



STATE OF UTAH

# PURCHASING UPDATE

Division of Purchasing

March 2014

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## UTAH PUBLIC BUYERS SEMINAR

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The Division of Purchasing is pleased to announce the Utah Public Buyers Seminar. The seminar will be held Monday, April 28 from 9 AM—4 PM and is jointly hosted by the State of Utah, Division of Purchasing, and the National Association of State Purchasing Officials (NASPO).

The Utah Public Buyers Seminar consists of two of main sessions. The morning session's topic is *RFP: Pre-Solicitation Activities*. The afternoon's session is *RFP: Post-Solicitation Activities*. Sub-topics for this training include: when to use an RFP, writing solid specifications, vendor qualifications, the ins & outs of RFP committees, writing scope of work from specifications, and much more.

The guest presenter for this seminar is Norma Hall. Norma has worked for the State of

South Carolina for 39 years. She currently works as the State Information Technology Procurement Officer for the Information Technology Management Office. Norma is dedicated to professional development in the procurement field is a member of the Universal Public Procurement Certification Council (UPPCC) and was a founding member for the National Council for Public Procurement and Contracting (NCPCC).

A bonus lunch session will be taught by Kent Beers, Utah's Chief Procurement Officer. He will present the topic *Gratuities, Kickbacks, and Undue Influence*.

Lunch will be served for those who attend the full-day session.

The next page contains a printable flier about the seminar. Click on the flier to register or click [here](#).



# Utah Public Buyers Seminar

Hosted by State of Utah Division of Purchasing  
and National Association of State Purchasing Officials (NASPO)



Presenter: Norma Hall, FNIGP, CPPO, CPPB, CPM  
Past President, NIGP  
Past Chair, UPPCC

RFP: Pre-Solicitation and Post-Solicitation Activities



Presenter: Kent Beers, Director & Chief Procurement Officer  
Management Board Chair, WSCA

Gratuities, Kickbacks, & Undue Influence

April 28, 2014

9 AM—4 PM

Utah State Office Building, Capitol Hill

Lunch will be served

There is no cost to attend this training  
Attendance is limited—Register early to secure your seat.

Registration: ▶▶▶ <https://docs.google.com/forms/d/1MYBTS2fb5R4jk8NEIUOcb6dMq0yF9EOu-pPx5h3qIE/viewform>

## DID YOU KNOW: WIRELESS CELL PHONE MANAGEMENT

Did you know? There is a statewide cooperative contract for wireless cell phone management (TEM – telecom expense management) and contract compliance (invoice auditing). The contract was put in place to help monitor, maintain and manage the recurring costs of mobile phones. The vendors on contract provide a sophisticated approach to optimizing rate plans, asset management and security of wireless devices. For more information and questions please contact Jeff Mottishaw at

jmottishaw@utah.gov or one of the vendors listed below.

### MA190 ISYS, LLC

Telephone: (310) 877-0539  
 Fax Number: (703) 848-3560  
 Contact: Paula Hoppe  
 Email Address: pmhoppe@isysllc.com

### MA191 Wireless Watchdogs

Telephone: (310) 622-0688  
 Cell Phone: (310) 943-3415  
 Fax Number: (310) 622-0699  
 Contact: John Gonzalez  
 Email Address: john.gonzalez@wirelesswatchdogs.com

### MA192 Manage Mobility

Telephone: (678) 578-4037

Fax Number: (770) 569-4711  
 Contact: Jennifer Hollander  
 Email Address: jennifer.hollander@managemobility.com

### MA193 eOnTheGo

Telephone: (925) 667-6799  
 Fax Number: (925) 830-1217  
 Contact: Kathy Buffalow  
 Email Address: kathy@eontheogo.com

### MA194 A & T

Telephone: (301) 384-1425  
 Fax Number: (301) 384-1405  
 Contact: Adam Noura Varsani  
 Email Address: adam@ats.com

## REVISED TERMS & CONDITIONS FOR AGENCY CONTRACTS

The State Standard Terms and Conditions and the Terms and Conditions for Professional Services have been revised.

The following changes have been made:

1. Minor changes to the Certify Registration and Use of Employment "Status Verification System" (E-verify) Clause, first paragraph
2. Significant changes to the non-appropriation of Funds Clause
3. Minor changes to the Utah Code References in some clauses
4. Minor changes to the Employment Practices Clause [in Standard Terms and Conditions]
5. Changes to the Insurance Section, Section 22.1 [in the Professional Services Terms and Conditions]

The updated terms and conditions are on State Purchasing's website under the "Purchasing Forms" Link, in the Agency Contract Forms Section. These terms and conditions were added to BidSync in March and are being attached to current solicitations.

## UPDATED TELEPHONE QUOTATION SHEET

The telephone quotation sheet has acquired a new look, feel, and functionality.

The first change was to rotate the page for a vertical view allowing for easy reading in a stack of stapled paper.

Second, the quotation sheet was saved as a Microsoft Word 2010 document with data entry fields. This means that the user can type in all required information. No more cramped hands from writing in small spaces. No more trying to decipher barely legible handwriting.

The third change is added vendor fields. These include fields for physical address, date/time of quote, and vendor quote number. While two of these fields are optional, state agencies are required to record the date a quote was given.

The previous version of the quotation sheet required the end user to write the description of the purchase under each vendor's name. The fourth change on the updated quotation sheet prevents double & triple

entering of the same information. The description of the desired item is typed on one line and the quote from each vendor is located at the end of the row for easy comparison.

The final change was the addition of the row for totaling the lines of the quotes. A request was made to have the form automatically sum the quote from each vendor to prevent human error. Microsoft Word has a

SUM feature, but it is not completely automatic. Once the end user has entered the quotes in one column, he/she needs to right click in the box for the total. A drop-down box will appear. A click on "Update Field" will update the total.

To get a copy of the updated telephone quotation sheet go to the State Purchasing website under purchasing [forms](#) or click the link in the picture below.

### TELEPHONE QUOTATION SHEET

NOTE: See "General Information" for pertinent information and instructions in obtaining telephone quotations. For purchases with items over \$1,000 and up to a total of \$5,000, agencies shall obtain price competition, and shall purchase the item from the vendor offering the lowest quote. Unless otherwise delegated, requests for all purchases over \$5,000 and sole source purchases exceeding \$1,000 shall be submitted to the Division of Purchasing and General Services, who will collect the bids.

BUYER'S NAME: <input type="text"/>		AGENCY: <input type="text"/>	
REQUISITION #: <input type="text"/>		REQUIRED DELIVERY DATE: <input type="text"/>	

  

	Vendor#1	Vendor#2	Vendor#3
Vendor Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sales Person:	<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Physical Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date/Time of Quote:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vendor Quote Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>

  

Quantity Needed	Quantity/Unit	Description of Product(s) / Service(s) to be Purchased	Vendor 1 <sup>st</sup> Quote	Vendor 2 <sup>nd</sup> Quote	Vendor 3 <sup>rd</sup> Quote
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTAL: To UPDATE total RIGHT click in the column and choose "Update Field"</b>			\$ 0.00	\$ 0.00	\$ 0.00

\*Ensure that the delivery cost is included in the bid

COMMENTS: <input type="text"/>	AWARDED TO: <input type="text"/>
SIGNATURE: <input type="text"/>	DATE: <input type="text"/>

This telephone quotations sheet must be attached to the payment for auditing purposes.

## EXTENDED CONTRACTS

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
CNA (central not-for profit agency)	<a href="#">PD735</a>	Utah Works	2/22/2019	
Portable Breath Alcohol Tester	<a href="#">MA037</a>	CMI, Inc	1/31/2016	Multiple Award Contract
Heavy Equipment Rental with Operator. Stores in Huntington & Price	<a href="#">MA1036</a>	Nielson Construction	3/31/2017	
Dump Body, Spreader & Plow	<a href="#">MA2119</a>	D & A Truck Equipment	6/31/2015	Multiple Award Contract
IBM Software & Passport Advantage Software Maintenance	<a href="#">AR801</a>	Sirius Computer Solutions	4/4/2014	
Satellite Phones, Equipment, & Services (WSCA)	<a href="#">MA249</a>	Satcom Global Inc (formerly World Communications Center, Inc)	9/30/2014	
Technician Labor & Repair Services for Telecommunications & Data Processing Cable Facilities	<a href="#">AR1416</a>	Americom Technology	10/7/2014	
Household Hazardous Waste Removal & Disposal	<a href="#">PD284</a>	Clean harbors Environmental Services	9/2/2017	Freight charges
Heavy Equipment Rental with Operator. Store is in South Jordan	<a href="#">MA153</a>	Construction material Recycling Inc	3/31/2017	
Video Conferencing Hardware, Software & Services	<a href="#">MA2110</a>	Polycom Inc	5/31/2016	

## ADDITION TO STATE PURCHASING STAFF

State Purchasing welcomes Ann Schliep to the staff. Ann comes to us after years serving in the banking world. Over the next few months, Ann will be learning the purchase order

and contract processes. As a special assignment, Ann will be reviewing the cooperative contracts from a new user perspective. Her objective is to recommend changes that can

make cooperative contracts more user friendly. If you have any suggestions in this area, please drop Ann an email.

## NEW CONTRACTS

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
Air Street Sweepers	<a href="#">MA634</a>	Cate Rental & Sales	2/27/2014— 2/28/2019	Multiple Award Contract
Air Street Sweepers	<a href="#">MA636</a>	Legacy Equipment Company	2/27/2014— 2/28/2019	Multiple Award Contract
Air Street Sweepers	<a href="#">MA638</a>	Maric Sales LLC	2/27/2014— 2/28/2019	Multiple Award Contract
Security / Protection Systems	<a href="#">MA590</a>	Hawaiya Technologies, Inc (HTI)	2/11/2014— 9/12/2014	Multiple Award Contract
Telescopic & Articulating Aerial Device with and Without Chassis	<a href="#">PD639</a>	Mountain States Industrial Svcs	3/10/2014- 3/11/2019	
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.  [Each contract covers only those items listed in the price schedule of the contract.]	<a href="#">MA513</a>	General Communications Inc	3/12/2014- 3/13/2019	New contract awarded to same vendor
	<a href="#">MA515</a>	Troxell Communications	3/12/2014- 3/13/2019	New contract awarded to same vendor
	<a href="#">MA516</a>	TV Specialists Inc	3/12/2014- 3/12/2019	New contract
	<a href="#">MA538</a>	The Chariot Group Inc	3/12/2014- 3/12/2019	New contract awarded to same vendor
	<a href="#">MA543</a>	Audio Enhancement Inc	3/12/2014- 3/12/2019	New contract awarded to same vendor

\*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.

## LEGAL PROCESS SERVICES CONTRACTS

CONTRACT	VENDOR
<a href="#">MA514</a>	Salt Lake Private Detectives
<a href="#">MA517</a>	Bass Boy Enterprises LC
<a href="#">MA519</a>	Civil Process Services Investigations LLC
<a href="#">MA520</a>	Court OPS Inc
<a href="#">MA521</a>	First Process Corporation
<a href="#">MA522</a>	Wasatch Constable LC
<a href="#">MA523</a>	Bringhurst Process Service LLC
<a href="#">MA524</a>	RPS Inc
<a href="#">MA526</a>	Eclipse Investigations
<a href="#">MA527</a>	Beehive Attorney Service LLC
<a href="#">MA529</a>	TD'S Legal Process & Investigations
<a href="#">MA530</a>	Chris J. Burton & Associates
<a href="#">MA531</a>	Patriot Process Services
<a href="#">MA533</a>	Godfrey Legal Services Inc
<a href="#">MA534</a>	ICU Investigations LLC
<a href="#">MA535</a>	Monte Jensen
<a href="#">MA537</a>	Utah Court Services LLC
<a href="#">MA541</a>	Washington County Constable Co.

For several years, agencies had been obtaining Constable Services via agency contracts. Beginning this March, the State has issued statewide contracts for Constable Services.

There are several qualified vendors that have been selected to work on this contract. You can view each vendor and their qualifications by viewing each of the Contracts. Between all of the vendors, we have the entire state of Utah covered for vendor services. The state contracts for Constable Services are listed at the left.

These contracts have detailed billing costs. Some of the billing fees include serving summons, travel, minimum mileage fee, fee for rush services, and many others. When choosing the vendor, agencies should compare the services for the fees needed.

If you have any questions regarding these Contracts please contact Phil Geurts with State Purchasing. [pguerts@utah.gov](mailto:pguerts@utah.gov)  
801-538-3254



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**We're on the  
Web !**

[purchasing.utah.gov](http://purchasing.utah.gov)

Business Tagline or Motto

## How To:

### DETERMINE THE STATUS OF AGENCY CONTRACTS

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State Purchasing uses a database to track all agency contracts, amendments, and sole sources that will become contracts. Tracking begins when the documents are delivered and follow the documents until they leave State Purchasing. The Agency Contract Tracking System, aka the Purchasing Tracking System, has an online search engine to allow agencies to track the progress of their contracts and amendments.

This database is located at [general.services.utah.gov/AgencyContracts/](http://general.services.utah.gov/AgencyContracts/) or you can link into the site by going to [purchasing.utah.gov](http://purchasing.utah.gov) then click "BUYER INFORMATION" followed by "Agency Contract Tracking System."

To look for the progress of contracts, amendments, or sole sources that will result in a contract, begin by choosing your agency from the drop down list entitled "Select Agency." Click the "Submit" button. All contracts that are currently being processed for the agency by State Purchasing will appear.

Because the Agency Contract Tracking System contains records back to the beginning of 2000,

agencies can use this system to find specific contract numbers or contracts with specific vendors. Keep in mind that the search must be for contracts that were numbered and processed by State Purchasing.

Begin a search by choosing the correct agency from the dropdown menu. Enter a wide time frame that you believe the contract would have been in State Purchasing. Uncheck "Contracts In-Process Only" and then click "Submit."

Sometimes the generated list can be quite extensive. The system has a sorting feature for most columns. Sort the list by clicking on the underlined headings in the dark green strip. For instance, if you know the name of the vendor for your contract, click the header "*Vendor*" and all the contracts for your agency will sort alphabetically by vendor making it easy for you to locate the contract that you want. If you know the contract number, it is best to sort by choosing "Contract Number."

If you have any questions as you begin to use this system, please call Patty Yacks (801-538-3157).