



STATE OF UTAH

PURCHASING UPDATE

EARLY TERMINATION OF AGENCY CONTRACTS

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When an agency wants to exercise their right to terminate a contract early without cause, they would:

1. Review the Contract to determine what the options are for terminating early. In most contracts, there is an option to terminate without cause with a 60 day written notice as listed in the State Terms and Conditions.
2. Prepare a letter stating the agency is: 1) terminating Contract XXXX; 2) that this letter is their 60 day termination notice without cause per Section XX of the Standard Terms and Conditions for the State of Utah; and 3) that the termination will be Effective on xx/xx/xx. Add any additional pertinent instructions. The letter would be signed by someone who has signature authority for a contract. This is usually a Director or Assistant Director.
3. Please check the contract to determine if there is a specific address listed to mail correspondence. The letter should be mailed "certified with a return receipt" to verify that the contractor receives the letter. Keep a copy of the letter with the agency contract files.
4. After mailing the letter, send a copy of the letter to the Purchasing Technician in State Purchasing that is the contact for agency contracts.
5. The Purchasing Tech in State Purchasing will inform the appropriate Purchasing Agent about the Termination Letter. The Tech will change the Termination Date in Finet to reflect the early termination date. For your information, the Termination Date in Finet has 90 days added to it, in order to provide time to pay final invoices. The Tech will keep a copy of the Termination Letter with the agency contract file.



DIVISION OF PURCHASING & GENERAL SERVICES



PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

HOSTED BY THE STATE OF UTAH, DIVISION OF PURCHASING
AND NASPO VALUE POINT

DATE: 1 December 2015

TIME: 9 AM – 4 PM

LOCATION: State Office Building; 1st floor Auditorium
450 North State Street, Salt Lake City, Utah

Just a reminder that the next seminar will be held on December 1, 2015. As final box lunch numbers needed to be given to the caterer, the in-person registration has closed. If you have not registered and would like to attend via the webinar, please click (or Ctrl + right click) the link below. If you are unsure if you have registered, please reach out to Tara Eutsler (teutsler@utah.gov).

Topics & Presenters

SciQuest Demonstration

SciQuest Representative

Request for Proposal

Michael Asner

Webinar Registration ►►►

[Webinar Registration Link](#)



STATE OF UTAH

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**We're on the
Web !**

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

This newsletter was edited by Shirley Williams. If you have any questions or comments, please email them to swilliams@utah.gov.

DID YOU KNOW: COPY PAPER

Does your agency or organization have high speed laser print applications? There's a contract for that. The State currently has two contracts that cover the purchase of large amounts of Xerographic Copy Paper.

The contracts are with: AR1680 with Unisource Worldwide and AR394 with Contract Paper Group. When deciding what to order, please note that if you are ordering less than a truckload (840 Cases/21 Pallets) you should use AR1680 with Unisource Worldwide. Anything equal to or more than a truckload should be ordered on AR394 with Contract Paper Group.

Also note that authorization is required to order off of this contract. If you are a

state agency with the exception of State Tax Commission, DTS, or Publishing Services, you need to submit a written request to purchase products to Micah Richards. In your request, please identify the application the paper is needed for, and the brand and model of the equipment it will run on.

Political subdivisions, including Higher Education, Public Education, and counties and cities, do not require authorization to purchase.

If you need further information, please contact Micah Richards at micahrichards@utah.gov or 801-538-3148.

DID YOU KNOW: COMPUTER EQUIPMENT

Through a NASPO ValuePoint solicitation led by the State of Minnesota earlier this year, the State of Utah has the opportunity to award computer equipment contracts to over thirty vendors in the categories of desktop computers, laptop computers, tablets, servers, and storage. The Division of Purchasing has already executed contracts, also referred to as participating addenda, with many of these vendors, as indicated by a State of Utah Contract Number in the chart on the following page, but we would be happy to negotiate and execute additional contracts as needed.

In order to best utilize State resources, the Division is requiring that requests for additional participating addenda come from you, our customers and end users, rather than from vendors. Acting only upon requests initiated by individuals and

organizations with an upcoming need to purchase goods or services from a specific vendor ensures we are expending time on contracts on which we will see actual usage.

To request execution of a participating addendum with one of the vendors listed below, please send an e-mail to Fay Tan at ftan@utah.gov and include any purchasing deadlines you may be trying to meet. Please keep in mind that the amount of time required to complete this process can vary greatly depending on the Division's current workload, the responsiveness of the vendor, and the nature of any exceptions to the terms and conditions taken by the vendor.

If you have any questions about these contracts, please contact Fay at the e-mail address above or at (801) 538-3524.

DID YOU KNOW: COMPUTER EQUIPMENT (CONT.)

VENDOR	PRODUCTS OFFERED	STATE OF UTAH CON-
Ace Tech Partners	Desktops, Servers, Storage	---
Apple	Desktops, Laptops, Tablets	PA2212
ByteSpeed	Desktops, Laptops, Tablets, Servers, Storage	---
Ciara	Desktops, Laptops, Tablets, Servers	---
Cisco	Servers	---
Cray	Servers	---
CTL	Desktops, Laptops, Tablets, Servers, Storage	PA2215
Dell	Desktops, Laptops, Tablets, Servers, Storage	PA2213
EMC	Storage	MA965
Firefly	Servers	---
Fujitsu	Desktops, Laptops, Tablets, Servers, Storage	---
Grace Global	Desktops, Laptops, Servers, Storage	PA2216
Hitachi	Servers, Storage	PA2217
Howard	Desktops, Laptops, Tablets, Servers, Storage	---
Hewlett Packard Inc.	Desktops, Laptops, Tablets	MA432
Hewlett Packard Enterprise	Servers, Storage	PA2211
IBM	Servers, Storage	---
Lenovo	Desktops, Laptops, Tablets, Servers, Storage	PA2209
M&A Technology	Desktops, Tablets, Servers, Storage	---
Microsoft	Laptops, Tablets	PA2219
Microtech	Servers, Storage	---
NetApp	Storage	MA2114
Nimble Storage	Storage	PA2210
Oracle	Servers, Storage	---
Panasonic	Laptops, Tablets	PA2214
Pure Storage	Storage	---
Samsung	Tablets	---
Tegile	Storage	PA2223
Tintri	Storage	---
Toshiba	Laptops, Tablets	---
Transource	Desktops, Laptops, Tablets, Servers, Storage	MA2104
Violin Memory	Storage	---
XioTech (X-IO)	Storage	---

SCIQUEST STATUS

Over the last few weeks, work has continued on the SciQuest implementation. On November 18th, the SciQuest Steering Team, consisting of representatives from State Agencies, School Districts, and Political Subdivisions, held its kickoff meeting at the State Office Building.

Among the discussion topics were progress to date, as well as determining the next steps in the implementation process. Some of the activities the Steering Team will be participating in will include Focus Groups with SciQuest, system testing and validation, and training.

We would also like to remind everyone that on December 1, SciQuest will be presenting at the

quarterly PEP/NASPO Training Seminar. This is your opportunity to see parts of the system and hopefully get any questions you may have addressed.

If you are not able to make it to this session and have questions with regards to SciQuest, please feel free to reach out to Windy Aphayrath (waphayrath@utah.gov) at State Purchasing.

NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Sewer and Culinary Pipe and Fittings	PD2268	Mountainland Supply LLC	11/1/2015-10/31/2020	
Online Legal Research Services	MA2123	West, A Thomson Reuters Business	1/1/2016-12/31/2020	
Computer Equipment and Related Services (Storage Hardware)	PA2223	Tegile Systems, Inc.	10/28/2015-3/31/2017	Multiple Award
Computer Equipment and Related Services (Storage Hardware)	MA965	EMC Corporation	9/16/2015-3/31/2017	Multiple Award
Computer Equipment and Related Services (Storage Hardware)	PA2210	Nimble Storage, Inc.	10/19/2015-3/31/2017	Multiple Award
Glock Semi Automatic Pistols	MC1184	GLOCK, Inc.	11/3/2015-11/2/2020	

NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Snowplow Blade Cutting Edges	MA2265	Winter® Equipment Co. Inc.	6/30/2015-6/30/2016	Multiple Award
Security Paper for Vital Records	PD2278	RR Donnelley	11/18/2015-11/17/2020	
Digital Duplicators, Supplies, Maintenance –Riso/Risograph	MA023	Fowler Business Systems	11/5/2015-11/4/2020	Multiple Award
Contracted Airline Fares	AR2269	Alaska Airlines, Inc.	1/1/2016-12/31/2020	Multiple Award
Contracted Airline Fares	AR2270	Delta Air Lines, Inc.	1/1/2016-12/31/2020	Multiple Award

EXTENDED STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
IBM Hardware, Software, Maintenance and Education/Training	AR801	Sirius Computer Solutions	5/22/2014-6/30/2019	

EXPIRED OR CANCELED STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL

*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.



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RETIREMENT ANNOUNCEMENT

It saddens us to announce the retirement of Shirley Williams. Her last working day will be November 27, 2015.

Shirley Williams has been an integral part of the Division of Purchasing for the last 15 years; she has worked 29 years with the State of Utah. Her contributions will always be valued and remembered. Her hard work, commitment, and dedication are worthy of admiration. Shirley Williams will be greatly missed.
