



Purchasing Update

...news you can use

State of Utah
Division of Purchasing
& General Services

Issue 2012-3

March 5, 2012

Monthly Training Opportunities



March is Purchasing month. To celebrate we have a special training opportunity. On March 27, 2012 from 10:00 a.m. to 12:00 p.m. in the State Office Building Auditorium, we will learn about "Communication Techniques" that can be applied in our jobs and life. This class will be taught by Ron Vandermyde who has taught the State of Utah Department of Human Resources CPM classes and comes highly recommended.

If you wish to attend this training please send an e-mail to teutsler@utah.gov with your name, employer, phone number and e-mail address to secure a spot. We have limited space so get signed up.

The training for April is tentative and will be announced at a later date. ❖



Because of significant role that Purchasing plays in the every-day life of Utah's government and businesses, Governor Herbert has declared March, 2012 as Purchasing Month in Utah. On behalf of the Utah Chapter of the NIGP and of purchasing employees throughout the state, I would like to thank Governor Herbert for this declaration and for the positive recognition of the procurement profession that this declaration represents.

Adrian Ruger
President, Utah Chapter NIGP

Did You Know.....

State contracts [MA-1107](#) A-1 Pioneer Moving & Storage, [MA-1807](#) Bailey's Moving and Storage, and [MA-545](#) Mesa Systems Moving & Storage offers local and intrastate office moving services. With spring just around the corner, moving and storage vendors get very busy. To assure a smooth office move, give carriers as much lead time as possible when scheduling office moves. And, remember to obtain pre-move surveys from the carrier prior to move days. Pre-move surveys help ensure accurate moving costs.



Did You Know.....

Did you know that there are two brand new contracts for skid-steer loaders, compact track loaders, and mini-excavators? The contract numbers are [MA-205](#) and [MA-206](#). The manufacturers are Bobcat, JCB and Kubota.



Memo



February 29, 2012

To: **Department and Division 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, 2012. These requisitions are first priority.
2. Requisitions received after April 15th are second priority. The Division of Purchasing 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 "FY2012" funds need to be placed timely enough to ensure delivery by the end of business on June 30, 2012. Deliveries received after that date become obligations of "FY2013".

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



Gary Richard Herbert

Governor

Declaration

Whereas, the purchasing and materials management profession plays a significant role in the quality, efficiency, and profitability of business, industry and government in Utah;

Whereas, the purchasing and materials management profession influences the economic condition of the State of Utah, with an accumulative purchasing power responsible for billions of dollars;

Whereas, procurement operations range from single individuals to large departments with hundreds of persons;

Whereas, the State of Utah has an outstanding purchasing division; and

Whereas, the National Institute of Governmental Purchasing, Utah Chapter and the National Association of Purchasing Management—Utah, and other such association encourages activities and events to promote the improvement of the profession and further the role of purchasing within business, industry and government;

Now, Therefore, I, Gary R. Herbert, Governor of the State of Utah, do hereby declare March 2012, as

Purchasing Month in Utah

A handwritten signature in cursive script that reads "Gary R. Herbert".

Governor

New Contracts

Title	Contract	Vendor	Dates	Additional Information
Dual Wheel Van Conversion Kits	PD-213	Arrowcraft Products, Inc.	03/01/2012 through 02/28/2013	
Mobile Communications Components	MA-158	Talley Communications	02/24/2012 through 02/23/2015	This is a new contract awarded to the same vendor.
Mobile Communications Components	MA-161	Tessco, Inc.	02/24/2012 through 02/23/2015	This is a new contract awarded to the same vendor.
Skid-Steer Loaders, Compact Track Loaders, Compact Excavators, and Attachments	MA-205	Clark Equipment Company	03/01/2012 through 02/28/2014	
Skid-Steer Loaders, Compact Track Loaders, Compact Excavators, and Attachments	MA-206	DABB & Company	03/01/2012 through 02/28/2014	

Extended Contracts

Title	Contract	Vendor	Extended Until	Additional Information
Recordable Data Storage Tapes	PD-048	Millenniata Inc.	03/31/2013	

Expired and Cancelled Contracts

Title	Contract	Vendor
Moving Household Goods Across State Lines	PD-098	Allied Van Lines/Bailey's Moving & Storage

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.