



PURCHASING UPDATE

June 2016

STATE OF UTAH

E-MARKET PLACE

If using technology to increase your efficiency and effectiveness as well as simplifying buying processes is important to your agency, State Procurement has a solution. The “eMarketCenter”.

“eMarketCenter” is designed as a one stop shop. The application provides a single log on to connect to multiple vendor sites, the ability to select multiple items from multiple vendors in one simple transaction. No more hopping from one site to the next using different usernames and passwords while tracking a dozen invoices.

Additionally, the “eMarketCenter” provides a simple and easy interface to navigate. Users can search for items within the system, as well as directly connect to a supplier’s website in order to compare and select the best product available. The figure at the top right includes all current contracts available within the system.

The “eMarketCenter” has multiple functions that allow users to control the buying environment and experience.

Certain roles can be applied to enable specific individuals to purchase products. The system can also restrict (Customization) individual vendors that are available

to their users.

The “eMarketCenter” allows users to use purchase orders (PO’s) or P-cards for their payments allowing adopting entities to maintain their current buying processes.

Additionally, to ensure financial limits are not exceeded, spending limits for P-cards can be set for individual users.

We are enthusiastic about the potential “eMarketCenter” has in providing your agency with a powerful tool to streamline your buying process.

Therefore, we invite you to contact **Windy Aphayrath**, waphayrath@utah.gov, to register for “eMarketCenter.” She can answer any questions you may have regarding the program.

The eProcurement world is just around the corner. “eMarketCenter” provides an opportunity to get ahead of the curve.

INSIDE THIS ISSUE:

PROCUREMENT CODE: 2
Small Purchase Professional Service Process

Cooperative Contract: 3
Digital Orthophotography Services

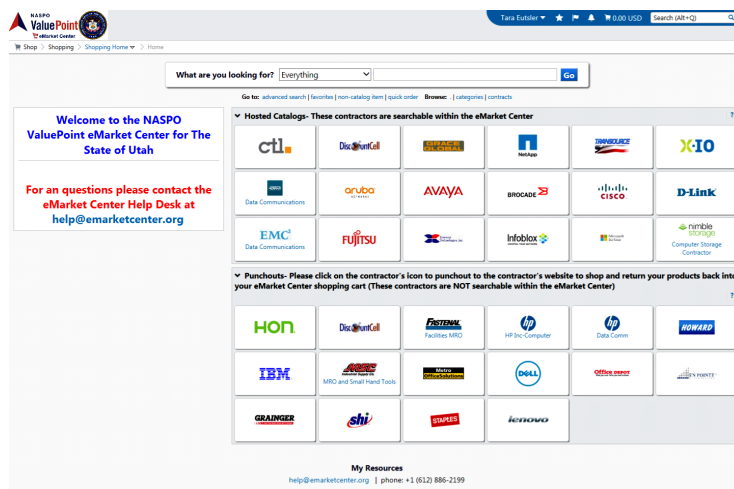
Cooperative Contract: 4
Aerial LiDAR

Welcome & Farewells 5

NEW State “Best Value” Cooperative Contracts 6–8

Extended State “Best Value” Cooperative Contracts 9–10

Expired or Canceled State “Best Value” Cooperative 11



PROCUREMENT CODE: SMALL PURCHASE PROFESSIONAL SERVICE PROCESS SAVES TIME AND MONEY

By Spencer Hall

The professional service small purchase process (R33-5-108) is an authorized alternative to conducting an invitation for bids or request for proposals when obtaining professional service providers or consultants for projects that cost \$100,000 or less.

Why use the professional service small purchase process? Because it is quicker, more efficient, and more likely to result in a provider you want than the invitation for bids or request for proposals processes.

Compare to the RFP process:

	Small Purchase Professional Service Solicitation	Request for Proposals
Assemble Evaluation Committee		✓
Draft a Scope of Work	✓	✓
Draft an RFP Document		✓
Kickoff Meeting		✓
Public Posting Period (min. of 7 days)		✓
Any Vendor may Respond		✓
Evaluate	✓	✓
Write a Justification Statement		✓
Conduct a Cost/Benefit Analysis		✓

What is a professional service provider?

"Professional service" means labor, effort or work that requires an elevated degree of specialized knowledge and discretion, including labor, effort or work in the field of:

accounting;

architecture;
 construction design and management;
 engineering;
 financial services;
 information technology;
 the law;
 medicine;
 psychiatry; or
 underwriting.

The word "including" means that this list is not exhaustive.

How do I use the professional service small purchase process? First, create a scope of work. Executive branch agencies "shall involve the Division of Purchasing at the beginning of the quote or solicitation process." This means that a requisition must be entered in FINET and the agency should communicate with the assigned purchasing agent. Then, the agency must review the qualifications of at least two service providers in light of the scope of work, complete the Professional Services Form (available at <http://purchasing.utah.gov/forms/>), and submit the completed form to purchasingsolicitations@utah.gov.

For projects that are \$50,000 or less, the agency will recommend the most qualified provider to Purchasing and Purchasing will negotiate the price. For projects over \$50,000 and up to a maximum of \$100,000, Purchasing will solicit quotes from the qualified vendors submitted by the agency and the project will be awarded to the vendor with the lowest responsible and responsive quote.

To create further efficiencies, the professional service small purchase process may be used with an approved vendor list.

COOPERATIVE CONTRACT: DIGITAL ORTHOPHOTOGRAPHY SERVICES

By Zac Christensen

State Purchasing announces new contracts for Digital Orthophotography, or photographic map services. These contracts were solicited by use of an approved vendor list and have contract numbers starting with the letters "AV." The seven vendors under contract comply with all Federal Geographic Data Committee standards and have at least 4-band 12.5 cm or better capability.

The Terms and Conditions have already been established, and there is no need for additional negotiation. Use of these contracts requires a Standard Procurement Process as outlined below:

Step 1: Eligible Users must review the Approved Vendor List Matrix found on page 2 of the contract summary document.

Step 2: From each of the Vendors on the Approved Vendor List that provides the product category needed, eligible users submit a scope of work and a cost proposal form.

Step 3: The Eligible User must use the Small Purchases of Professional Services, Invitation for Bids, or Request for Proposal to evaluate responses from Vendors.

Step 4: Per Utah Procurement Code, after the award, the Eligible User will make a tabulation available for public inspection.

Step 5: Eligible User will keep all documents in a file for auditing purposes.

Executive Branch Agencies falling under the jurisdiction of the Department of Technology Services (DTS) are required to coordinate with DTS before issuing any scope of work or projects. A business case may be required. Please plan accordingly.

Please contact Zac Christensen at Purchasing with any questions regarding this Approved Vendor List. documents in a file for auditing purposes. documents in a file for auditing purposes.

DIGITAL ORTHOPHOTOGRAPHY SERVICES

06/1/2016 -05/31/2021

Contract	Vendor
AV2410	Aerial Surveys International
AV2411	Aero-Graphics, Inc.
AV2412	Digital Mapping, Inc.
AV2413	Awaiting Signed Contract
AV2414	Geophex Ltd.
AV2415	Quantum Spatial
AV2416	Awaiting Signed Contract

COOPERATIVE CONTRACT: AERIAL LIDAR SERVICES

By Zac Christensen

State Purchasing announces new contracts for Aerial LiDAR, or aerial mapping using lasers services, an effective way of creating three-dimensional topographical aerial maps. These contracts were solicited by use of an approved vendor list and have contract numbers starting with the letters "AV." The five vendors under contract comply with all ASPRS, USGS NGO, FGDC, NDEP, and FEMA standards and have experience with NEEA Quality Level 1 projects.

The Terms and Conditions have already been established, and there is no need for additional negotiation. Use of these contracts requires a Standard Procurement Process as outlined below:

Step 1: Eligible Users must review the Approved Vendor List Matrix found on page 2 of the contract summary document.

Step 2: From each of the Vendors on the Approved Vendor List that provides the product category needed, eligible users submit a scope of work and a cost proposal form.

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Aerial LiDAR Services	
06/1/2016 -05/31/2021	
Contract	Vendor
AV2405	Aerial Surveys International
AV2406	Aero-Graphics, Inc.
AV2407	Digital Mapping, Inc
AV2408	Quantum Spatial
AV2409	Woolpert Inc.

STATE OF UTAH

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**We're on
the Web !**

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

WELCOMES AND FOND FAREWELLS

State Purchasing welcomes our new contract analysts: Solomon Kingston. Solomon Kingston received his joint Juris Doctorate and Masters in Business Administration at the University of Utah's S.J. Quinney College of Law and the David Eccles School of Business. During his time at the S.J. Quinney College of Law he served as an Associate Articles Editor on Utah Law Review. He worked as a Law Clerk for Steck Law, PLLC, and most recently at the Salt Lake County District Attorneys' Office in its Civil Division on tax, land use, and employment related issues.

State Purchasing says farewell to Adrian Ruger and Mark Parry. Adrian has retired and will be pursuing his great musical talent. Mark Parry has also left State Purchasing and joined the Department of Transportation's procurement group. It is a great opportunity for him in his career. We wish both of them the best.

Until the summary page of the cooperative contracts show the new agent assigned to the contract, agencies should call State Purchasing's front desk at 801-538-3026 for assistance.

2016 DATES TO REMEMBER

28 June	Procurement Education Partnership (PEP) Seminar
30 June	Purchases or services must be received by Jun 30 if agency want to pay with FY16 money
20 Sep	Procurement Education Partnership (PEP) Seminar
06 Dec	Procurement Education Partnership (PEP) Seminar

HOW TO RECEIVE THE PURCHASING UPDATE NEWSLETTER

Did you receive this newsletter from a co-worker? Do you want to receive the Purchasing Update directly? Please follow the appropriate steps below.

(A) Individuals who have a State Google email account:

Step 1: Enter into GROUPS in the State Google email account

Step 2: In the new window's search field, type PURCHASING NEWSLETTER

Step 3: Google will list the "Purchasing Newsletter" as a group. Select the group.

Step 4: Click JOIN GROUP.

Step 5: In the new window, click JOIN GROUP. The administrator will be informed of your request and approve it.

(B) Individuals that do not have a State Google email account:

Please send an email to Tara Eutsler, teutsler@utah.gov or to John Palmer, johnpalmer@utah.gov.

NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

Sandbags	MA2403	NYP Corp	06/01/2016— 05/31/2021	Primary Contract—This is a multiple award contract with a primary and secondary. When placing orders, an eligible user must first order from the primary contract and if the primary contract cannot fulfill the order, than the eligible user will use the secondary contract.
Sandbags	MA2404	Safety Supply and Sign Co. Inc	06/01/2016— 05/31/2021	Secondary Contract—This is a multiple award contract with a primary and secondary. When placing orders, an eligible user must first order from the primary contract and if the primary contract cannot fulfill the order, than the eligible user will use the secondary contract.
BATTERIES, AUTOMOTIVE (Regions 2, 3, 4, & 5 only)	MA1674	Battery Systems, Inc	06/01/2016— 05/31/2021	New Contract won by the same vendor. Multiple award—see MA1673.
Flags, Flag Poles, and Accessories	PD073	Flags & Poles Int'l	6/21/2016— 6/20/2021	New Contract won by the same vendor.
Base Station/Repeater Radio Antenna, RF Filtering Equipment	AR2273	Sinclair Technologies	1/15/2016 – 06/30/2017	Executive Branch agencies who are not exempt must contact DTS to order
Electrical Services Including High Voltage	MA2393	Peerless Electric, LLC	05/15/2016 - 05/14/2021	This contract covers ONLY electrical projects expected to be less than \$15,000.00. See summary document for more information. Multiple award.
Electrical Services High Voltage – All Areas Low Voltage – Areas 3 - 5	MA2394	STF Electrical Services	05/15/2016 - 05/14/2021	This contract covers ONLY electrical projects expected to be less than \$15,000.00. See summary document for more information. Multiple award.

The State Cooperative Contract Search Engine location is <http://purchasing.utah.gov/purchasing/statecontractsearch.html>.

*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 STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

OTITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
EDUCATIONAL TOYS & GAMES & CURRICULUM MATERIALS				
EDUCATIONAL TOYS & GAMES & CURRICULUM MATERIALS	AV2380	Peoples Education DBA Mastery Education	05/10/2016 - 02/10/2021	These are additional contracts for the procurement items. Multiple awards have been issued. The other contract is numbers and Vendors are in the table on contract summary sheet.
EDUCATIONAL TOYS & GAMES & CURRICULUM MATERIALS	AV2381	ACE Educational Supplies Inc.	05/10/2016 - 02/10/2021	
EDUCATIONAL TOYS & GAMES & CURRICULUM MATERIALS	AV2382	Origo Education Inc.	05/10/2016 - 02/10/2021	
EDUCATIONAL TOYS & GAMES & CURRICULUM MATERIALS	AV2383	Andy Bird DBA Artist Corner Distribution	05/10/2016 - 02/10/2021	
EDUCATIONAL TOYS & GAMES & CURRICULUM MATERIALS	AV2384	The Aristotle Corp DBA Nasco Modesto	05/10/2016 - 02/10/2021	
EDUCATIONAL TOYS & GAMES & CURRICULUM MATERIALS	AV2385	Really Good Stuff LLC	05/10/2016 - 02/10/2021	
School Athletics Uniforms and Equipment				
School Athletics Uniforms and Equipment	AV2389	S&S Worldwide Inc.	05/16/2016 - 11/19/2020	These are additional contracts for the procurement items. Multiple awards have been issued. The other contract is numbers and Vendors are in the table on contract summary sheet.
School Athletics Uniforms and Equipment	AV2390	Gameday Promos LLC	05/10/2016 - 11/19/2020	
School Athletics Uniforms and Equipment	AV2391	Contemporary Image Sales	05/10/2016 - 11/19/2020	
School Athletics Uniforms and Equipment	AV2392	It's Greek to Me DBA GTM Sportswear	05/10/2016 - 11/19/2020	

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NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

Digital Orthophotography Services

Digital Orthophotography Services	AV2410	Aerial Surveys International	06/1/2016 - 05/31/2021	Multiple award contract. Secondary evaluation required. After project scope of work is developed, eligible user will complete the secondary procurement process as outlined in the summary document.
Digital Orthophotography Services	AV2411	Aero-Graphics, Inc.	06/1/2016 - 05/31/2021	
Digital Orthophotography Services	AV2412	Digital Mapping, Inc.	06/1/2016 - 05/31/2021	
Digital Orthophotography Services	AV2413			
Digital Orthophotography Services	AV2414	Geophex Ltd.	06/1/2016 - 05/31/2021	
Digital Orthophotography Services	AV2415	Quantum Spatial	06/1/2016 - 05/31/2021	
Digital Orthophotography Services	AV2416	The Sanborn Map Company	06/1/2016 - 05/31/2021	

Aerial LiDAR Services

Aerial LiDAR Services	AV2405	Aerial Surveys International	06/1/2016 - 05/31/2021	Multiple award contract. Secondary evaluation required. After project scope of work is developed, eligible user will complete the secondary procurement process as outlined in the summary document.
Aerial LiDAR Services	AV2406	Aero-Graphics, Inc.	06/1/2016 - 05/31/2021	
Aerial LiDAR Services	AV2407	Digital Mapping, Inc	06/1/2016 - 05/31/2021	
Aerial LiDAR Services	AV2408	Quantum Spatial	06/1/2016 - 05/31/2021	
Aerial LiDAR Services	AV2409	Woolpert Inc.	06/1/2016 - 05/31/2021	

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EXTENDED STATE OF UTAH “BEST VALUE COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
WSCA Software Value-Added Reseller (SVAR) Contract	MA095	En Pointe Technologies Sales, LLC	Thru 10/01/2016	Executive Branch agencies who are not exempt must contact DTS to order (see other conditions)
WSCA Software Value-Added Reseller (SVAR) Contract	MA096	SHI International Corp.	Thru 10/01/2016	Executive Branch agencies who are not exempt must contact DTS to order (see other conditions)
WSCA Software Value-Added Reseller (SVAR) contract	MA495	Insight Public Sector, Inc	Thru 10/01/2016	Executive Branch agencies who are not exempt must contact DTS to order (see other conditions)
FOOD ITEMS: PUDDINGS, BAKING SUPPLIES, PICKLES, and MISC.	PD1345	Nicholas & Company	Thru 08/01/2016	
YOGURT, SOUR CREAM, and ALMOND/SOY MILK	PD1563	Nicholas & Company	Thru 08/01/2016	
Dry Groceries	PD2010	Nicholas & Company	Thru 08/01/2016	
Canned Foods	PD2011	Nicholas & Company	Thru 08/01/2016	
Single Portion Food	PD2012	Nicholas & Company	Thru 08/01/2016	
Radios: Portable, Mobile, Desktop	AR1824	Icom America, Inc.	Thru 06/30/2018	Executive Branch agencies who are not exempt must contact DTS to order
MEDICAL, HOSPITAL AND PERSONAL CARE ITEMS (MMCAP)	MA264	Medline Industries	Thru 05/31/2017	In order to purchase from this MMCAP Contract you must have an MMCAP facility member number. Contact Brenda Veldevere for agreement form.
Video Conferencing Hardware, Software and Services	MA2110	Polycom, Inc	Thru 09/28/2016	
Digital Print & Copy Services	MA039	Taylor Communications dba Standard Register, Inc	Thru 07/30/2016	

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EXTENDED STATE OF UTAH “BEST VALUE COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Small Package Express Air, Ground and International Delivery Service	MA065	United Parcel Service	Thru 11/27/2016	
Wrecker/Towing Services – Utah County	MA078	AM/PM Towing	Thru 08/20/2016	
Wrecker/Towing Services – Davis, Weber, Salt Lake & Summit County	MA080	Lost Recovery	Thru 08/20/2016	
Wrecker/Towing Services – Iron County	MA084	Cedar City Motor Co.	Thru 08/20/2016	
Wrecker/Towing Services – Salt Lake & Special Tow	MA893	D & J Towing	Thru 08/20/2016	
Wrecker/Towing Services – Cache, Box Elder & Rich County	MA082	Miller Auto Body, Inc	Thru 08/20/2016	
Wrecker/Towing Services – Sevier, Piute, Wayne, Sanpete, Millard & Beaver County	MA081	Jorgensen	Thru 08/01/2016	

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EXPIRED OR CANCELED STATE OF UTAH "BEST VALUE COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	END DATES	ADDITIONAL INFORMATION
REPLACEMENT OF AUTOMOTIVE GLASS AND WINDSHIELD REPAIR, SMALL CRACKS AND ROCK CHIP	MA413	DELTA GLASS AND TIRE	5/10/2016	
BRAKES, AUTOMOTIVE (STATEWIDE)	MA069	AAASPRING INC	6/1/2016	
HEAVY EQUIPMENT BODY REPAIRS IN SALT LAKE COUNTY ONLY	MA852	ROB SCHMIDT BODY & PAINT	6/1/2016	Replaced by MA2146 for the same vendor.
HEAVY EQUIPMENT BODY REPAIRS IN SALT LAKE COUNTY ONLY	MA857	HIGGINS BODY & PAINT INC	6/1/2016	Replaced by MA1685 for the same vendor.
SANDBAGS	MA2107	JUSTUS BAG COMPANY, INC	5/30/2016	For new awarded contracts for sandbags see MA2403 & MA2404

The URL for the State of Utah Best Value Cooperative Contract Search Engine is

<http://purchasing.utah.gov/statecontractdirectory.html>

Not all expirations and cancellations of State Of Utah Best Value Cooperative Contracts are found in the newsletter. Individuals should always check with the State Contract Search Engine to insure that the individual contracts are still active. Never save a contract to your hard drive and assume it is still active.