



STATE OF UTAH

INSIDE THIS ISSUE:

Revised Terms & Conditions for Contracts 2

Insurance Clause in Contract Terms & Conditions 2

Online Small Purchase Training 3

Cooperative Contracts 4–5

Did You Know Articles 6

PURCHASING UPDATE

NOVEMBER 2013 ISSUE

PQCS TRAINING

The state cooperative contract for information technology programming/consulting services known as MC1015 expires on December 31, 2013. State Purchasing and DTS have worked together to create a new state cooperative contract for these services and have called it PQCS, which stands for Pre-Qualified Consulting Services.

Because of the nature of the contract, all end users are REQUIRED to attend training before they are allowed to use the contract.

PQCS training for state employees is scheduled for December 3, 2013 from 9 AM–11 AM in the Auditorium of the State Office Building. Registration is required for credit for the session.

We are utilizing a new method for registering class attendees. All registra-

tion will be collected through Google Docs. Please copy and paste the link below to fill out the registration. Please click the "Send me a copy of my responses." An email will be automatically sent to you. This email should be used as a reminder for the class.

Only the first 200 will be allowed to attend the training. The form will be disabled when the class is full.

If you need to cancel your registration, please contact Tara Eutsler via email.

Registration Link: [Click Here](#) or copy and paste

https://docs.google.com/a/utah.gov/forms/d/115aJh6arvmmQEAYhvBmcw9iJrqnUhlKjSA_7oHpwzc4/viewform

DTS/STATE PURCHASING ANNOUNCE A NEW SOLICITATION PROCESS

The new solicitation process will go into effect on January 1, 2014. DTS and State Purchasing will be training on the new solicitation process at the end of the Pre-Qualified Consulting Services (PQCS) Program training held on December 3, 2013 at 9:00 - 11:00 am.

We believe this new process will help DTS, Purchasing, and all Executive Branch agencies to increase efficiency and could be counted toward the Governor's SUCCESS program.

ONLINE SMALL PURCHASE TRAINING

“The Online Small Purchase Training” is mandatory for all executive branch employees that make small purchases by any means, including but not limited to P-card, petty cash, GAX payment in FINET, or purchase order. [Utah Procurement Code 63G-6a-408 (12)] Employees must not make purchases after January 1, 2014 unless they have completed the training.

The training is best viewed in the Mozilla Firefox web browser. If you do not have Firefox on

your computer, you can download it [here](#) or at <http://www.mozilla.org/> You may be able to use Microsoft Explorer, but we highly recommend against taking the training in Google Chrome.

The URL for the Online Small Purchase Training and instructions for taking the training are below.

If you have questions about the required training, please contact Tara Eutsler at teutsler@utah.gov.

-
1. This training must be taken on a computer that is connected to the State of Utah server.
 2. Open your web browser; preferably Mozilla Firefox.
 3. Go to <http://sota-purchasing.utah.gov/sota-purchasing>
 4. Login using your Utah-ID and password.
 5. Begin the training. Read the text and answer the questions.

If you reach a question that you cannot answer, click *Continue*. Then on the next training screen, click *Previous* to return to the previous section in order to re-read the material. Clicking *Previous* more than once can take you back several pages. After you have read the material again, move forward through the training to answer the questions.

6. If you leave the training and return to it later, the program will remember your location and answers.
7. When you have successfully completed the training, please print a copy of the certificate by clicking *Print Certificate*. If you do not see the certificate, please check the tabs at the top of your web browser as the certificate often appears in a separate tab. The certificate is for your records. The certificate does not need to be sent to State Purchasing as the Division generates a report to determine who has taken the training.

EXTENDED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Subaru Vehicles	AR168	Young Subaru	9/30/2014	New Agent
Kia Vehicles	AR169	Young Kia	9/30/2014	New Agent
Fresh Produce	PD314	Nicholas and Company	10/31/2014	
Elgin Sweeper OEM Parts and Service	PA1253	Legacy Equipment Company	6/09/2015	
Survey and Mapping Global Positioning Systems (GPS) - Topcon/Leica	MA027	Rocky Mountain Transit Instruments	10/31/2015	
Towers, 3 Legged Triangular Hollow Leg Self Support & 4 Legged Hollow Round Self Support Towers (WSCA)	AR1944	Valmont Structures	10/29/2014	
Communications-Mobile Radios (WSCA)	AR1811	Daniels Electronics Ltd.	10/29/2014	
Office Moving Service - Local and Intrastate	MA1807	Bailey's Moving and Storage	10/31/2014	
Water Treatment Products	MA1726	Water and Energy Systems Technology, Inc	1/31/2014	
Water Treatment Products	MA061	Power Engineering Company Inc.	1/31/2014	

*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.

NEW COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Fuses (Flares)	PD1730	Standard Fusee Corp. dba Orion Safety Products	10/21/2013- 10/22/2018	
Seafood	MA571	Sysco Intermountain	11/4/2013- 11/3/2018	
Seafood	MA1829	Nicholas & Company	11/4/2013- 11/3/2015	Replaces PD1829
Setina Pushbumpers	PD579	Premier Vehicle Installation	11/15/2013- 11/14/2018	Replaces PD 215
Electronic Control Devices	MA1801	ProForce Law Enforcement	11/13/2013- 11/12/2018	Replaces PA1801
Electronic Control Devices	MA577	Karbon Arms, LLC.	11/13/2013- 11/12/2018	
Disaster Cleanup– Area 3 South Western Utah, Area 4 North Eastern Utah and Area 5 South Eastern Utah	MA563	Certified Disaster Services, Inc.	10/4/2013- 10/3/2018	
Bus Passes and Rail Services—For State Agency Use Only	PA572	Utah Transit Authority	1/1/2014- 12/31/2015	

EXPIRED COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	EXPIRED DATE	ADDITIONAL INFORMATION
Printing of State of Utah Warrants (check stock)	AR1019	IC Group		See new contract AR1019

*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.

DID YOU KNOW? TECHNOLOGY PURCHASES

Did you know that, if you are an executive branch, any and all technology purchases, agency contracts, sole sources, etc must be made through Department of Technology Services (DTS). This covers technology available on state cooperative contracts such as computers, printers, software, consulting

services, web hosting, and a whole lot more. Executive branch procurement units should check with DTS before making any technology purchase. An important URL to remember for technology purchases and services is <http://dts.utah.gov/index.php>



State of Utah

Division of Purchasing
3150 State Office Building
Capitol Hill
Salt Lake City, UT 84114

Interdepartmental
Mailbox: 141061

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

DID YOU KNOW? OFFICE SUPPLY CONTRACTS

Last week Office Depot and OfficeMax officially merged as business partners. The state currently has an office supply contract with each vendor. It will take some time for these two companies to merge their systems so for the time being it will be business as usual for both companies in the State of Utah. You can continue to use MA142 with Office Depot and MA1595 with Of-

iceMax. You should not see any issues with service or product availability. Both companies main priority will be to continue to service the end users. Thank you for your continued use of the state cooperative contracts. If you have any questions or concerns please contact your sales rep from the respective companies or Larry Thacker with State Purchasing.

DID YOU KNOW? DIGITAL PRINT & COPY SERVICES

Last week OfficeMax and Office Depot formally merged into one organization. It has been announced that the new CEO and Chairman is Roland C Smith. Details on how this will affect contracts MA040 and

MA041 Digital Print and Copy Services have not been announced.

If you have any questions or concerns please contact your sales rep from the respective companies or Mark Parry with State Purchasing.

**We're on
the Web !**

[purchasing .utah.gov](http://purchasing.utah.gov)

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.