



PURCHASING UPDATE

March 2016

STATE OF UTAH

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MODIFICATIONS TO THE PROCUREMENT CODE

On the last day of the 2016 Legislative Session, Procurement Code Modifications SB184 passed. Many of the changes to the Procurement Code which were contained in this bill were presented by Kent Beers at the Procurement Education Partnership Seminar on March 17.

The highlighted provisions in the bill are as follows:

- ▶ modifies and adds definitions;
- ▶ rearranges some procurement provisions;
- ▶ modifies provisions relating to the head of a procurement unit with independent procurement authority;
- ▶ modifies exemptions from the procurement code;
- ▶ rewrites provisions relating to requests for statement of qualifications and approved vendor lists;
- ▶ authorizes a procurement unit to establish price based on specified established terms;
- ▶ modifies provisions relating to correcting immaterial errors in a solicitation and clarifying

information in a solicitation response;

- ▶ modifies duties and responsibilities of the chief procurement officer;
- ▶ modifies provisions relating to a request for information;
- ▶ modifies provisions relating to standard procurement processes;
- ▶ modifies provisions relating to the evaluation process;
- ▶ modifies best and final offer provisions;
- ▶ modifies provisions relating to awarding and canceling a contract and the disqualification of offerors;
- ▶ modifies provisions relating to exceptions to standard procurement processes;
- ▶ modifies provisions relating to procurement protests;
- ▶ modifies a provision relating to reporting unlawful conduct; and
- ▶ makes technical and conforming changes.

For more information, individuals should visit the Legislative website to view the Bill.

[Link to SB184 on the Legislative](#)

RQS AND RQM IN FINET: INCLUDE DESCRIPTION AND DOLLAR AMOUNTS!

When entering an RQS or an RQM into FINET, executive branch agencies must include a description of the purchasing and the solicitation type, if known, in the "extended description" field on the commodity section of the RQS or RQM.



▼Extended Description

Extended Description : **Commodity section**

The RQS or RQM must also include an estimated dollar amount. The estimated dollar amount can be the budget for the project or purchase. State Purchasing will no longer accept \$0.00 in this field. The Division of Purchasing will reject requisitions that do not contain these required fields.

Common Solicitation Types:

RFQ: Request for Quotation—low dollar, low risk. Cannot exceed \$50,000.

IFB: Invitation for Bid—well defined and detailed goods/services. Generally over \$50,000. No less than 7 calendar day public posting

RFP: Request for Proposal—Specifications can't be clearly defined. Cost is only one factor in determining award. No less than 7 calendar day public posting. Evaluation Committee required.

R4: Small Purchase of Professional Service Providers—Procurement of service that requires a high degree of specialized knowledge. Limit \$100,000

▼General Information

Commodity :

Stock Item Suffix :

Line Type :

Quantity :

Unit :

Unit Price :

List Price :

Contract Amount :

Discounted Unit Price :

Service From :

Service To :

Number of Attachments :

Fixed Asset :

Commodity Specs :

No Code Description :

Extended Description :

Non-Reserved Funding Open Amount Total :

Item Sub Total :

Item Total Amount :

Closed Date :

Closed Amount :

Ref Amount :

Closed Quantity :

Ref Quantity :

Closed Contract Amt :

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An RQS or RQM only gives State Purchasing a small amount of information about a requested procurement. In order to assign the solicitation to an agent, State Purchasing must have specifics about the procurement item(s).

At bare minimum, the agency must send an email or document containing the specifications of the goods or services to be purchased to purchasingsolicitation@utah.gov. The RQS or RQM number must be in the subject of the email so that the specifications can be linked to the appropriate RQS/RQM. Not including the

RQS/RQM number in the header can delay the solicitation process.

When an agency knows that the solicitation needs to be an Invitation for Bid (IFB) or a Request for Proposal (RFP), they can expedite the process by sending the *Invitation for Bid Questionnaire* or the *Request for Proposal Questionnaire* to purchasingsolicitation@utah.gov as soon as the RQS/RQM is submitted. The questionnaire forms are located on the State Purchasing website [forms page](#).

COOPERATIVE CONTRACTS: FLOOR COVERING & INSTALLATION

The “Carpet, Broadloom and Tile” portfolio of “Best Value” State Cooperative Contracts expired in February 2016. We are happy to announce a new portfolio of contracts to “cover” your flooring needs. The portfolio of contracts is called *Floorcovering and Installation Services*. The contracts in this portfolio include both carpet and hard surface flooring products.

National vendors have authorized resellers in Utah (see the contracts at the right). Before choosing a vendor, an agency should review the summary document and, as needed, the full contract to determine what flooring the vendor/authorized reseller is contracted to sell. Agencies should carefully read the uninstal, disposal, recycling, installation, travel expenses, and other costs prior to purchase.

If you have any questions about these contracts, please contact Terri O’Toole at the totoole@utah.gov at (801) 538-3147.

To search the contracts, click or [CTRL-click here](#).

Floorcovering and Installation Services		
#	Vendor	Expires
MA2279	Interface Americas Incorporated	02/16/2021
MA2280	Tandus Centiva US LLC	03/15/2021
MA2282	Mannington Mills dba Man	02/16/2021
MA2283	Mohawk Carpet Distribution	02/16/2021
MA2284	Shaw Contract Group	02/28/2021
MA2285	Patcraft	02/28/2021
MA2286	Shaw Industries dba Philadelphia Commercial	02/28/2021

QUARTERLY PEP SEMINARS

We thank everyone who participated in the Spring Procurement Education Partnership (PEP) Seminar on March 17, 2016. It was our first time to offer breakout sessions and we received a lot of great feedback.

As a reminder, our Summer Procurement Education Partnership (PEP) Seminar will be held on June 28, 2016. Please watch the April 2016 Newsletter to see what classes will be offered and how to register. We look forward to having you all there.

**COOPERATIVE CONTRACT:
EDUCATIONAL TOYS, GAMES & CURRICULUM MATERIALS**

The State of Utah has awarded contracts for *Educational Toys, Games & Curriculum Materials*. These contracts were solicited by use of an approved vendor list and have contract numbers starting the letters "AV." As part of the approved vendor list process each of these vendors have agreed to adhere to the State standard Terms and Conditions and to certain reasonable return and insurance limits.

Orders will be made directly from the vendors from the person indicated on the summary sheet. Pricing consists of either a stated

amount in the contract for each item or a specified discount off of a catalog. State Purchasing has sought to have each vendor submit their most competitive up front price, but in order to best utilize these contracts schools and school districts should look at each vendor in the desired category to determine which contract best suit the needs of the school district.

These contracts are intended to be a tool that will help you purchase educational toys, games, and curriculum materials. Many contracts have online catalogs. Information how to access the catalogs is located in the Summary Document for the contract by performing a [CTRL-click here](#).

We have made it clear to each vendor that these contracts are not to be associated with any activities that include personal discounts, kick-backs or any other unfair or non-transparent activities. If you are aware of any of these activities please contact State Purchasing.

If you have any questions about these contracts, please contact Christopher Jennings at ctjennings@utah.gov at (801) 538-3524.

School Supplies, Curricula and Games	
Contractor	CONTRACT NUMBER
Pacific Learning	AV2332
Innovative Learning Concepts DBA TouchMath	AV2333
School Specialty, Inc.	AV2337
East West Discovery Press	AV2338
Conn Education Classroom Library	AV2339
WRS Group Ltd. Dba Health Edco	AV2340
Zaner-Bloser Inc.	AV2341
Brainy Toys Inc DBA MindWAre	AV2342
Early Childhood/ dba Discount School Supply	AV2343
Lakeshore Equipment Company	AV2344
Econocrafts	AV2345



STATE OF UTAH

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Phone: 801-538-3026

**We're on
the Web !**

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

2016 DATES TO REMEMBER

- 15 Apr Requisitions for FY16 received by State Purchasing by April 15, 2016 will be given first priority. No guarantees can be given for FY16 requisitions received after this date.
- 24 April Approximate date of April Newsletter. Registration for June PEP Seminar will be enclosed
- 10 June Contracts and amendments must be received by State Purchasing in order for processing prior to year end.
- 28 June Procurement Education Partnership (PEP) Seminar
- 30 June Purchases or services must be received by Jun 30 if agency want to pay with FY16 money
- 20 Sep Procurement Education Partnership (PEP) Seminar
- 06 Dec Procurement Education Partnership (PEP) Seminar

HOW TO RECEIVE THE PURCHASING UPDATE NEWSLETTER

Did you receive this newsletter from a co-worker? Do you want to receive the Purchasing Update directly? Please follow the appropriate steps below.

(A) Individuals who have a State Google email account:

Step 1: Enter into GROUPS in the State Google email account

Step 2: In the new window's search field, type PURCHASING NEWSLETTER

Step 3: Google will list the "Purchasing Newsletter" as a group. Select the group.

Step 4: Click JOIN GROUP.

Step 5: In the new window, click JOIN GROUP. The administrator will be informed of your request and approve it.

(B) Individuals that do not have a State Google email account:

Please send an email to Tara Eutsler teutsler@utah.gov or John Palmer, johnpalmer@utah.gov.

NEW STATE OF UTAH "BEST VALUE" COOPERATIVE CONTRACTS

ITILE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
EDUCATIONAL TOYS & GAMES & CURRICULUM MATERIALS	AV2332	Pacific Learning	02/11/2016 - 02/10/2021	Multiple award
EDUCATIONAL TOYS & GAMES & CURRICULUM MATERIALS	AV2333	Innovative Learning Concepts DBA TouchMath	02/11/2016 - 02/10/2021	Multiple award
EDUCATIONAL TOYS & GAMES & CURRICULUM MATERIALS	AV2337	School Specialty Inc.	02/11/2016 - 02/10/2021	Multiple award
EDUCATIONAL TOYS & GAMES & CURRICULUM MATERIALS	AV2338	East West Discovery Press	02/11/2016 - 02/10/2021	Multiple award
EDUCATIONAL TOYS & GAMES & CURRICULUM MATERIALS	AV2339	Conn Education Classroom Library	02/11/2016 - 02/10/2021	Multiple award
EDUCATIONAL TOYS & GAMES & CURRICULUM MATERIALS	AV2340	WRS Group Ltd. Dba Health Edco	02/11/2016 - 02/10/2021	Multiple award
EDUCATIONAL TOYS & GAMES & CURRICULUM MATERIALS	AV2341	Zaner-Bloser Inc.	02/11/2016 - 02/10/2021	Multiple award
EDUCATIONAL TOYS & GAMES & CURRICULUM MATERIALS	AV2342	Brainy Toys Inc DBA MindWAre	02/11/2016 - 02/10/2021	Multiple award
EDUCATIONAL TOYS & GAMES & CURRICULUM MATERIALS	AV2343	Early Childhood/ dba Discount School Supply	03/09/2016 - 02/10/2021	Multiple award
EDUCATIONAL TOYS & GAMES & CURRICULUM MATERIALS	AV2344	Lakeshore Equipment Company	02/11/2016 - 02/10/2021	Multiple award
EDUCATIONAL TOYS & GAMES & CURRICULUM MATERIALS	AV2345	Econocrafts.com	3/16/2016	Multiple award
STRYKER EVACUATION CHAIR MODEL 6254 AND ACCESSORIES	PD047	STRYKER MEDICAL	03/01/2016 - 02/28/2021	New contract awarded to the same vendor
School Athletics Uniforms and Equipment (Region 1)	AV2349	SavOn Inc. DBA SavOn Sporting Goods	03/09/2016 - 11/19/2020	Multiple award

*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.

NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

ITILE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Floorcovering and Installation Services	MA2279	Interface Americas Incorporated	2/17/2016 - 02/16/2021	Multiple award
Floorcovering and Installation Services	MA2280	Tandus Centiva US LLC	2/17/2016 - 02/16/2021	Multiple award
Floorcovering and Installation Services	MA2282	Mannington Mills dba Mannington Commercial	2/22/2016 - 02/21/2021	Multiple award
Floorcovering and Installation Services	MA2283	Mohawk Carpet Distribution	2/17/2016 - 02/16/2021	Multiple award
Floorcovering and Installation Services	MA2284	Shaw Contract Group	02/27/2016—02/28/2021	Multiple award
Floorcovering and Installation Services	MA2285	Patcraft	02/27/2016—02/28/2021	Multiple award
Floorcovering and Installation Services	MA2286	Shaw Industries dba Philadelphia Commercial	02/29/2016 - 02/28/2021	Multiple award
Portable Breath Alcohol Tester	MA037	CMI, Inc.	03/01/2016 - 02/28/2021	Multiple award
Portable Breath Alcohol Tester (Intoximeter Also-Sensor FST)	MA1957	Intoximeters, Inc.	03/01/2016 - 02/28/2021	Multiple award
Evidential Breath Alcohol Testing Equipment	PD046	CMI, Inc.	03/01/2016 - 02/28/2021	
Security Monitoring Services	MA2357	Fire Protection Services dba Mountain Alarm	04/01/2016 - 03/31/2021	
Dispatch Furniture	MA2352	Evans Consoles, Inc	3/10/2016 - 3/9/2021	Multiple award Review days required for delivery
Dispatch Furniture	MA2354	Watson Furniture Group, Inc	3/10/2016 - 3/9/2021	Multiple award Review days required for delivery
Dispatch Furniture	MA2356	Russ Bassett Corporation	3/10/2016 - 3/9/2021	Multiple award Review days required for delivery

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AMENDED OR EXTENDED STATE OF UTAH "BEST VALUE COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
WIRELESS COMMUNICATIONS SERVICES AND EQUIPMENT, (CELL PHONES)	MA152	Cellco Partnership d/b/a Verizon Wireless	New end date 6/30/2019	Contract has been extended. New FINET vendor number
Digital Print and Copy Services	MA040	Office Depot, Inc.	New end date 6/30/2016	
Combination Sewer Cleaner	MA2151	Enviro-Clean Intermountain LLC	End date 09/16/2019	Vendor change to existing contract
Air Street Sweepers	MA638	Enviro-Clean Intermountain, LLC	End date 02/28/2019	Vendor change to existing contract

EXPIRED OR CANCELED STATE OF UTAH "BEST VALUE COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	END DATE	ADDITIONAL INFORMATION
Carpet, Broadloom & Tile	MA2095 MA2096 MA2097 MA2098	Various	02/28/2016	See Floorcovering & Installation Services MA2279 & MA2283 OR Residential Floorcovering MA392
Sprinter Vans	AR029	Shaw & Miller MD Inc	02/29/2016	See Sprinter Vans AR030
Managed Print Services (WSCA)	AR329	XEROX CORPORATION	03/01/2016	
Managed Print Services (WSCA)	AR333	Hewlett Packard Company	02/29/2016	
Managed Print Services (WSCA)	AR334	Lexmark International Inc	02/29/2016	
Managed Print Services (WSCA)	AR335	Canon USA Inc	02/29/2016	
Haenni Portable Wheel Load Scale Model #WL101	PD325	Loadometer Corporation	02/29/2016	
LEGAL PROCESS SERVICES	MA541	Washington County Constable Co.	03/10/2016	Multiple contracts still available
Classroom Simulations Training for Snowplows, Trucks, & Equipment	PD044	D. P. Associates	03/15/2016	

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