



STATE OF UTAH

PURCHASING UPDATE

May 2013 Issue

MONTHLY TRAINING OPPORTUNITIES FOR JUNE

As previously announced the June training is entitled "**Gratuities, Kickbacks & Unlawful Influence (63G-6a-2304.5) of the Utah Procurement Code**".

There will be two sessions of this class.

Session 1

Date: June 19, 2013
 Time: 9:00 AM–12:00 PM
 Location: Auditorium, 1st floor, State Office Building, Capitol Hill

Session 2

Date: June 19, 2013
 Time: 1:00 PM–4:00 PM
 Location: Auditorium, 1st floor, State Office Building, Capitol Hill

Both the morning and afternoon sessions are identical and participants should only attend one session so everyone has a chance to attend.

These sessions will be taught by Kent Beers, the director of the Division of Purchasing and General Services, and by Alan Bachman, Assistant Attorney General.

This training will cover the unlawful conduct and criminal penalties outlined in the Procurement Code that became effective on May 1. If you are a procurement officer, contract administrator, involved in procurements or disbursements of public

funds or grants, you are encouraged to attend.

If you are interested in attending one of these sessions and are not currently registered contact Rachel Cheney at rcheney@utah.gov. Your registration request MUST include your name, e-mail address, department/division, and phone number and the session that you want to attend in the body of your email.

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

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MAY 9 TRAINING SLIDE SHOWS

On May 9, State Purchasing held training entitled, "**How to Conduct Small Purchases and Sole Source Procurements.**" The two slide show presentations are now available on the State Purchasing website.

To view the training go to purchasing.utah.gov and choose "Agency Training" on the right side of the window. The slide show presentations are entitled "Small Purchases" and "Sole Source Purchases" and can be located at the

bottom of the column on the left side of the window.

Also available on the Agency Training webpage are several other slide show presentations to help agencies understand more about procurement.

DID YOU KNOW?

FOOD SERVICE EQUIPMENT MAINTENANCE, REPAIR & PARTS

The contracts for Food Service Equipment Maintenance, Repair, & Parts are now available on the web and have an effective of May 1, 2013.

MA419 is with Hobart Service. Their travel charges are reasonable as well as their labor rates. Hobart offers a 15% discount on parts.

MA424 is with Utah Commercial Service. They have

cheaper labor rates but their travel charges are a little higher for most areas. Their part discounts range from 0-15%.

When selecting a vendor please take into account travel, labor, and the cost of parts before calling and arranging a service.

Please see the contract summary pages for the terms of the agreements. To view these sum-

mary pages, please follow this link: <http://purchasing.utah.gov/purchasing/statecontractsearch.html> and search for the above referenced contract numbers. Click on the "view" link under the contract summary heading.

- ◆ Tyler Barnes,
Purchasing Agent

SMALL PROCUREMENT CERTIFICATION

The revised Procurement Code states that "an executive branch procurement unit may not make a small purchase after January 1, 2014, unless the chief procurement officer certifies that the person responsible for procurements in the procurement unit has

satisfactorily completed training on this section and the rules made under this section." [63G-6a-408 (12)]

This statement means that all state employees who make small procurement purchases will be required take training about small procurements before next

year. Currently, State Purchasing is creating an online training for the purposes of training and certifying all such employees. The schedule release for this training is sometime in the Fall. Please watch this newsletter for further updates.

Did you
know that
there are
almost 700
State
Cooperative
Contracts?

PROCUREMENT CODE

The new Procurement Code has been posted by the legislature. To find it go to <http://le.utah.gov/UtahCode/title.jsp> and

choose "Title 63G General Government." Then choose "Chapter 6a Utah Procurement Code." A digital copy can be

downloaded from this page by choosing "PDF."

For a direct link to this site, click [here](#).

DID YOU KNOW?

OFFICE ERGONOMIC PRODUCTS AND ACCESSORIES

Looking for ergonomical desktop office products? They can be found on cooperative contract PD086, previously MA086.

Keyboard Tray

Under-desk keyboard tray systems take your keyboard and mouse off of your work surface and place them in a more comfortable, low-risk position that can easily be adjusted. There are two trays available on this contract.

Monitor Arms

A monitor arm lifts the monitor above the desk to allow for proper ergonomic viewing your screen and to free up much needed space for resting papers or document holders. New Monitor arms replace previous versions. Currently available:

Aires M2 Monitor Arm

Aires M8 Monitor Arm

Ergonomical Mouse

Ergonomic mouse devices are designed with a specific purpose in mind: to enhance the comfort of the user while mousing and to help prevent serious injury from long-term daily computer use. The contract has four varieties from which to choose. Two are pictured here.

Humanscale Switch Mouse



Evolution Vertical Mouse 4
Right: (for right handed)

OR Evolution Vertical Mouse 4
Right Left: (for left handed)



Phone Headset

Phone headsets help users avoid Telephone Neck Syndrome (TNS). Below are just two examples of what is available.

Plantronics Wireless Headset
CS530



Plantronics Wireless Headset
HW251 Surplus Headset,
Monaural over the head:



Also available is a handset lifter which lifts the phone off the hook for an incoming call being answered by a headset.

Adapter Cords for Headsets

M22 Replacement Adapter
Cords

HIS Cable - 72442-01 -
Adapter cable for Avaya 9600
series phone

HIC Cable - 49323-01 -
Adapter cable for Avaya 4600
series phone

Polaris Cable - 27190-01-
Adapter cable for reverse
polarity amplified phones

Document Holders

An ergonomic document holder keeps your work directly in front of you, eliminating the need for repetitive lateral head movement. There are two document holders available on this state contract.



Further Information

Contract PD086 replaced MA086 and became effective on May 1, 2013.

For a complete listing of available products and pricing, as well as the vendor contact information and website please, link to <http://purchasing.utah.gov/purchasing/statecontractsearch.html> and search for the above referenced contract number.

- ◆ Yolanda Larrymore,
Purchasing Agent

NEW COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
High Speed Laser Cut Sheet Copy Paper	AR394	Contract Paper Group, Inc.	05/01/2013-04/30/2018	
High Speed Laser Cut Sheet Copy Paper	AR1680	Unisource Worldwide, Inc.	05/01/2013-04/30/2018	
Hazardous Waste Removal	MA1603	Clean Harbors Environmental Svc.	05/01/2013-04/30/2018	
Hazardous Waste Removal and Disposal	MA1604	Veolia ES Technical Solutions	05/01/2013-04/30/2018	
Powder Coating of Galvanized Signal Equipment	PD381	Valmont Coatings	05/01/2013-04/30/2018	
Fine Printing Related and Carbonless Paper	PD399	Unisource Worldwide, Inc.	05/01/2013-04/30/2018	
Digital Certificates	PD418	Comodo CA, Ltd.	05/01/2013-04/30/2018	
Codis Buccal Swab Collections Kits	AR125	Sirchie Acquisition Co LLC	05/01/2013-04/30/2018	
Food service equipment repair, maintenance and parts	MA419	Hobart Service	05/01/2013-04/30/2018	.4% Fee
Food service equipment repair, maintenance and parts	MA424	Utah Commercial Service, LLC.	05/01/2013-04/30/2018	.4% Fee
Office worksite modification products	PD086	Telcomm Government Sales LLC	05/01/2013-04/30/2018	

*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 COOPERATIVE CONTRACTS

Filters, Automotive, Air & Fuel	<u>MA308</u>	Genuine Parts Co.	07/10/2013	New Contract info. and contact extension.
BREAD	<u>PD163</u>	Earthgrains Baking	04/16/2017	Contract extended, new terms added, & new product list.
Xergraphic Paper (Cut Sheet)	<u>PD397</u>	EPEDX	05/11/2013	Price Increase Effective 06/08/2012
Light Emitting Diode (LED) signal and pedestrian modules	<u>MA828</u>	Dialight Corp.	05/20/2014	
Household Appliances	<u>MA961</u>	Clark Wholesales Inc.	10/01/2014	
Janitorial Supplies, Heritage bags, Plastic bags and Garbage sacks.	<u>MA1297</u>	Waxie Sanitary Supply	08/30/2013	New pricing and extended contract
Wood furnishings, metal chairs, panel systems furniture reconfiguration, panel system furniture refurbishing, re-upholstery, and moving services.	<u>UCI022</u>	Utah Correctional Industries	08/31/2018	
Data Entry, Scanning, & Micrographics Services	<u>UCI1869</u>	Utah Correctional Industries	04/30/2015	UCI1870 & UCI1871 have been added to this contract. & extended contract
Tables, Lightweight, (Rectangular-Round-Oval)	<u>PD763</u>	Lifetime Products	09/30/2015	Contract info. updated and extended contract
Fine "Printing Related" Paper and Carbonless Paper	<u>PD068</u>	XPEDX	05/11/2013	Price increase effective 03/06/2013, Contact extended
LCD AND DLP Projectors	<u>MA622</u>	George Webb Sales Company Inc. dba Webb Audio Visual	05/18/2014	
LCD and DLP Projectors	<u>MA795</u>	TV Specialists Inc.	05/18/2014	
Construction—Job Order Contracting	<u>MA242</u>	Yerba Buena Engineering & Construction Inc.	05/01/2014	New adjustment factors updated & extended contract.
Construction—Job Order Contracting	<u>MA244</u>	A J Construction Inc.	05/01/2014	New adjustment factors updated & extended contract.
Construction—Job Order Contracting	<u>MA245</u>	CRC Construction, Inc	05/1/2014	

EXTENDED COOPERATIVE CONTRACTS (CONTINUED)

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
Auto Body Repairs (Beaver County)	MA1977	Tony and Dave's Auto Center	04/30/2016	
Auto Body Repairs (Cache County)	MA1971	Miller Auto Body Inc.	04/30/2016	
Auto Body Repairs (Cache County)	MA1970	Miller's Auto Body	04/30/2016	
Auto Body Repairs (Carbon County)	MA1972	Sherry's Paint and Body	04/30/2016	
Auto Body Repairs (Davis County)	MA1433	Auto Crafters Auto Body & Paint	04/30/2016	
Auto Body Repairs (Duchesne Co)	MA469	Vals Body & Paint Shop Inc.	04/30/2016	
Auto Body Repairs (Grand County)	PD228	Troy's Auto Body & Collision	04/08/2016	
Auto Body Repairs (Iron County)	MA453	Parkway Motors	04/30/2016	
Auto Body Repairs (Juab County)	MA1987	Bert's Body and Glass	04/30/2016	Contract info. updated and extended contract
Auto Body Repairs (Millard County)	MA1979	Precision Auto Works	04/30/2016	
Auto Body Repairs (San Juan County)	MA2001	Alans Body Shop	04/30/2016	
Auto Body Repairs (Salt Lake City)	MA2144	Shine Collision Repair Inc.	04/30/2016	
Auto Body Repairs (Salt Lake Co)	MA1227	J P's Collision Repair	04/30/2016	
Auto Body Repairs (Salt Lake Co)	MA1225	Unique Auto Body	04/30/2016	
Auto Body Repairs (Salt Lake Co)	MA2146	Rob Schmidt Body & Paint	04/30/2016	Usage Report name has been updated & extended contract

EXTENDED COOPERATIVE CONTRACTS (CONTINUED)

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
Auto Body Repairs (Salt Lake Co)	MA2143	AutoMenders Inc.	04/30/2016	
Auto Body Repairs (Salt Lake Co)	MA1685	Higgins Body and Paint	04/30/2016	
Auto Body Repairs (Salt Lake Co)	MA1982	ACS Presidion Finish Inc.	04/30/2016	Contract info. updated and extended contract
Auto Body Repairs (Salt Lake Co)	MA490	L W Auto Body Inc.	04/30/2016	
Auto Body Repairs (Sevier County)	MA1983	Jorgensen Ford Mercury Inc.	04/30/2016	
Auto Body Repairs (Tooele County)	MA2142	Flashback Auto Body/Restoration	04/30/2016	
Auto Body Repairs (Utah County)	MA1686	Advanced Collision Repair	04/30/2016	
Auto Body Repairs (Utah County)	MA565	Basin Collision Repair	04/30/2016	
Auto Body Repairs (Washington Co.)	MA1980	Rocky Mountain Collision Repair	04/30/2016	Usage Report name has been updated & extended contract
Auto Body Repairs (Wasatch County)	MA1988	KC Auto Body & Towing Inc.	04/30/2016	
Auto Body Repairs (Weber County)	MA2145	Auto Body & Mechanical Inc	04/30/2016	
Auto Body Repairs (Grand County)	PD228	Troy's Auto Body & Collision	04/08/2016	
Windshield repair, small cracks & chips for Davis, Salt Lake, Utah, Weber and Summit counties	MA337	Novus Windshield Repair	04/15/2014	
Steel Products (Entire State of Utah)	PD489	Reliance Steel & Aluminum	05/23/2014	
Kelp Base Fertilizer	PD2089	Bio Green of Utah	03/29/2015	
Light Emitting Diode (LED) signal and pedestrian modules	MA825	Gades Sales	05/20/2014	

EXTENDED COOPERATIVE CONTRACTS (CONTINUED)

TITLE	CONTRACT	VENDOR	EXTENDED UNTIL	ADDITIONAL INFORMATION
Salt, Bagged and Bulk	PD832	Stepsaver Inc.	05/18/2014	
Compact Fluorescent Lights 60, 75, 100 watt equivalent	MA746	Commercial Lighting Supply Inc.	07/01/2014	
Batteries, Automotive (Statewide)	MA1674	Battery Systems Inc.	04/30/2016	
Janitorial Supplies, Heritage bags, Plastic bags, and Garbage sacks.	MA2087	Hylon Koburn Chemical	08/06/2013	
Security Guards, Statewide Coverage	MA187	Universal Protection Service LP	10/01/2013	New vendor information and contact information

*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 / CANCELED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Recordable Data Storage Tapes	PD048	Millenniata Inc.	04/01/2011-03/31/2013	Contract expired with no renewal
Kelp Based Fertilizer	PD2089	Bio Green of Utah	03/30/2010-03/29/2013	Contract expired with no renewal
Gas & electric golf carts	PD274	Highland Golf Cars	03/22/2008-03/21/2013	New Golf Cart contract MA414, MA115, MA416
Assistive Technology Products for the Blind	MA342	Enablemart c/o School Health Corp.	03/04/2008-03/31/2013	Contract expired with no renewal
Assistive Technology Products for the Blind	MA1538	Axis	03/04/2008-03/31/2013	Contract expired with no renewal
Assistive Technology— low vision equipment, magnification products	MA1539	Rocky Mountain Low Vision LLC.	11/20/2007-03/31/2013	Contract expired with no renewal



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We're on the Web !
purchasing.utah.gov

DID YOU KNOW? LCD OR DLP PROJECTORS

Three cooperative contracts are solely dedicated to the procurement of LCD or DLP projectors. These contracts are MA622 Webb Audio Visual; MA784 Troxell Communications; and MA795 TV Specialists. The following brands are available: Sanyo, Panasonic, Eiki, Cannon, Sony, Vivitek, Sharp. The brands available vary by vendor.

Before making a decision which projector to purchase, it is important to understand the capability of each type of projector. The correct projector for videos shown in a classroom is most likely not the correct projector for a conference room in which only slideshow presentations are displayed. When buying a projector, the purchaser should keep in mind the projector's purpose, the display resolution, the lamp life, and the cost of replacement bulbs. The resolution output for the various

types of projectors are as follows:

SVGA (800x600) - are great for those on a tight budget. While most computers still output in higher resolution, SVGA can be a good option for Powerpoint presentations or other applications that are not heavily dependent on detail.

XGA (1024x768) - XGA projectors have come down in price over the past few years, and have become the budget standard. Many laptop computers still output in native XGA, and matching an XGA projector to your native XGA laptop ensures you won't lose any detail.

WXGA (1280x800) - WXGA products are high resolution widescreen products, and usually a bit more expensive than XGA. These products are targeted for use with mid-range widescreen laptops, which

often use 1280x800 native-ly. They are becoming increasingly common and are used as an inexpensive widescreen alternative to XGA.

SXGA+ (1400x1050) - SXGA+ projectors are becoming more popular, and there are several offerings available in both budget and high-end configurations. SXGA+ resolution is useful for detailed photography and data graphics, but overkill for text display or Powerpoint presentations.

For a complete listing of available products and pricing, as well as the vendor contact information and website, please link to: <http://purchasing.utah.gov/purchasing/statecon-tractsearch.html> and search using the above contract numbers.

To automatically receive an email when the **Purchasing Update** is distributed, send a blank email (without your signature or a subject) to the following email address:

subscribe-das-purchasing-newsletters@list.utah.gov

This email address is being protected from spambots. You need JavaScript enabled to view it. and you will be added to the list automatically. For Google Mail users you will need to open your email account, copy the email address above and paste it in the To: line.

These instructions are listed on the State Purchasing website at purchasing.utah.gov then choose BUYER INFORMATION followed by DIVISION NEWSLETTERS. The information is listed near the top of the window.



This newsletter was edited by Tara Eutsler. If you have any questions or comments, please email them to teutsler@utah.gov