

ISSUE
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State of Utah
Division of
Purchasing &
General Services

PURCHASING NEWSLETTER

Procurement Code Training Slideshow

The Procurement Code Training slide show that was presented by Kent Beers and Paul Mash on June 7, 2012 can now be found on the Purchasing Website.

Go to the Purchasing website homepage:
www.purchasing.utah.gov

There you will find a link to the text of bills SB153 and SB114.

The link to the training says "Changes to Procurement Code Training click here." See image.



There is a second link to the slide show located on the website on the Agency Training page. It is the very last item on the list and is labeled "Procurement Code Training."



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Submitting Sole Source Requests over \$50,000



Whenever a sole source request over \$50,000 arrives at State Purchasing, it must be posted to BIDSYNC as a *Notice of Proposed Sole Source Procurement*.

The agent takes the information from the sole source request to create the online posting. Currently, State Purchasing receives many sole source requests in PDF format. Because most PDF documents do not allow copy & paste functions, the agent has to retype the information from the sole source request to create the posting.

This takes valuable time from other tasks. To save the time that is lost in retyping, we are making a shift in practice with sole sources over \$50,000.

Effective immediately, we are requesting that sole source requests over \$50,000 be sent to State Purchasing as a **Microsoft WORD** document.

If your agency requires a handwritten signature, please send the request in **both the PDF and WORD format**. The PDF document will be printed and the WORD document will only be used for copy and paste purposes.

Thank you for helping stream-line the procurement process.

■ -Tara Eutsler

DID YOU KNOW...

That the State of Utah has a contract for U.S. and State of Utah Flags? The Flags available range in sizes from 16"X24" to as large as 12'X18' for U.S. Flags and 10'X15' for State of Utah Flags. There is an assortment of Flag Accessories which have been added to the contract to make it more user-friendly.

■ -Reed Taylor

DID YOU KNOW...

Contract [MA-961](#) with Clark Wholesale includes the following residential appliances:

Refrigerators (many are Energy Star rated)
Freezers
Microwaves
Electric and Gas Ranges
Residential and Commercial Laundry Equipment

Freight is included in the price.

If you have any questions or concerns please feel free to contact Terri O'Toole with State Purchasing at totoole@utah.gov.

■ -Terri O'Toole

DID YOU KNOW...

That on **July 31, 2012** the temporary bar-code that has been available on the state purchasing website that you have been using to get the 5% discount on Contract #[MA-087](#) at Lowe's Home Improvement Store will expire? Please visit the Lowe's website to obtain your permanent discount card.

You can access that from the State Purchasing website or go directly to the site at www.lowesforpros.com/wsca and follow the process. The contract number is #[MA-087](#). Select the State of Utah and then your respective agency or political subdivision. Lowe's will send you your permanent use customer discount cards.

If you have any questions or concerns please feel free to contact Larry Thacker with State Purchasing.

You can reach Larry at 801-537-9242 or lthacker@utah.gov.

■ -Larry Thacker

AUGUST TRAINING

State Purchasing will *not* hold a training session in July but will host a training session on:

Thursday, August 23, 2012
10:00 AM – 12:00 PM

The training topic is "**Multi-Step Bid Process.**"

This training will provide an in depth study of how to utilize this process and why it may be better than using an RFP process. Garret Johnston, one of our newest Purchasing Agents, will teach the class. Garret has previously worked as a Purchasing Agent in the Procurement Office of the Canyons School District.

This training will be held at the **State Archives Building** located at **346 Rio Grande, Salt Lake City, Utah.**

We are only planning one session at this time, but we will add more based on the registration.

If you are interested in attending the training session you must reserve your spot by sending an e-mail to Krista Park at kristapark@utah.gov with your **name, e-mail address, and phone number.**

We look forward to your attendance at these training sessions!

If you have any suggestions for future training sessions send your ideas to djgundersen@utah.gov.

■ -Debbie Gundersen

SIGNATURES ON CONTRACTS

When the agency is preparing a Contract, please pay attention to the Signature Lines on the Contract. Have the full signature block on one page. Do not have one or two signatures isolated on a separate page.

When one or two signatures are on a page by themselves, there can be a potential for integrity problems with the contract, and the use of that signature page.

New Contracts

Title	Contract	Vendor	Dates	Additional Information
Computers – PC Store	MA-257	SHI International Corp.	07/01/2012 – 06/30/2015	
Computers – PC Store	MA-258	En Pointe Technologies	07/01/2012 – 06/30/2015	
Computers – PC Store	MA-259	GovConnection Inc.	07/01/2012 – 06/30/2015	
800 MHZ Wireless Communications Systems for Interagency Network (UCAN)	AR-1884	Motorola Solutions Inc.	06/27/2012 – 06/26/2012	

Extended Contracts

Title	Contract	Vendor	Extended Until	Additional Information
Wide Format Copiers – Related Software, Consumable Supplies and Maintenance	AR-924	Kip America Incorporated	06/30/14	
Wood Furnishings, Metal Chairs, Panel Systems Furniture	UCI-022	Utah Correctional Industries	8/31/13	
Systems Furniture - Haworth	MA-883	CCG Howells	12/30/12	
Freestanding Metal Furniture, Files, Chairs	MA-1420	CCG Howells	12/30/12	
Freestanding Metal Furniture, Files, Chairs	MA-345	MBI, Inc.	12/30/12	
Freestanding Metal Furniture, Files, Chairs	MA-117	Henriksen/Butler Design Group	12/30/12	
Electronic Surplus	MA-2029	Metech Recycling	11/30/13	
Shelving & Filing Systems, Mobile & Stationary	MA-1231	Nation Wide Shelving	11/30/13	
Snow and Ice Melter, 94% Salt,	MA-982	Streamline Supply Inc.	10/23/13	

6% Enhancing Ingredients				
Canon Color Digital Copier Equipment, Maintenance and Consumable Supplies	AR-398	Canon Business Solutions	06/30/13	
Walk Up Black & White Multifunction Copiers Walk Up Color Multifunction Copiers Production Black & White Copiers Production Color Copiers	AR-918	Ricoh Americas Corporation	6/30/14	
Chemical Management Systems, Portion Control Systems, Custodial Supplies, Janitorial Supplies and Floor Finish	MA-295	Hylon Koburn Chemicals, Inc.	02/28/13	
Janitorial Supplies, Rubbermaid Type Products and Industrial Paper	MA-351	Waxie Sanitary Supply	02/28/13	
Chemical Management Systems, Portion Control Systems, Custodial Supplies, Janitorial Supplies	MA-1309	Waxie Sanitary Supply	02/28/13	
Solar Panels, Charge Controllers/Diverters, Wind Generators	PD-197	AEE Solar Inc.	06/15/13	
Assistive Technology – Low Vision Equipment, Magnification Products	MA-1539	Rocky Mountain Low Vision LLC	11/30/12	
Chemical Management Systems, Portion Control Systems, Custodial Supplies, Janitorial Supplies and Floor Finish Products	MA-1312	Brady Industries	2/28/13	
Chemical Management Systems, Portion Control Systems, Custodial Supplies, Janitorial Supplies and Floor Finish Products	MA-1947	Southern Utah (Sevier/Millard County and South)	2/28/13	
Bakery Goods	PD-1805	Dawn Food Products	7/24/13	
Security Guards, Statewide Coverage	MA-187	Allegiance Security Group, LLC	10/01/12	New contact information
Travel Card	AR-800	UMB Bank NA	6/30/13	
Kitchen Cleaning Products	PD-240	Ecolab Inc.	02/28/13	

NEWSLETTER INFO

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 kristapark@utah.gov.

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

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

