new to purchasing or are confused about the new purchasing rules, the Purchasing 101 class is for you.

The **Contract Basics** class will be held on February 20, 2014. This class will cover: 1) Contract forms and checklists; 2) Terms and Conditions—which version should you use; 3) Writing a scope of work; 4) Routing a contract through the State approval process; and 5) Common mistakes on contracts.

If you are new to purchasing or just need a refresher on how to complete a contract,

the Contract Basics class is for you.

The material presented in both of these classes are based on the executive branch procurement rules and procedures. The class are written to serve the needs of individuals working for the executive branch offices, however, we welcome individuals from special districts, higher education, school districts, and political subdivisions who would like to attend.

Registration is required to attend these classes. All registration will be collected through a Google Doc form. Please note the date, time, and location as Google will NOT send you notification of your registration

As fire code limits the number of attendees, the registration form for an individual class will be disabled after 90 individuals have registered. If you need to cancel your registration, please

contact Tara Eutsler via email.

### **Purchasing 101 Registration**

DATE: January 16, 2014

TIME: 1 - 3 PM

LOCATION: Multi-Agency State Office Building (MASOB)  
195 N 1950 W, Salt Lake City  
Room 1020B & 1020C

Copy & Paste the following link into your web browser:

<https://docs.google.com/forms/d/1TjKVCbThvS0i4PLKH-1f-1kFuW0CQ5h0sWhkF22Ij18/viewform>

### **Contract Basics Registration**

DATE: February 20, 2014

TIME: 1 - 3 PM

LOCATION: Multi-Agency State Office Building (MASOB)  
195 N 1950 W, Salt Lake City  
Room 1020B & 1020C

Copy & Paste the following link into your web browser:

[https://docs.google.com/forms/d/1f2kwVKdwMq4FmA1Bwm8\\_kuTZJSEAYbaPMZQ9setOaqk/viewform](https://docs.google.com/forms/d/1f2kwVKdwMq4FmA1Bwm8_kuTZJSEAYbaPMZQ9setOaqk/viewform)

## UPDATED RFP MANUAL

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The Request for Proposal, or RFP, is one type of competitive solicitation that the State uses to procure goods and services. The RFP Manual that is available on the State Purchasing Website was recently revised. Important

wording changes were made to the RFP template, which is contained in the manual.

Agencies should download the updated manual from the State Purchasing website and use the updated form for any new RFP.

The RFP Manual is located on Purchasing Forms page under the heading "PURCHASING FORMS AND INFORMATION" or follow this link.

<http://purchasing.utah.gov/2012-08-30-20-32-26.html>

## EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Generators (LP) & Transfer Switches	<a href="#">MA2075</a>	Energy Management Corporation	01/01/2010-12/31/2015	
Police Radar, Lidar, Parts and Accessories (WSCA)	<a href="#">MA1867</a>	Laser Technology Inc.	1/20/2012-10/30/2015	
Police Radar, Lidar, Parts and Accessories (WSCA)	<a href="#">MA1771</a>	MPH Industries, Inc.	01/20/2012-10/30/2015	
Police Radar, Lidar, Parts and Accessories (WSCA)	<a href="#">MA1772</a>	Kustom Signal Inc.	1/20/2012-10/30/2015	
Police Radar, Lidar, Parts and Accessories (WSCA)	<a href="#">MA558</a>	Decatur Electronics, Inc	1/20/2012-10/30/2015	
Police Radar, Lidar, Parts and Accessories (WSCA)	<a href="#">MA546</a>	Applied Concepts Inc.	1/20/2012-10/30/2015	
Police Radar, Lidar, Parts and Accessories (WSCA)	<a href="#">MA188</a>	Digital Ally Inc.	1/20/2012-10/30/2015	
Industrial Equipment & Supplies	<a href="#">MA042</a>	Grainger Industrial Supply	4/01/2011-2/28/2017	
Industrial Equipment & Supplies	<a href="#">MA043</a>	Fastenal	4/01/2011-2/28/2017	
Telecommunications—Music on Hold & Custom Messages on Hold Services	<a href="#">AR798</a>	Muzac LLC	08/26/2007-01/25/2014	
Communications-Radio Equipment Microwave (WSCA)	<a href="#">AR872</a>	Amy Lemons	6/20/2009-10/29/2014	
Communications-Radio Equipment (WSCA)	<a href="#">AR1795</a>	Vertex Standard	6/14/2004-10/29/2014	
Office Moving Service - Local and Intrastate	<a href="#">MA545</a>	Mesa Systems Moving & Storage	11/1/2009-10/31/2014	New equipment rental added

\*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.

## EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Heavy Equipment Body Repairs	<a href="#">MA852</a>	Rob Schmidt Body & Paint	5/01/2011-5/31/2016	
Heavy Equipment Body Repairs	<a href="#">MA857</a>	Higgins Body & Paint Inc	5/01/2011-5/31/2016	
Walk-In Building Supplies and related material/Walk-In Carpentry Supplies/Walk-In Home Improvement Supplies.	<a href="#">MA087</a>	Lowes HIW, Inc	8/01/2011-7/31/2017	
Building Surveillance Systems – Cameras, Mounts, Cables & Transmitters/Receivers	<a href="#">MA2140</a>	TV Specialists	9/1/2010-1/31/2014	
Building Surveillance Systems – Cameras, Mounts, Cables & Transmitters/Receivers	<a href="#">MA2136</a>	Utah Controls Inc	9/1/2010-1/31/2014	
Building Surveillance Systems – Cameras, Mounts, Cables & Transmitters/Receivers	<a href="#">MA2129</a>	Utah Controls Inc	9/1/2010-1/31/2014	
Building Surveillance Recording Systems – DVR's and related Equipment	<a href="#">MA2137</a>	Wasatch Controls	9/1/2010-1/31/2014	
Building Surveillance Systems – Cameras, Mounts, Cables & Transmitters/Receivers	<a href="#">MA2132</a>	Wasatch Controls	9/1/2010-1/31/2014	
Building Surveillance Recording Systems – DVR's and related Equipment	<a href="#">MA2135</a>	Advent Systems Inc	9/1/2010-1/31/2014	
Building Surveillance Systems – Cameras, Mounts, Cables & Transmitters/Receivers	<a href="#">MA2128</a>	Advent Systems Inc	9/1/2010-1/31/2014	
Building Surveillance Systems – Cameras, Mounts, Cables & Transmitters/Receivers	<a href="#">MA2130</a>	Simplex Grinnell LP	9/1/2010-1/31/2014	
Nissan Vehicles	<a href="#">AR164</a>	Ken Garff Nissan	11/09/2011-9/30/2014	New Pricing

## EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Auto Parts (WSCA)	<a href="#">MA2115</a>	Genuine Parts Co. dba NAPA Auto Parts	6/24/2010- 12/12/2014	
Rice, Beans and Tapioca	<a href="#">PD1945</a>	Nicholas and Company	12/15/2010- 12/14/2015	New Contact
Water Treatment	<a href="#">MA1725</a>	Industrial Solutions, Inc.	11/30/2008- 1/31/2014	
Dry Mixes	<a href="#">MA032</a>	Sysco Intermountain Food Services Inc	1/08/2011- 1/08/2016	
Auction or Sale of Utah Surplus Personal Property	<a href="#">AR171</a>	TNT Auction	12/6/2011- 12/5/2014	
Online Surplus Property Auction Services	<a href="#">MA421</a>	GovDeals, Inc.	9/12/2007- 11/11/2014	
Data Communication Services– Line Ethernet XDSL, Wave length or Lambda Service, Highspeed, internet access, SIP other, flat business line, ISDN, PRI private line DSI, private line interstate, toll free and directory assistance	<a href="#">MA110</a>	Integra Telecom of Utah, Inc.	5/24/2012- 2/16/2018	
Industrial Equipment & Supplies (as found in the current MSC Industrial Supply catalog or at www.mscdirect.com)	<a href="#">MA323</a>	MSC Industrial Supply Co, Inc.	04/01/11 - 02/28/2017	Multiple award contract—see other vendors
Communication Services-Line Ethernet, and LAN Ethernet	<a href="#">MA113</a>	UT Telecommunications Open Infrastructure Agency (UTOPIA)	02/09/2012 - 02/16/18	Multiple award contract—see other vendors
Video Conferencing Hardware, Software and Services	<a href="#">MA2108</a>	Cisco Systems Inc (formerly) Tandberg Inc	06/01/2010— 05/31/2016	Multiple award contract— see other vendors
Online Legal Research Services	<a href="#">MA2124</a>	LexisNexis a division of Reed Elsevier Inc	01/01/2011— 12/31/2015	Only items listed in price schedule
Batteries: Portable Two-Way Radio	<a href="#">PD2009</a>	PFcomac	02/01/2012- 02/01/2015	

## NEW COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Radar Vehicle Sensing Devices	<a href="#">PA684</a>	Summit Traffic Solutions	11/26/2013-11/27/2018	
Codis Buccal Swab Collection Kits (old kit with tri-fold instruction form)	<a href="#">AR125</a>	Sirchie Acquisition Co LLC	12/01/2013-11/30/2018	
Ground Maintenance Equipment (WSCA-NASPO)	<a href="#">PD594</a>	The Toro Company	12/03/2013-12/06/2018	

## EXPIRED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	EXPIRED DATE	ADDITIONAL INFORMATION
Printing of State of Utah Warrants (check stock)	<a href="#">AR1019</a>	IC Group		See new contract AR1019

## DID YOU KNOW? ATV VEHICLES

Do you need an ATV for your division? There are two contracts for popular side by side ATV vehicles.

MA290 for Kawasaki Mules and MA291 for Polaris Rangers. Both vendors have several styles of ATVs with two pictured at the right

The Division of Purchasing receives many inquiries on Yamaha and Honda

ATVs. There currently is no state contract for Yamaha ATVs and the Honda ATV contract was not renewed.

For a complete listing of available products and pricing, as well as the vendor contact information and website, please link to: <http://purchasing.utah.gov/purchasing/statecontractsearch.html> and search using the above contract numbers.



Kawasaki Mule 4010



Ranger RZR 800

## DID YOU KNOW? ELECTRONIC CONTROL DEVICES: TASERS OR STUN GUNS

There are new contracts in place for Electronic Control Devices—Taser and stun guns.

**MA1801** is with Proforce Law Enforcement contract offers the Taser brand. This product is familiar as it was available through previous contracts, but the product list has been expanded.

**MA577** is with Karbon Arms, LLC. The Karbon Arms offers a stun gun unit that is very similar to the Taser brand. Their units come at a lower cost and are field repairable. They offer a free 15 day evaluation of

one of their units to most public safety departments.

Please see the contract summary pages for the terms of the agreements. To view these summary pages, please follow this link: <http://purchasing.utah.gov/purchasing/statecontractsearch.html> and search for the above referenced contract numbers. Click on the "view" link under the contract summary heading.



## State of Utah

Division of Purchasing  
3150 State Office Building  
Capitol Hill  
Salt Lake City, UT 84114

Interdepartmental  
Mailbox: 141061

Phone: 801-538-3026  
Fax: 801-538-3882

## DID YOU KNOW? GPS PRODUCTS

All Surveying and Mapping Global Positioning Systems (GPS) have been extended through 10/31/15.

MA026 -Monsen Engineering (Tremble)

MA027 -Rocky Mountain Transit Instruments (TOPCON/LEICA)

MA028 -Bonneville Blueprint Supply (LEICA)

Contract MA026 -Monsen Engineering (GPS) Tremble has a few price changes effective 10/30/2013.

Item# 99100-20 Trimble Pro 6T Receiver (price change)

Item# 99100-21 Trimble Pro 6T Receiver with Floodlight (price change)

Item# 89000-21 GeoXT Handheld (Standard Edition, with Floodlight (price change)

Item# 79000-21 GeoXT handheld (discontinued)

**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.