



STATE OF UTAH

Inside this issue:

Fiscal Year End Procedures	2
Sourcing Team Needed	3
Training	3
Did You Know: Carbon Monoxide Detectors	3
Cooperative Contracts	4-8
Did You Know: Integrated Classroom	7
Changes in Purchasing Staff	9

It is time to begin a solicitation for office moving services. State Purchasing is looking for sourcing team members. If you or someone you know can serve on this team, please contact Garret Johnston, 801-538-3216. See the article on page 3 for further details.

PURCHASING UPDATE

Division of Purchasing

February 2014



State of Utah

GARY R. HERBERT
Governor

Spencer J. Cox
Lieutenant Governor

Department of Administrative Services
KIMBERLY HOOD
Executive Director

Division of Purchasing and General Services
KENT D. BEERS
Division Director

February 18, 2014

To: **Department & Division of Purchasing and Budget and Accounting Officers**

From: **Kent D. Beers, Director**
Division of Purchasing and General Services

Subject: **Fiscal Year End Procedures**

With the approaching fiscal year end, many state agencies are ready to make purchasing decisions that they may have prolonged until they are certain funding is available. We prefer to bid early, even though you may not be certain funding is available. It is easier for us to cancel a few bids than to rush requisitions through during the last few weeks of the year.

Our experience indicates that our workload is extremely heavy this time of year. The number of requisitions received by the Division of Purchasing doubles and often triples. This increased workload requires additional planning by you and other state agencies. The following procedures are designed to allow the Division of Purchasing to process both old and new year purchases in an efficient manner. Please make every effort to adhere to these procedures.

1. Submit all current fiscal year requisitions to the Division of Purchasing by April 15, 2014. These requisitions are first priority.
2. Requisitions received after April 15th are second priority. The Division of Purchasing and General Services cannot guarantee that the procurement process will be completed and delivery made by fiscal year end.
3. Order releases on State contracts (PD, PA, MA, MC & AR) to be paid from "FY2014" funds need to be placed timely enough to ensure delivery by the end of business on June 30, 2014. Deliveries received after that date become obligations of "FY2015".

Please make a special effort to make year-end procurement orderly. As always, your cooperation is appreciated.

PREPARING FOR FISCAL YEAR END

It is time to begin planning for contracts that must be processed this fiscal year. The Division of Purchasing receives a large volume of contracts and amendments during the last quarter of the fiscal year (April-June). Because of the increased volume in all areas of procurement, the processing time increases. Plan ahead so that agency contracts and amendments will be processed in a timely manner.

Please note the following information:

1. Send your contracts and amendments for the current fiscal year as early as possible. If you have not started an RQM for a contract that you need in place by June 30, do it now.
 2. Please be aware of the following deadlines:
 - a. Contracts and amendments ready for signature by the Division of Purchasing should be arrive in that office by June 10, in order to be processed during this fiscal year. Sending contracts in by May 1 is a better choice. The contracts/amendments that arrive by June 10 are first priority.
 - b. Contracts and amendments received after June 10 are second priority. The Division of Purchasing cannot guarantee that contracts received after June 10 will be completed by fiscal year end.
 3. Most agency contracts and amendments route through four employees' workloads in the Division of Purchasing before being sent to State Finance. The contracts are processed as follows:
 - a. Our Purchasing Technician enters contracts and amendments into the Contract Tracking System when the process starts, and into FINET after contracts are completed.
 - b. Purchasing Agents review the contracts for procurement issues.
 - c. A Contract Analyst does a legal review.
 - d. Our Director or an Assistant Director does a final review and signs the contracts. (For lower dollar contracts, the contract goes back to the Purchasing Agent for signature.)
 - e. After Purchasing has completed its processing, the Division of Finance reviews and signs off/stamps the contracts. The Division of Finance is responsible for mailing the contract/amendment back to the agency.
 4. If the contracts or amendments have any problems or missing information, they are put on "hold" until the issues are resolved.
 5. For any purchases to be made this fiscal year, the contract or amendment needs to be fully approved and signed. Also, the purchases 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.

SOURCING TEAM NEEDED – OFFICE MOVING SERVICES

The state is considering the rebid of the Office Moving Service - Local and Intrastate (MA1107, MA1807, MA545) contract, which expires October 31, 2014.

In order to obtain the best pricing and responses, the solicitation needs to be posted prior to the industry's busy season which runs from April through November.

If Directors have a willing representative who accepts the responsibility to serve on this sourcing team, please have the representative email Garret Johnston, gkjohnston@utah.gov, with their name and contact information. Garret will reach out to them with a copy of the solicitation used 5 years ago, which can be used as a starting point for a new solicitation.

tion.

Garret would like to hold a conference call on 2/25/14 at 9:30 AM to touch base with team members and share spec info that I have already collected. Our desire is to have the final draft completed by 3/7/14 and the solicitation close date on 4/3/14. The new contract(s) should begin 11/1/14.

TRAINING

State Purchasing will not be holding procurement training in March during the winding down of the legislative session.

We are pleased to announce that, in conjunction with the National Association of State Purchasing Officials (NASPO), State Purchasing will be hosting a procurement

seminar. The projected date for the seminar is April. Watch for further information to be sent via the newsletter mail server in the next couple of weeks.

DID YOU KNOW: CARBON MONOXIDE DETECTORS

Did you know that smoke and carbon monoxide detectors are available from the state wide industrial supply contracts as well as the Lowe's contract? Each vendor has

several different styles and models available. You are welcome to contact the local sales representative for more information.

MA043 Fastenal
MA042 Grainger Industrial
MA1949 Industrial Supply
MA323 MSC Industrial Supply
MA087 Lowe's

EXTENDED CONTRACTS

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
Incandescent, Fluorescent, High Intensity Discharge and Miniature Lamps Ballasts for Fluorescent and HID Lamps/Audio Visual, Stage, Studio and Theatre Lamps/TVSS Equipment	MA049	Cadale Electric Supply Inc	2/28/2017	
Microwave Antenna Systems, Waveguides, & Associated Hardware (WSCA)	AR850	Radio Frequency Systems, Inc	10/29/2014	Includes pricing sheets
Building Automation System—Repair, Service, &/or Upgrade to Existing Control Systems (HVAC Only)	AR600	Utah Controls Inc	2/24/2015	
Building Automation System—Repair, Service, &/or Upgrade of Existing Control System (HVAC only)	AR532	Siemens Industry Inc Building Technologies	2/24/2015	
Building Automation System—Repair, Service, &/or Upgrade of Existing Control Systems (Applies to HVAC Only)	AR353	Atkinson Electronics, Inc	2/14/2015	Multiple Award Contract
Equipment Rental Without Operator and all items covered in Standard Rates	MA1619	Cate Equipment Co	1/1/2017	Store located in SLC
Equipment Rental Without operator and all items covered in the Rental Rates	MA150	Intermountain Bobcat	1/1/2017	New pricing
Equipment Rental Without Operator and all items covered in the Rental Rates. Stores are located in Salt Lake City, Ogden and St. George.	MA1623	Honnen Equipment Company	1/1/2017	
Ten Wheel, Cab & Chassis Trucks (58,000 GVW) New	MA1460	Warner Truck Center	1/31/2015	Multiple Award Contract
Street Sweeper, Hydraulic, Four-Wheel	PD010	Cate Equipment Company	9/9/2015	
Freight, Interstate & International Household Goods Shipping	PD098	Bailey's Moving & Storage (Allied Van Lines)	3/31/2017	

*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.

EXTENDED CONTRACTS (CONTINUED)

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
Annual Lease for ExtendAHoe—Backhoe with pneumatic Tires 4WD	PD823	Century Equipment	5/1/2015	
10 Wheel Cab & Chassis Truck (58,000 GVW) New	MA606	Rush Truck centers of Utah, Inc	1/31/2015	Multiple Award Contract
Standardized Equipment on Vehicles	AR1439	Premier Vehicle Installation	5/4/2014	Multiple Award Contract
Interpreting & Written Translation Services	MA2084	Linguistica International	1/31/2015	Not for over-the phone interpreting or ASL
Stryker Evacuation Chair Model 6254 & Accessories	PD047	Stryker Medical	2/28/2016	Price increase
Standardized Equipment on Vehicles	AR356	Vehicle Lighting Solutions	5/04/2014	Multiple Award Contract
Background Screening and Verification Services (WSCA)	MA054	Accurate Background Inc	4/25/2017	Multiple Award Contract
Background Screening & Verification Services (WSCA)	MA053	American DataBank LLC	4/25/2017	Multiple Award Contract
School Furniture; Lunch Room Tables	MA778	Rex W. Williams & Sons, Inc	6/31/14	Multiple Award Contract
Schoolroom Furniture; Lunchroom Tables	MA782	Palmer Hamilton	6/30/2014	Multiple Award Contract
Linen Services	MA1247	G & K Services	4/13/2015	Multiple Award Contract
Linen Services	MA1868	Unifirst Corporation	4/13/2015	Not for Zones 4 or 7, see contract
Interpreting and Written Translation Services	MA1269	Pentskiff Interpreting Services	1/31/2015	See also MA1841 & MA2084. Over-the-Phone interpreting MA977, MA978, &
Uniwall Demountable partition Systems	MA720	Chavez LLC	5/21/2014	

*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.

EXTENDED CONTRACTS (CONTINUED)

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
Mayonnaise, Salad Dressings & Margarine	PD051	Sysco Intermountain Food Services Inc	3/31/2016	
Crackers & Coovies	PD1968	Sysco Intermountain Food Services Inc	3/31/2016	
Face-to-Face Interpreting & written Translation Services	MA1841	CommGap International Services	1/31/2015	Multiple Award Contract
Interpreting and Written Translation Services	MA1269	Pentskiff Interpreting Services	1/31/2015	See also MA1841 & MA2084. Over-the-Phone interpreting MA977, MA978, & MA981
Texas Instruments Scientific & Graphic calculators & related Accessories	PD1891	Valley Business Machines	9/30/2015	
Integrated Classroom—Includes some of the following: Sound System, Projectors, Document Cameras, White Boards, Student Response Systems, Wireless Interactive Pads, & Software	MA538	The Chariot Group Inc	4/15/2014	See online contract summary for the list of items available on contract
Integrated Classroom—Includes some of the following: Sound System, Projectors, Document Cameras, White Boards, Student Response Systems, Wireless Interactive Pads, & Software	MA536	George Webb Sales Company	4/15/2014	See online contract summary for the list of items available on contract
Portable Breath Alcohol Tester	MA1955	Draeger Safety Diagnostics, Inc	1/31/2016	Note: Alcotest 5510 has replaced Alcotest 6510
10 Wheel Cab & Chassis Truck (58,000 GVW) New	MA1875	Mountain West Truck Center	1/31/2015	Multiple Award Contract
Pavement Marking Materials (Preformed Thermoplastic)	MA1552	Flint Trading Inc	4/11/2017	New Pricing
Skid-Steer Loaders, Compact Track Loaders, Compact Excavators, and Attachments	MA205	Clark Equipment Company	2/28/2017	
Inmate Clothing	UCI374	Utah Correctional Industries (UCI)	1/31/2019	

*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 CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Mosquito Abatement Pesticides	MA629	ADAPCO, Inc	2/14/2014— 1/31/2019	Multiple Award
Mosquito Abatement Pesticides	MA630	Clarke Mosquito Control Products, Inc	2/14/2014- 1/31/2019	Multiple Award
Mosquito Abatement Pesticides	MA631	Land View, Inc	2/1/2014- 1/31/2019	Multiple Award
Mosquito Abatement Pesticides	MA632	Univar USA, Inc	2/1/2014- 1/31/2019	Multiple Award
Fire Suppression Services	MA587	Professional Systems Technology	2/5/2014— 9/12/2014	Multiple Award
SECURITY/PROTECTION SYSTEMS Access Control Systems, Burglar Alarms, & Closed Circuit Television (CCTV)	MA591	Utah-Yamas Controls, Inc dba Nevada-Yamas Controls, Inc	2/5/2014— 9/12/2014	Multiple Award (5)
SECURITY/PROTECTION SYSTEMS Access Control Systems, Burglar Alarms, & Closed Circuit Television (CCTV)	MA593	Cache Valley Electric— Avtec Division	2/5/2014— 9/12/2014	Multiple Award (5)
SECURITY/PROTECTION SYSTEMS Access Control Systems, Burglar Alarms, & Closed Circuit Television (CCTV)	MA599	Professional Systems Technology	2/5/2014— 9/12/2014	Multiple Award (5)
Security/Protection Systems: Access Control Systems, Burglar Alarms, & Closed Circuit Television (CCTV)	MA592	Stanley Convergent Security Solutions	2/5/2014— 9/12/2014	

DID YOU KNOW: INTEGRATED CLASSROOMS

Do you need an electronic or interactive white board for your classroom? Do you need a projector system for teaching and presentations? Do you need an electronic student response system? These and other items are available on the following state cooperative contracts:

MA153 General Communications Inc
MA515 Troxell Communications

MA536 George Webb Sales Company
MA538 The Chariot Group Inc
MA543 Educational Technology Solutions

Before making a purchase, please review the contracts carefully as not all items are available on all of contract. Installation is a separate line item cost and should be considered during the procurement process.

*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.

EXPIRED OR CANCELED CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Mechanical Sweeper	MA015	Cate Equipment Co	9/26/2013	
Fire Suppression Services (WSCA)	PD2126	Simplex Grinnell	10/31/2013	
Telecommunications—Music On Hold & Custom Messages on Hold	AR798	Muzak LLC	1/25/2014	
Building Surveillance Systems—Cameras, Mounts, Cables, & Transmitters/Receivers	MA2128	Advent Systems, Inc	1/31/2014	See MA591, MA593, & MA599
Building Surveillance Systems—Cameras, Mounts, Cables, & Transmitters/Receivers	MA2129	Utah Controls Inc	1/31/2014	See MA591, MA593, & MA599
Building Surveillance Systems—Cameras, Mounts, Cables, & Transmitters/Receivers	MA2130	Simplex Grinnell LP	1/31/2014	See MA591, MA593, & MA599
Building Surveillance Systems—Cameras, Mounts, Cables, & Transmitters/Receivers	MA2132	Wasatch Controls	1/31/2014	See MA591, MA593, & MA599
Building Surveillance Recording Systems—DVR's & Related Equipment	MA2135	Advent Systems, Inc	1/31/2014	See MA591, MA593, & MA599
Building Surveillance Recording Systems—DVR's & Related Equipment	MA2136	Utah Controls, Inc	1/31/2014	See MA591, MA593, & MA599
Building Surveillance Recording Systems—DVR's & Related Equipment	MA2137	Wasatch Controls	1/31/2014	See MA591, MA593, & MA599
Building Surveillance Systems—Cameras, Mounts, Cables, & Transmitters/Receivers	MA2140	TV Specialists	1/31/2014	See MA591, MA593, & MA599
Communications: Multi-Channel Voice Logging Recorders	PD676	Digital Speech Systems, Inc	1/15/2014	
Dump Body, Spreader & Plow	MA566	Semi Service Inc	6/30/2013	
Electronic Control Devices	MA577	Karbon Arms, LLC	Canceled	See contract MA1801
Hand held Barcode Reader for Utah Polling Places	PD2086	L-Tron Corporation	Canceled	No replacement contract

*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.



STATE OF UTAH

Division of Purchasing
3150 State Office
Building
Capitol Hill
Salt Lake City, UT

Phone: 801-538-3026
Fax: 801-538-3882

**We're on the
Web !**

purchasing.utah.gov

Business Tagline or Motto

CHANGES IN STATE PURCHASING STAFF

Last month, State Purchasing announced Patty Yacks' transition from State Mail to the Division of Purchasing. Patty is the purchasing technician responsible for the agency contract and sole source processes. All agency contracts should be sent to Patty at mailbox 141061. Please be aware that Patty is listed as Patricia Yacks in the Google directory.

State Purchasing is pleased introduce Rachel Cheney and Vinessa Baldwin as new Purchasing I

agents. Both Rachel and Vinessa have been working as technicians in the Division of Purchasing as they learned the ins and outs of purchasing. We are excited to have them begin in their new positions.

With the staffing changes, there has been a shift in the commodity workload. Please consult the current commodity code list located on the Purchasing Website on the *DIRECTORIES* page or follow the link by clicking the picture below.

JENNIFER PORTER, ASSISTANT DIRECTOR, IT AND CONTRACT REVIEW	801-538-3064	jenniferporter@utah.gov
PC Stores, Computer Equipment & Maintenance, Computers, Mainframe, Mini & Micro, Computer Printers, Consumable Computer Supplies		
JEFF MOTTISHAW, CONTRACT COMPLIANCE AUDITOR, WEB MASTER	801-538-1287	jmottishaw@utah.gov
Communications Equipment & Supplies, Data Communications Equipment & Supplies (WSCA), Telecommunications & Communications Consulting, Public Cloud Hosting Services (WSCA), Telecommunications Equipment & Supplies, Cell Phones, Satellite Phones (WSCA), Wireless Audit Services		
ZACH DERR, PURCHASING AGENT/CONTRACT ANALYST	801-538-3307	zderr@utah.gov
IT Procurement, Software, Programming & Consulting Services, UPS, Radios and Radio Batteries, Traffic Control Products, Audio Visual Equipment		
PHILLIP GEURTS, CONTRACT ANALYST/PURCHASING AGENT/RECORDS OFFICER	801-538-3254	pgeurts@utah.gov
Legal Services, Insurance, Expert Witness/Consulting, Heavy Equipment, Highway Equipment, Snow Plows, Material Handling Equipment, Court Reporting		
VINESSA BALDWIN, PURCHASING AGENT	801-538-3525	vinessabaldwin@utah.gov
IT Procurement, Desktop Publishing, Sole Source Equipment & Maintenance, Sole Source Software & Maintenance, Animals & Animal Feed, Veterinary Supplies & Services		
GARRET JOHNSTON, PURCHASING AGENT, SPECIAL PROJECTS	801-538-3216	gjohnston@utah.gov
Moving Services, Courier Services, Express Small Package Delivery Services, Truckload & LTL Freight, Warehousing Services, School Related Purchases, Musical Instruments, Window Treatments		
TERRI O'TOOLE, PURCHASING AGENT, ENVIRONMENTALLY PREFERRED COORDINATOR	801-538-3147	totoole@utah.gov
Furniture & Seating, School Furniture, Music Room Furniture, Carpet & Floor Coverings, Filing Systems, Voting Equipment, Environmental Consulting (non-construction related)		
REED TAYLOR, ENERGY PROCUREMENT ANALYST/PUBLIC EDUC. COORD.	801-538-3709	rtaylor@utah.gov
Arts & Crafts Supplies, Concrete Products, Curriculum Supplies, Flags, Fuels: (Natural Gas, Propane, Gasoline, Diesel Fuel, Heating Oil) Oil & Lubricants, Library Equipment & Supplies, Recycling Programs, Road Surface Materials (Asphalt, Gravel, Crack Sealing, etc.), Fertilizer, Herbicides, Hazardous Waste Disposal, Snow and Ice Melt, Water Treatment Chemicals, School Buses, Solar Panels, Tires, Aircraft & Aircraft Repairs, Aviation Rental, Avionics & Pilot Training, Aerial - Seeding, Spraying & Photography		
NIKKI SANCHEZ, PURCHASING AGENT	801-538-3342	nsanchez@utah.gov
Analysis & Studies, Psychological & Human Service Related Services, General Services, Graphic Art Design, Background Screening Services, Transcription Services, Armored Car Services		
LINDA CRAWFORD, PURCHASING AGENT	801-538-3150	lcrawford@utah.gov
Building Related Services (janitorial, refuse & snow removal, elevator maintenance, etc.), Linen & Uniform Rental, Security Guard Services, Vehicles, Automobiles & Light Trucks, Specialty Vehicles, Vehicle CNG Conversions, Recreational Vehicles, Vehicle Related Repairs & Services, Wheelchairs & Handicapped Lifts		
MARK PARRY, PURCHASING AGENT	801-537-9243	mparry@utah.gov
Printing Services, Quick Copy Services, Envelopes, Business Cards, Signs (Printed), Printing Plant Equipment & Supplies, Consulting and Professional Services, Auditing Services, Banking & Financial Services		
YOLANDA LARRYMORE, PURCHASING AGENT	801-538-3141	ylarrymore@utah.gov
Advertising & Public Relation Services, Billboards, Training Services, Engineering Equipment (Including GPS) & Supplies, Micrographic Equipment & Supplies, Micrographic Filming Services, Playground & Park Equipment, Athletic Equipment & Supplies, Office Equipment, Highway Sign & Reflective Material		
ADRIAN RUGER, PURCHASING AGENT, HIGHER EDUCATION COORDINATOR	801-538-3146	aruger@utah.gov
Drilling, General Construction, New Building Construction Projects Under \$100,000, Steel & Aluminum Buildings, Engineering & Architectural Services, Environmental Consulting (construction related), Fencing, Lop & Scatter/Chaining, Environmental Remediation, Underground Tanks, Electrical Construction, Fire Extinguishers, Fire Protection Systems & Services, Burglar Alarms, Heating & Air Conditioning Equipment & Installation, Plumbing Projects, Roofing Projects, Security & Surveillance Installation/Repair & Maintenance, Communications Towers		
BRENDA VELDEVERE, PURCHASING AGENT	801-538-3142	bveldevere@utah.gov
Pharmaceuticals, Hospital, Dental & Medical Equipment & Supplies, Medical Related Services, Copier Equipment & Supplies, Digital Duplicators, Drug Testing Reagents, Facsimile Equipment, Mailing Equipment & Supplies, Prosthetic Devices, Products for the Visually Hearing Impaired (Assistive Technology) Safety & First Aid Supplies, Scales & Weighing Apparatus, Scientific & Laboratory Equipment & Supplies, Alcohol & Drug Testing, Laboratory Analysis Services, Managed Print Services(WSCA)		
LARRY THACKER, PURCHASING MANAGER	801-537-9242	lthacker@utah.gov
UTA Bus Pass Services, Hand Tools, Industrial Supplies & Equipment, Lamps & Lighting, Batteries, Carpentry Tools, Hardware & Fasteners, Industrial Air Filters, Plumbing and HVAC Supplies, Electrical Supplies, Lumber, Building Materials, Metal & Structural Materials & Fabrication, Glass (Architectural), Paint, Office Supplies, Paper, Fine, Xerographic, Continuous Forms, Industrial & Janitorial Paper Products, Janitorial Supplies & Equipment, Welding Equipment, Supplies & Gases, Material Handling Equipment		
TYLER BARNES, PURCHASING AGENT/CONTRACT ANALYST	801-538-3097	tbarnes@utah.gov
Food, Food Mgmt. & Catering Services, Food Service Equipment, Food Service Related Paper Products, Seeds, Firearms & Ammunition, Police Products, Police Motorcycles, Chemicals, Laundry Products & Equipment, Concessions, Auction Services, Assist Adrian with Construction, Microwave Equipment and Related Construction, Automotive Parts & Supplies		
RACHEL CHENEY, PURCHASING AGENT	801-538-3151	rcheney@utah.gov
Subscription Services, Proprietary Publications, Promotional Items, Clothing & Textiles, Footwear, Farm & Garden Equipment & Products, Irrigation & Sprinkler Materials, Lawn Mowers, Packaging Products, Photographic Equipment & Supplies		