



PURCHASING UPDATE

October 2016

STATE OF UTAH

ETHICS IN PURCHASING

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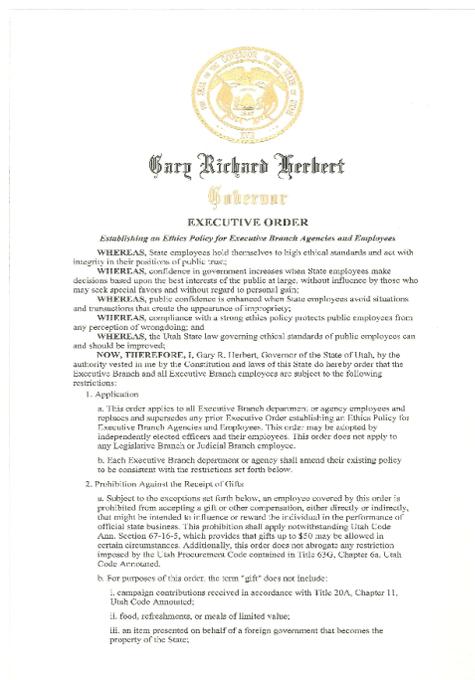
It is vital that the public be able to put their trust in their government workers; this includes being able to put trust in public procurement professionals no matter with which public entity the individual is employed. Understanding the ethical procurement begins with a two documents: Executive Order EO/002/2014 and Procurement Code Part 24.

In 2014, Governor Herbert signed Executive Order EO-002-2014 establishing an ethics policy for executive branch agencies and employees (double click on object at right to read the executive order). While the entire Order should be read and understood, the procurement professional should also focus in the following two areas: 1. Prohibition Against the Receipt of Gifts and 2. Prohibition Against Nepotism in Hiring and Contracting.

While Governor Herbert’s Executive Order is specific to executive branch employees, the Procurement Code’s Part 24 Unlawful Conduct and Penalties is applicable to “each public entity” (63G-6a-2403 (1)) as defined in 63G-6a-103 (66). Part 24 defines

gratuities, kickbacks and undue influence; explains hospitality gifts and the limit allowed per year; outlines unlawful conduct; and states the classification of offenses of which an individual is guilty if they knowingly participate in unethical acts. Procurement professionals should review Part 24 and determine if their actions are in line with the ethics required to keep the trust of the public.

The most important way to keep that trust is to ethically adhere to the Procurement Code and the Rules adopted by the applicable rulemaking authority.



COOPERATIVE CONTRACT: APPROVED VENDOR LIST FOR VEHICLE PROCUREMENTS

By Nick Hughes

The State of Utah has awarded contracts for the purchase of vehicles. These contracts were solicited through a Request for Statement of Qualifications (RFSQ) and are available as part of an Approved Vendor List (AVL). There are four (4) AVL categories which include: Ford, Chevy, Toyota, and Chrysler Dodge Jeep Ram (CDJR). Each AVL category is comprised of several contracts:

1. Ford AVL is comprised of contracts AV2527, AV2528, AV2529, and AV2530;
2. Chevy AVL is comprised of contracts AV2521 and AV2522;
3. Toyota AVL is comprised of contracts AV2531 and AV2532; and
4. CDJR AVL is comprised of contracts AV2523, AV2524, AV2525, and AV2526

When seeking to purchase a vehicle, please consult the contracts that correlate to the manufacturer of the vehicle sought i.e. when looking for a Ford, consult the Ford AVL contracts and follow the instructions posted. To access the statewide contracts database, you may [Ctrl + Click here](#).

Use of these contracts requires a competitive quotation process as outlined below:

1. Eligible Users must work with their own fleet manager or motor pool personnel that oversee vehicle purchasing;
2. Eligible Users will develop a worksheet that contains the vehicle sought, vehicle needs, required features, options, deadline for response, and delivery schedule (Requested Quote Specifications);
3. Eligible Users will then submit Requested Quote Specification, through email, to the designated contact of each approved vendor in the manufacturing category which provides the requested inventory item i.e. if you need a Ford, you will send your request to all dealers listed above in the Ford AVL. A contact is listed on the contract summary document for each contract;

4. Eligible Users must state that quote is being requested under the Statewide AVL and seek, at a minimum, all discounts identified in Vendors proposal;
5. When all vendors have responded or the deadline has passed, whichever is first, the Eligible User must award the lowest responsive and responsible bidder that meets the Requested Quote Specifications; and
6. Eligible Users will coordinate with the lowest responsive and responsible bidder for completion of purchase.

For more detailed instructions, please visit the statewide website and view any of the contracts listed above. If you have any additional questions please contact Nicholas Hughes at nhughes@utah.gov or

Vehicle Approved Vendor Lists
10/6/2016—10/5/2021

VEHICLE TYPE	CONTRACT	VENDOR
Chevrolet Vehicles	AV2521	Larry H Miller Chevrolet
	AV2522	Young Chevrolet
Chrysler Dodge Jeep Ram Vehicles	AV2523	Ken Garff Chrysler Dodge Jeep Ram
	AV2524	Larry H. Miller Chrysler Dodge Jeep Ram
	AV2525	Salt Lake Valley Chrysler Dodge Jeep Ram
	AV2526	Young Chrysler Dodge Jeep Ram
Ford Vehicles	AV2527	Henry Day Ford
	AV2528	Ken Garff Ford
	AV2529	Young Ford
	AV2530	Larry H. Miller Ford
Toyota Vehicles	AV2531	Young Toyota
	AV2532	Tony Divino Toyota

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**We're on
the Web !**

purchasing.utah.gov

FINANCE POLICY—SPENDING FOR RETIREMENT PARTIES

Is someone in your department or division about to retire? State Finance Policy FIACCT 05-03.10 for Retirement Refreshments explains how to request payment for refreshments and states that the cost should not exceed \$5.00/person, based on estimated attendance. As with all policies, the end user should periodically check for updated versions. Policy FIACCT 05-03.10 can be located by clicking Accounting Policies & Procedures link on the [State Finance](#) website or by clicking the on the document at the right (July 2016 version is displayed here).

Employee Reimbursements - Retirement Refreshments
FIACCT 05-03.10
Effective: 01-Apr-06
Revised: 01-Jul-2016
Reviewed: 01-Jul-2016

Purpose

This policy explains how to request payment for refreshments for retirement functions.

Policy

A. Refreshments – Agencies may serve moderate refreshments at retirement functions.

- *Retirement Functions* – The cost of the refreshments should not exceed \$5.00 per person, based on estimated attendance. The agency Executive Director or designee may approve up to \$150.00 without considering the \$5.00 limit if the group is small and the \$5.00 per person limit will not be adequate.

Note: If the total cost of refreshments is over \$1,000, State Purchasing rules on obtaining bids are applicable. Refer to the policies on Purchases from \$1,001 to 5,000 – Overview and Purchases over 5,000 – Overview in the PURCHASING section of this manual.

- *Invitations, Decorations, and Entertainment* – Agencies may not use state funds for floral arrangements, printed invitations, entertainment, etc. They may send invitations using flyers, letterhead, etc.

B. Expenditure Object Codes – Charge all non-taxable costs associated with this policy to expenditure object code 6270, Employee Recognition.

Procedures

Responsibility **Action**

Retirement Refreshments

Agency Prepare a GAX or PRC, Form FI 50 (optional).

Enter the GAX or PRC in the FINET System. Obtain necessary approvals. The payment should be made payable to the vendor for the purchase of the refreshments. Use expenditure object code 6270.

NOTE: If an employee purchases the refreshments, use Form FI 50, and enter in the FINET System as a GLE or PRC transaction. The payment should be made payable to the employee for the purchase of the refreshments, using the vendor code 000000 and the employee's address. Attach the receipts to the payment documents.

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 John Palmer, johnpalmer@utah.gov.

UPCOMING PEP SEMINARS

Dec 06, 2016

Mar 16, 2017

Jun 15, 2017

Note: Starting in 2017, PEP Seminars will be held on Thursdays.

NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Patient and Wheelchair Lifts	AV2517	Accessible Systems of Utah, Inc.	9/30/2016 - 6/30/2021	
Patient and Wheelchair Lifts	AV2518		9/30/2016 - 6/30/2021	
Construction Management Services	MA012	Hughes General Contractors, Inc.	9/15/ 2016 - 9/14/2021	New contract with the same vendor. Used the same number for the convenience of the end users
Front End Loader, All Wheel Drive	PD2520	Wheeler Machinery Company	10/01/2016 - 9/30/2021	
Palantir System Maintenance & Support	PD2469	Pat V Mack, Inc.	10/20/2016 – 10/19/2021	
Fresh Meats and Seafood	PD2463	Nicholas & Company	10/31/2016 - 10/30/2021	

State of Utah “Best Value” Cooperative Contracts Search Engine location:

<http://purchasing.utah.gov/statecontractdirectory.html>

*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

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Chevrolet Vehicles	AV2521	Larry H Miller Chevrolet	10/6/2016— 10/5/2021	<p>Review the Instructions for use of Approved Vendor List which is located in the summary document of each contract.</p> <p>Mandatory discounts required to be supplied by each vendor under their respective agreements are listed in the summary document. Discounts are a floor, with each request for a vehicle, a vendor may offer additional and deeper discounts on top of their floor in order to win any bids.</p> <p>These contracts are NOT for employees.</p>
	AV2522	Young Chevrolet	10/6/2016— 10/5/2021	
Chrysler Dodge Jeep Ram Vehicles	AV2523	Ken Garff Chrysler Dodge Jeep Ram	10/6/2016— 10/5/2021	
	AV2524	Larry H. Miller Chrysler Dodge Jeep Ram	10/6/2016— 10/5/2021	
	AV2525	Salt Lake Valley Chrysler Dodge Jeep Ram	10/6/2016— 10/5/2021	
	AV2526	Young Chrysler Dodge Jeep Ram	10/6/2016— 10/5/2021	
Ford Vehicles	AV2527	Henry Day Ford	10/6/2016— 10/5/2021	
	AV2528	Ken Garff Ford	10/6/2016— 10/5/2021	
	AV2529	Young Ford	10/6/2016— 10/5/2021	
	AV2530	Larry H. Miller Ford	10/6/2016— 10/5/2021	
Toyota Vehicles	AV2531	Young Toyota	10/6/2016— 10/5/2021	
	AV2532	Tony Divino Toyota	10/6/2016— 10/5/2021	

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EXTENDED STATE OF UTAH "BEST VALUE COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Aluminum Picnic Tables	MA128	Big T Recreation	Thru 12/1/2016	
Poly Vinyl Coated Picnic Tables	MA129	Diversified Metal Fabricators, Inc	Thru 12/1/2016	
VEHICLE FIRST AID KITS, FIRST AID CABINETS, REFILL ITEMS – ON-SITE SERVICE IN BOX ELDER, CACHE, RICH, WEBER, MORGAN, DAVIS, SALT LAKE, TOOELE, SUMMIT, UTAH & WASATCH COUNTIES ONLY	MA119	Wasatch First Aid	Thru 10/31/2016	
Asphalt Crack Sealer, Trailer Mounted	PD116	Wheeler Machinery Co.	Thru 11/24/2016	
MMCAP PHARMACEUTICAL DISTRIBUTION FOR CORRECTIONAL FACILITIES (ONLY)	PD2430	Diamond Pharmacy Services	Thru 12/31/2019	

Not all expired or canceled contracts make it to this list. Always check the contract online to determine if it is still active.

State of Utah "Best Value" Cooperative Contracts Search Engine location:

<http://purchasing.utah.gov/statecontractdirectory.html>