



STATE OF UTAH

PURCHASING UPDATE

Division of Purchasing

January 2014

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CONTRACT BASICS TRAINING

The **Contract Basics** class will be held on February 20, 2014. This class will cover: 1) Contract forms and checklists; 2) Terms and Conditions—which version should you use; 3) Writing a scope of work; 4) Routing a contract through the State approval process; and 5) Common mistakes on contracts.

If you are new to purchasing or just need a refresher on how to complete a contract, the Contract Basics class is for you.

The material presented in this class is based on the executive branch procurement rules and procedures. The class is written to serve the needs of individuals

working for the executive branch offices, however, we welcome individuals from special districts, higher education, school districts, and political subdivisions who would like to attend.

Registration is required to attend this class. All registration will be collected through a Google Doc form. Please note the date, time, and location as Google will NOT send you notification that your registration is complete. A reminder notification will be emailed to you a few days prior to the class.

As fire code limits the number of attendees, the registration form for an individual class will

be disabled after 90 individuals have registered. If you need to cancel your registration, please contact Tara Eutsler via email.

Contract Basics Registration

DATE: Feb 20, 2014

TIME: 1 - 3 PM

LOCATION:

Multi-Agency State Office Building (MASOB)
195 N 1950 W, SLC
Room 1020 A-C

Copy & Paste the following link into your web browser:

https://docs.google.com/forms/d/1f2kwVKdwMq4FmA1Bwm8_kuTZJSEAYbaPMZQ9setOaqk/viewform

PREPARING FOR FISCAL YEAR END

It is time to begin planning for contracts that will be processed this fiscal year. The Division of Purchasing receives a large volume of contracts and amendments from mid-April through June each year. The processing time usually takes longer during the busy year end. Plan ahead so that agency contracts will be processed timely.

Please note the following information:

1. Send your contracts and amendments for the current fiscal year as early as possible. After contracts and amendments are signed by the contractor and the agency, they are sent to the Division of Purchasing to review and sign.
2. Please be aware of the following deadlines:
 - a. Contracts and amendments should be received by the Division of Purchasing 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 for Purchasing 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.
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.

EXTENDED CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Generator (LP) & Transfer Switches	MA2074	E C Power Systems	01/01/2010-12/31/2015	
Scientific and Laboratory Equipment and Supplies	MA412	VWE International Inc.	02/01/2011-01/31/2017	For general Laboratory use
Scientific and Laboratory Equipment and Supplies and Chemicals	MA121	Fisher Scientific Company	02/01/2011-01/31/2017	Multiple Award Contract
HIV Rapid Testing Kits, Saliva Alcohol Testing Kits, and Hepatitis C Rapid Testing Kits	PD224	Orasure Technologies Inc	04/12/2012-01/14/2015	
Portable Breath Alcohol Tester	MA1957	Intoximeters, Inc	02/01/2011-1/31/2016	
Schoolroom Furniture: Chairs, Desks, Tables, Cafeteria, Library, and Pre-School. Does not include Science and computer furniture, cabinets, and trays	MA542	Virco Inc.	02/01/2009-06/31/2014	
Schoolroom Furniture: Chairs, Desks, Tables, Cafeteria Tables, Science Tables, Library, Pre-School, Computer, and Cabinets. This is not an office furniture contract	MA549	EduTek Corporation	02/01/2009-06/31/2014	
School Furniture: Student Chairs, Desks, Tables, Cafeteria and Science Tables, Library, Preschool, Cabinets, Trays, and Computer Desks. This is not an office furniture contract.	MA1922	School Specialty Education Essentials	02/01/2009-06/31/2014	
School Furniture: Student Desks & Chairs, Tables, Cabinets, Teacher Desks & Chairs	MA1560	Krueger International Inc DBA KI C/O Canter	02/01/2009-06/31/2014	
BMW Motorcycle	PD045	IMG Motorrad LLC	03/09/11-10/30/14	
Rental Items Without Operator	MA178	Century Equipment	01/01/2012-01/01/2017	
Street Sweeper Rental	PD146	Legacy Equipment Company	1/01/2012 - 1/01/2017	

EXTENDED CONTRACTS

Communication Services– Line Ethernet, and LAN Ethernet, Broadcast TV/Video Service and Cable Modem IP Services	MA111	Comcast Cable Communications	02/15/2013-02/15/2018	
Communication Services– Line Ethernet, and LAN Ethernet.	MA113	Utah Telecommunication Open	02/09/2012-02/16/2018	
Communication Services-Line Ethernet, MPLS, VPN, High Speed Internet Access, SIP Internet, SIP other, Flat Business Line, Flat Business Trunk, ISDNPRI, Private Line DSI, Long Distance, Toll Free, Calling Card Directory Assistance and Service MRCs.	MA108	CenturyLink QC	02/09/2012-02/16/2018	
Industrial Equipment & Supplies: Cleaning, Safety, Hand Tools, Power Tools, Outdoor Garden & Supply, Fasteners, Security, Welding & Soldering, Paint & Accessories and Batteries & Flashlights.	MA1949	Industrial Supply Company	04/01/2011-02/28/2017	Multiple award contract
Equipment Rental without Operator and all items in the Rental Rate Guide. Stores are located in Salt Lake City, Ogden, Logan, Lindon, Cedar City, Vernal, Salina and Hurricane.	MA1625	Wheeler Machinery Company	01/01/2012-01/01/2017	
Digital Duplicators, Supplies, Maintenance— Ricoh/Savin/Lanier	MA025	RICOH USA INC	11/01/2010-10/31/2015	New vendor contact person
Auto Parts (WSCA)	MA2117	O'Reilly Auto Parts	6/24/2010-12/12/2014	Multiple Award
Auto Parts (WSCA)	MA063	Auto Zone, Parts, Inc.	09/09/2011-12/12/2014	Bid No. (WSCA) 5-09-99-29
Video Conferencing Hardware, Software and Services	MA2108	Cisco Systems Inc. (formerly Tandberg Inc.)	06/01/2010-05/31/2016	
Online Legal Research Services	MA2124	LexisNexis a division of Reed Elsevier Inc.	01/01/2011-12/31/2015	
Water Treatment	MA1725	Industrial Solutions, Inc.	11/30/2008-03/15/2014	Multiple Award Contract
Water Treatment Products	MA061	Power Engineering Company, Inc.	11/30/08-03/15/2014	Multiple Award Contract
Water Treatment Products	MA1726	Water & Energy Systems Technology, Inc.	11/30/08-03/15/2014	Multiple Award Contract

EXTENDED CONTRACTS (CONT.)

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Model 2014 Police Motorcycles	PD1765	Harley-Davidson of Salt Lake City	08/01/2008-10/30/2014	
Haenni Portable Wheel Load Scale Model #WL-101	PD325	Loadometer Corporation	03/09/2011-02/28/2016	

NEW CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Traffic Control Malfunction Management Unit	PD597	AM Signal Inc.	01/10/2014-01/09/2019	
FLIR Thermal Detection Camera	PD598	Am Signal Inc.	01/10/2014-01/09/2019	
Cleaning and Janitorial Supplies, Chemicals, Ecolab Products, Hard Goods & Equipment, Industrial Paper, Bags, and Can Liners	MA354	Waxie Sanitary Supply	01/01/2013-2/28/2017	Replaces PD2100 & MA1297. See contract for info.
Bus Passes and Rail Services - For State Agency Use Only	PA572	Utah Transit Authority	01/01/2014-12/31/2015	

EXPIRED CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Communications—Battery & Battery Charging systems—48 Volt Power System No Flood Cell Battery (see AR604)	AR694	Facility Shield International	Exp 12/02/13	
Industrial Paper Products	PD2100	Waxie Sanitary Supply	Exp 12/30/13	See MA354
Janitorial Supplies, Heritage Bags, Plastic Bags, and Garbage Sacks	MA1297	Waxie Sanitary Supply	Exp 12/30/13	See MA354
Bus Passes and Rail Services	PA657	Utah Transit Authority	Exp 12/31/13	See PA572

*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

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**We're on the
Web !**

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

Leave Takings and Arrivals

We wish a fond farewell to Tanja Akiyama and wish her well with her new position in the Department of Human Services.

Patricia Yacks accepted the position as the purchasing technician responsible for Agency Contracts. Welcome, Patty. Please send all agency contracts to Patty at mailbox 141061.

Business Tagline or Motto

DID YOU KNOW: UTA PASS AGREEMENT

The new UTA Bus Pass agreement PA572 is now in place. As of January 1, 2014 all state employees with the Administrative Office of the Courts or the Executive branch that work in counties within the UTA service area should now have a UTA transit pass. This pass is good for all regu-

lar service transit. This includes regular fixed routes, MAX bus rapid transit, TRAX light rail and Street Cars, Premium Express Route Service, and Frontrunner commuter rail. It is not authorized for the canyon ski service or Para transit service. This is a great opportunity to save money and

miles on your vehicle as well as help keep the pollution down by saving trips in your car.

The UTA ECO Pass program is still available for all other public entities that would like to use that program. Please contact Larry Thacker with State Purchasing with any question or comments.

DID YOU KNOW: CARPET & UPHOLSTERY CLEANING

Did you know that there are five Carpet and Upholstery Cleaning State Cooperative Contracts? The reason for the multi-award contract is to have the availability for a quick response to the needs of the State Agencies.

MA247 is with Abacus Carpet & Upholstery Cleaning

MA250 is with RBM Services Inc.

MA251 is with AJS Carpet Cleaning Inc.

MA252 is with Business Cleaning Systems Inc.

MA 254 is with Double Take Advertising (DBA Double Take Carpet Cleaning)

These contracts cover the needs in the Wasatch Front Counties only. Agencies needing cleaning outside of the Wasatch Front will need to do the appropriate procurement.

Each contract varies in cost depending on what you need cleaned. Each Vendor uses a variety of equipment. All chemicals used are environmentally safe and biodegradable.

All of the companies have trained and certified technicians. They all have processes for removing spots and dirt in high traffic areas. The specifications in each contract require that the carpet dry-

ing time be not more than 8 hours.

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 using the above contract numbers.

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 Linda Crawford with State Purchasing.