



Purchasing Update

...news you can use

State of Utah
Division of Purchasing
& General Services

Issue 2012-1

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Agency Contracts - Year End Planning



The Division of Purchasing receives a large volume of contracts and amendments from mid-April through June each year. The processing time will generally take longer during the busy year end. It is important to plan ahead so that your agency contracts will be processed timely.

Please review the following information:

1. Send your contracts and amendments for the current fiscal year as early as possible. Contracts and amendments should be sent to Tara Eutsler to begin the review process. Contracts should be received at the Division of Purchasing by June 1, in order to be processed during this fiscal year; and a month earlier is better. The contracts that arrive by June 1 are first priority.
2. Contracts received after June 1 are second priority. The Division of Purchasing cannot guarantee contracts received after June 1 will be completed by fiscal year end.
3. Be aware that most agency contracts and amendments route through four employees' workloads in the Division of Purchasing, and then they go to State Finance. The contracts are processed by:
 - A. Our Purchasing Technician, Tara Eutsler, enters contracts and amendments into the Contract Tracking System and into FINET.
 - B. One of our Contract Analysts does a legal review.
 - C. Purchasing Agents review the contracts for procurement issues.
 - D. Kent D. Beers, Director of State Purchasing, does a final review for Purchasing and signs the contracts.
 - E. Sheri Witucki, Contract Analyst for the Division of Finance, reviews and signs off/stamps on the contracts after Purchasing's processing is completed.
4. If the contracts have any problems, they are put on "hold" until the issues are resolved.
5. For any purchases to be made this fiscal year, the contract needs to be fully approved and signed, and the purchase or services need to be received before June 30.

Plan ahead and process your contracts and amendments early so that the fiscal year end will run smoothly for your agency and for the Division of Purchasing. ❁

Common Mistakes Made on Contracts



Below is a list of common mistakes that are made on Agency Contracts. Please check that your contracts are prepared correctly before they are signed by the parties, and sent to State Purchasing.

1. Signatures Missing: Vendor or agency signatures are missing, or are only on some of the copies
2. FINET Codes: Vendor numbers or commodity codes need to be listed on the contract
3. Contract Totals: The contract needs to list the Total for the Contract Period, not just the annual amount. On Amendments, the ending Contract Total from the original or the last Amendment should be carried forward as the beginning Contract Total (listed as the “current contract amount” on the current Amendment).
4. Math Errors: The Amendment Amount needs to be added correctly to the current Contract Total. Double check the math on contracts.
5. Scope of Work: Contracts should have a Scope of Work included in the contract. The Scope of Work needs to describe the main work that will be done under the contract. If the contract is just to purchase supplies, a price list would be acceptable.
6. Cost Detail: Contracts need to have reasonable cost detail. Cost detail should include information such as price lists, costs by tasks, hourly rates, etc. There should be enough detail that Accounts Payable Personnel can tell that the amounts charged look reasonable. The cost detail can be included in the Scope of Work or it can be a separate attachment.
7. Attachments not Listed: All attachments to the contract or amendment need to be listed on the Contract.
8. Effective Date: Generally, the Effective Date of the contract should be a date in the future, and should be a date close to the time the contract has been signed by all parties, including State Purchasing’s signature. For Amendments, check that the Effective Date of the Amendment is listed. Contracts should be renewed timely, or the renewal options may be denied by Purchasing.
9. Handwritten/Visible Changes: Handwritten and visible changes should be initialed by both parties, except for minor changes, such as accounting code corrections or contract number corrections. Sometimes a Contractor makes a handwritten change to the contract when they are signing the contract, and the agency is unaware that the change was made.
10. White-Out: White-out should not normally be used on contracts. One cannot tell whose white-out changes are the last changes, and who actually made the changes. Changes to contracts should be visible changes.
11. Sole Source: If applicable, the approved Sole Source Request Form needs to be included with the contract when the contract is sent to State Purchasing. The Sole Source Form does not need to be an attachment to the contract, but it should be included as backup information with the contract. The contract period and renewal options should match what was approved on the Sole Source. The Contract Total should not go over the Total approved in the Sole Source for the full contract and renewals, unless a new Sole Source Request is processed for any additional amounts.
12. Standard Terms and Conditions: The State Standard Terms and Conditions (State T&Cs) should be attached to the contract. For most contracts, there should NOT be changes to the State T&Cs. If the State T&Cs have been revised, please make sure that any changes are in line with State Purchasing’s guidelines and, if there are material changes, that the changes are approved in writing by Alan Bachman, Assistant Attorney General for State Purchasing.

13. Vendor Terms and Conditions: Vendor Terms and Conditions (Vendor T&Cs) should be reviewed closely. Generally, Alan Bachman, Assistant Attorney General for State Purchasing, should approve the Vendor T&Cs in writing. Attach the Assistant Attorney General's approval as backup information to the contract, when sending the contract to State Purchasing. Watch for any Vendor T&Cs that are incorporated into the contract by reference (such as in a Sales Order or listed in a vendor term). ☘

Monthly Training Opportunities



Training for January was conducted through a Webinar with BidSync. Purchasing would like to apologize for any problems you had accessing the website and participate in the training. BidSync was not aware they had a 25 person limit on the webinar. We will work with the vendor to offer another session for those who did not get to participate. Let me know if you have any feedback about training in that format.

State Purchasing's training for the month of February will be held on Thursday February 16, 2012 at the State Archives Building, 346 South Rio Grande, Salt Lake City, Utah. Shirley Williams will be teaching this session titled "**Contract Basics**". Although this is a repeat of past sessions we have asked Shirley to address issues that seem to be constant problems and may stop or delay agency contracts from moving through the approval process. We would also like to encourage you to come with questions on the agency contracting process.

We recommend this training for anyone who handles agency contracts and any new personnel in your office working with these areas.

Due to the interest in this class two sessions will be held on February 16, 2012. The first is at 10:00 am and the second is at 1:00 pm. Space is limited so you must register via e-mail to teutsler@utah.gov make sure to include your name, e-mail address and phone number as well as the session you wish to attend.

We look forward to your attendance at these training sessions. If you have any suggestions for future training sessions send your ideas to dgundersen@utah.gov ❖

Did You Know.....

We have Picnic Tables on State Contract?



State Contract [MA-128](#) Big T Recreation offers 6' and 8' Aluminum Picnic Tables and State Contract [MA-129](#) Diversified Metal Fabricators offers 6' and 8' poly vinyl coated picnic tables in nine different colors. Both companies offer ADA Accessible Picnic Tables. ☞

Did You Know.....

Did you know the State has an incredible WSCA rental car contract with Hertz and Enterprise ([MA-984](#), [MA-985](#))??? Yes, we do! Pair that with the State travel card ([AR-800](#)), and you have the makings of an easy and cheap business trip! State agencies must go through Tami Nelson, Travel Manager for the State of Utah. Enjoy! ☞

New Contracts

Title	Contract	Vendor	Dates	Additional Information
Body Armor	MA-139	Diamondback Tactical LLLP	10/15/2011 through 07/31/2013	
Equipment Rental Without Operator and all Items Covered in the Standard Rates (Store is located in Salt Lake City, Utah)	MA-1619	Cate Equipment Company	01/01/2012 through 01/01/2014	This is a new contract awarded to the same vendor.
Equipment Rental Without Operator and all Items Covered in the Rental Rates (Stores are located in Salt Lake City, Ogden and St. George)	MA-1623	Honnen Equipment Company	01/01/2012 through 01/01/2014	This is a new contract awarded to the same vendor.
Equipment Rental Without Operator and all Items Covered in the Rental Rates	MA-150	Intermountain Bobcat	01/01/2012 through 01/01/2014	This is a new contract awarded to the same vendor.
Equipment Rental Without Operator and all Items in the Rental Rate Guide. (Stores are located in Salt Lake City, Ogden, Logan, Lindon, Cedar City, Vernal, Salina and Hurricane)	MA-1625	Wheeler Machinery Company	01/01/2012 through 01/01/2014	This is a new contract awarded to the same vendor.
Fresh Eggs	PD-686	Rocky Mountain Foods Inc.	01/24/2012 through 01/23/2013	This is a new contract awarded to the same vendor.
Rental Items Without Operator	MA-178	Century Equipment	01/01/2012 through 01/01/2014	
Second Market Food Items / Individually Frozen & Shelf Stable	MA-184	Good Source	01/03/2012 through 01/02/2013	
Second Market Food Items / Individually Frozen & Shelf Stable	MA-183	National Food Group	01/03/2012 through 01/02/2013	
Street Sweeper Rental	PD-146	Legacy Equipment Company	01/01/2012 through 01/01/2014	This is a new contract awarded to the same vendor.

Extended Contracts

Title	Contract	Vendor	Extended Until	Additional Information
10 Wheel Cab & Chassis Truck (58,000 GVW) New	MA-1875	Mountain West Truck Center	01/31/2014	

Title	Contract	Vendor	Extended Until	Additional Information
Architectural Glass (Uintah, Carbon, Daggett, Duchesne, Grand, Juab, Emery, Millard, Rich, Sanpete, and Sevier Counties)	MA-783	Murray Glass	02/01/2013	Contract assigned to a new agent.
Architectural Glass (Box Elder, Morgan, Salt Lake, Summit, Tooele, Cache, Wasatch, Davis, Utah and Weber Counties)	MA-372	Valley Glass Company	02/01/2013	
Building Automation System – Repair, Service, and/or Upgrade of Existing Control Systems (This Contract Applies to HVAC Only)	AR-352	Siemens Industry Inc. Building Technologies	02/24/2013	New pricing.
Continine (Nicotine Metabolite) Urine Screening Device	PD-770	Redwood Toxicology Laboratory, Inc.	03/31/2012	
Computers – PC Store	MA-135	Software House International a.k.a. SHI	04/15/2012	
Computers – PC Store	MA-362	Valcom Computer Center	04/15/2012	
Data Communications Equipment and Associated OEM Maintenance & Training (WSCA) (Routers, Switches, LAN/WAN Wireless, Security, Network Management Software, Optical Transport, Training & Maintenance for Above Products)	AR-214	Brocade Communications Systems, Inc.	05/31/2014	
Games, Toys, and Curriculum Supplies (This contract only includes toys, games, and curriculum materials. It does not include furniture, office equipment, office supplies, audio-visual equipment, text books, building services type products, or any other type product that is outside the scope of toys, games, or curriculum materials. Many of these products are available from other state cooperative contracts.)	PA-835	NASCO MODESTO	12/31/2012	
Golf Irrigation Equipment & Sprinkling Systems & Supplies	MA-904	Turf Equipment & Irrigation	02/23/2013	
Mobile Communications Components	MA-158	Talley Communications	03/28/2012	

Title	Contract	Vendor	Extended Until	Additional Information
Mobile Communications Components	MA-161	Tessco Inc.	03/28/2012	
Multi-Drug Testing Integrated Cup Substance Abuse Screening Device	MA-1683	Redwood Toxicology Laboratory, Inc.	03/31/2012	
Onsite Oral Fluid Screening Devices	PD-771	Redwood Toxicology Laboratory, Inc.	03/31/2012	
Satellite Phones, Equipment and Services (WSCA)	MA-249	Satcom Global Inc. formally World Communication Center, Inc.	05/31/2014	
Standard Traffic Signal, Luminaire and CCTV Camera Poles	PD-781	Union Metal Corporation	01/19/2013	
Substance Abuse Testing (Drug & Alcohol) Services	PD-2073	Intermountain Drug Testing	01/10/2013	

Expired and Canceled Contracts

Title	Contract	Vendor
Crane Rental Without Operator (Store is located in Salt Lake City)	MA-1612	Coast Crane of Utah
Heavy Equipment Rental Without Operator and all Items Covered in the Rental Rates (Stores are located in Salt Lake City and Hurricane)	MA-156	Komatsu Equipment Company (Northern Utah Operation)
Paint	MA-162	Kwal Paint

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.

If there is anyone else in your office that would like to receive this mailing or be taken off the mailing list, have him or her send an email to suehoskins@utah.gov

If you have Purchasing Update questions, suggestions, or comments, please call Sue Hoskins at 801-538-3010 or send an Email to suehoskins@utah.gov

Please also visit the Division of Purchasing on the Internet at <http://www.purchasing.utah.gov> for additional information and past issues.