



# PURCHASING UPDATE

July 2016

STATE OF UTAH

## SPECIAL POINTS OF INTEREST:

- NEW STATE PURCHASING POLICY #17
- CHANGES TO ADMINISTRATIVE RULE R33 POSTED FOR PUBLIC COMMENT

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## THE SCIQUEST SUMMARY

By Windy Aphayrath

The State of Utah's Division of Purchasing continues to move forward on the transition to its new eProcurement System, SciQuest. Attention has been focused on educating those who will be affected by the transition between the systems. The State's SciQuest Admin team has been actively engaged in vendor outreach sessions, information overviews for optional-use agencies, and ongoing trainings for those who have already chosen to begin their transition.

In late June, the SciQuest Admin team facilitated a session sponsored by the Governor's Office PTAC group. This event was attended by many of PTAC's small business clients and provided vendors the opportunity to learn more about the State's transition to SciQuest, get a live demo of the vendor registration process, and also participate in a Q and A session.

In July, the SciQuest Admin team presented at sessions held in Utah and Weber Counties. These sessions focused on the agencies in those respective regions. These events were held to provide more information regarding the State's transition to SciQuest and how these agencies could participate with the State's transition to SciQuest. The events in both counties were well received and allowed for agencies to get many questions answered.

Outreach on both sides, vendors and buyers, will continue over the course of the next several months. If you are interested in having one held in your area, please contact the Division of Purchasing's Procurement Coordinator, Debbie Johnson ([debbiejohnson@utah.gov](mailto:debbiejohnson@utah.gov)) or the SciQuest Admin team at [sciquestadmin@utah.gov](mailto:sciquestadmin@utah.gov).

## COOPERATIVE CONTRACT: COURT REPORTING (AVL)

By Windy Aphayrath

The State of Utah has awarded master agreements for *Court Reporting*. These agreements were solicited using the Request for Statement of Qualification resulting in an open-ended Approved Vendor List (AVL) on which there are currently two vendors. As part of the AVL, the State’s Standard Terms and Conditions for Services is part of the master agreement.

This AVL may be used to obtain court reporting services for a defined scope of work. Under the master agreements, Eligible Users must use a bidding process or small purchase process to award a scope of work to one of the vendors on this AVL. Vendors are not allowed to negotiate additional terms and conditions based on

the scope of work and project assigned.

Additional vendors will be able to submit qualifications to be added to the AVL on a bi-annual basis.

If you have any questions about this AVL, please contact Windy Aphayrath at [waphayrath@utah.gov](mailto:waphayrath@utah.gov) or (801) 538-3097.

Court Reporting	
05/27/2016—05/01/2021	
CONTRACT	CONTRACTORS
AV2401	Litigation Services and Technologies of Utah
AV2402	Alpine Court Reporting

## INFLUENZA VACCINE - STATE CONTRACT PD2196 FFF ENTERPRISES, INC

The Centers for Disease Control and Protection (CDC) recently announced that the live attenuated influenza vaccine (LAIV), best known as nasal spray, or by the trade name Flu Mist, should not be used during the 2016-17 influenza season.

FluMist® will not be available on the FFF

Enterprises, Inc Contract PD1296.

Pre-booked doses of FluMist® with FFF Enterprises, Inc. should to be changed to another product. To make those changes, please contact:

FFF Customer Service: 1-800-843-7477.



## NEW STATE PURCHASING POLICY

State Purchasing has created a policy to provide a written procedure for emergency purchases. This policy is for Executive

Branch State Agencies only. Policy #17 is shown below and can be found on the [Purchasing Policy and Rules](#) webpage.



### DIVISION OF PURCHASING & GENERAL SERVICES



#### **POLICIES AND PROCEDURES**

Policy # 017

**Subject:** Emergency Purchase Process for Executive Branch State Agencies

**Effective:** July 20, 2016

**Ref:** UCA 63G-6a-803

UAC R33-8-401

Delegation to Executive Directors updated July 21, 2016

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#### **Purpose:**

The purpose of this policy is to establish the process for emergency purchases for Executive Branch State Agencies.

#### **Definitions:**

"Executive Branch Procurement Unit" means a department, division, office, bureau, agency, or other organization within the state executive branch.

#### **Policy:**

The Executive Branch Procurement Unit shall conduct an emergency procurement as outlined in UCA 63G-6a-803, UAC R33-8-401, and as described in the limited purchasing delegation to Executive Branch Procurement Units from Kent D. Beers, Director of Purchasing on August 12, 2014. The executive director of the Executive Branch Procurement Unit must grant approval to proceed with the emergency procurement.

After the emergency has been abated, the Executive Branch Procurement Unit shall prepare and submit a written document explaining the emergency condition that necessitated the emergency procurement to [purchasingsolicitations@utah.gov](mailto:purchasingsolicitations@utah.gov). The written document must also demonstrate that the emergency procurement was conducted according to the referenced Code and Rule.

## COOPERATIVE CONTRACT: BODY ARMOR

By Jeff Hammer

State Purchasing announces the new "Body Armor" portfolio of Best Value State Cooperative Contracts. Choosing body armor is a personal choice. With eight vendors on contract (see the chart), public entities have a variety of choices.

These contracts can be found on the State Purchasing State Contract Search engine: <http://purchasing.utah.gov/purchasing/statecontractsearch.html>. Search for "body armor" using quotes around the words and the eight contracts will pull up.

The body armor contracts require the user to review each contract for products and compare pricing. Documentation concerning the purchasing selection must be retained according to the entity's retention schedule.

Orders may be placed through the distributor listed on the contract Summary Document.

If you have any questions about these contracts, please contact Jeff Hammer at (801)538-3159 or by email at [jhammer@utah.gov](mailto:jhammer@utah.gov).



### Body Armor Contracts

21 Mar 2016 — 15 Mar 2018

CONTRACT	CONTRACTORS
MA132	Central Lake/ Armor Express Inc
MA141	Survival Armor, Inc.
MA1009	Safariland, LLC.
MA1531	Point Blank Enterprises, Inc.
MA1546	G H Armor Systems, Inc.
MA1874	U.S. Armor Corporation
MA2399	KDH Defense Systems, Inc.
MA2418	Renegade Armor, LLC

## STATE OF UTAH

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**We're on  
the Web !**

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

## PUBLIC POSTING PERIOD FOR ADMINISTRATIVE RULE R33

The Procurement Policy Board approved changes to Administrative Rule R33. The changes were posted to the Administrative Rules website on July 15, 2016 for the thirty day

public comment period. The proposed changes may be viewed at the following website:

<http://www.rules.utah.gov/publicat/opencoment.htm>

## DETERMINING PAYMENTS MADE AGAINST A CONTRACT

Do you need to know the exact payments made against a contract? If that contract is in FINET and if all payments are posted through the contract in FINET, you can find the information you require in Data Warehouse.

1. Find someone with the right Data Warehouse access. This will probably be someone in your finance department.
2. Proceed to Data Warehouse <http://finance.utah.gov/datawarehousemain.html>.
3. Click "Cognos/FINET Reports"

and proceed through the log in.

4. In FINET tab, click "Procurement—A640, EP Reports, MA Reports."
5. Click "MA02D - Master Agreement Detail Report—Expenditures."
6. Select your department.
7. Find the contract.
8. Click "Finish" at the bottom of the page.

The generated PDF will contain each payment with its PRC transaction.

## 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 John Palmer, [johnpalmer@utah.gov](mailto:johnpalmer@utah.gov).

**NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS**

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Educational Toys & Games & Curriculum Materials	AV2386	Flinn Scientific Inc.	05/10/2016 - 02/10/2021	Multiple Award Contracts, including contracts announced in previous newsletters
Educational Toys & Games & Curriculum Materials	AV2387	Hand2Mind	05/10/2016—02/10/2021	
Ready Mix Concrete and Flowable Fill (Iron, Beaver, Garfield, Kane, & Washington Counties)	MA2426	Western Rock Products	7/1/2016 — 6/30/2021	State Cooperative regional contracts. View all contracts to determine the coverage for your location.
Ready Mix Concrete and Flowable Fill (Region 4)	MA2427	Nielson Construction & Materials	07/01/2016—06/30/2021	
Ready Mix Concrete and Flowable Fill (Sevier, Sanpete, Wayne, Piute, & Millard)	MA2428	Hales Sand and Gravel	07/01/2016—06/30/2021	
Ready Mix Concrete and Flowable Fill (Duchesne, Uintah, Daggett)	MA2453	R Chapman Construction Inc.	07/11/2016—06/30/2021	
Rental Equipment without an Operator	AV2419	DABB & Co., Inc. (Bonneville Equipment)	6/20/2016—5/1/2021	Multiple Award Contract requiring secondary procurement process
Rental Equipment without an Operator	AV2420	Wheeler Machinery Company	6/20/2016—5/1/2021	
Rental Equipment without an Operator	AV2421	Adler Tank Rentals, LLC	6/20/2016—5/1/2021	
Rental Equipment without an Operator	AV2422			
Rental Equipment without an Operator	AV2423	Cate Rental & Sales, LLC	6/20/2016—5/1/2021	
Rental Equipment without an Operator	AV2424			
Rental Equipment without an Operator	AV2425	Honnen Equipment Company	6/20/2016—5/1/2021	
Rental Equipment without an Operator	AV2458	United Rental (North America) Inc.	6/20/2016—5/1/2021	

\*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**

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Body Armor (NASPO)	MA132	Central Lake/ Armor Express Inc	03/21/2016—03/15/2018	New contract. Multiple award which requires price comparison & documentation.
Body Armor (NASPO)	MA141	Survival Armor, Inc.	03/21/2016—03/15/2018	
Body Armor (NASPO)	MA1009	Safariland, LLC.	03/21/2016—03/15/2018	
Body Armor (NASPO)	MA1531	Point Blank Enterprises, Inc.	03/21/2016—03/15/2018	
Body Armor (NASPO)	MA1546	G H Armor Systems, Inc.	03/21/2016—03/15/2018	
Body Armor (NASPO)	MA1874	U.S. Armor Corporation	03/21/2016—03/15/2018	
Body Armor (NASPO)	MA2399	KDH Defense Systems, Inc.	03/21/2016—03/15/2018	
Body Armor (NASPO)	MA2418	Renegade Armor, LLC	03/21/2016—03/15/2018	
Court Reporting Services	AV2401	Litigation Services and Technologies of Utah	05/27/2016—05/01/2021	Multiple Award Contract requiring secondary procurement process
Court Reporting Services	AV2402	Alpine Court Reporting	05/27/2016—05/01/2021	
Wrecker/Towing Services—Utah County	MA078	AM PM Towing, Inc.	08/23/2016—08/22/2021	Regional contract. See all awarded contracts for other regions.
Wrecker/Towing Services – Weber, Morgan, Davis & Salt Lake	MA080	Lost Recovery In.	08/23/2016—08/22/2021	
Wrecker/Towing Services – Davis, Salt Lake, Tooele, Wasatch and Utah Counties,	MA893	D & J Towing	08/23/2016—08/22/2021	
Wrecker/Towing Services – Beaver County	MA2450	Anytime Road Service & Repair, Inc.	08/23/2016—08/22/2021	
Wrecker/Towing Services – Utah, Box Elder, Weber, Morgan, Davis, Salt Lake, Tooele and Summit Counties County	MA2451	Stauffer’s Towing LLC.	08/23/2016—08/22/2021	
Wrecker/Towing Services – Washington County	MA2452	Freedom Towing	08/23/2016—08/22/2021	



## NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Digital Orthophotography Services	AV2413	Fugro Geospatial Inc.	06/01/2016— 05/31/2021	Multiple Award Contract requiring secondary procurement process
Digital Orthophotography Services	AV2413	Fugro Geospatial Inc.	06/01/2016— 05/31/2021	Multiple Award Contract requiring secondary procurement process
UTAH'S OPERATIONAL EXCELLENCE – TOC CONSULTANT	MA2433	Novaces LLC	07/11/2016— 07/10/2021	Multiple award
UTAH'S OPERATIONAL EXCELLENCE – TOC CONSULTANT	MA2432	Goldratt Consulting North America LLC	07/11/2016— 07/10/2021	Multiple award
Computer Equipment and Related Services (Storage Hardware)	PA2225	Tintri, Inc.	05/19/2016— 03/31/2017	Multiple Award Contract. Executive Branch agencies who are not exempt must contact DTS to order
Men's Over-the-Calf White Tube Socks	PD2400	Bob Barker Company	07/02/2016— 09/03/2019	
Channelizing Devices (Cones, Barrels and Barricades)	PD2429	Safety Supply and Sign Co. Inc.	06/20/2016— 06/19/2021	
Data Breach and Credit Monitoring Services	AR2361	Identity Theft Guard Solutions, DBA ID Experts	06/20/2016— 02/22/2018	
Canned Foods	PD2455	Nicholas and Company	08/01/2016— 07/31/2018	

\*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. The State Cooperative Contract Search Engine is located at <http://purchasing.utah.gov/statecontractdirectory.html>



**EXTENDED STATE OF UTAH “BEST VALUE COOPERATIVE CONTRACTS**

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Small Package Express Air, Ground and International Delivery Service	MA454	Federal Express Corporation (FedEx)	Thru 11/27/2016	
E PROCUREMENT SOFTWARE SOLUTIONS	PA494	SciQuest	Thru 06/29/2021	
Digital Print and Copy Services	MA040	Office Depot, Inc.	Thru 07/30/2016	
Digital Print and Copy Services	MA041	OfficeMax North America, Inc.	Thru 07/30/2016	
Vehicle Rental (WSCA)	MA985	Enterprise Car Rental	Thru 10/18/2019	State Agencies must contact State Travel Office
FOOD- FLOUR & CEREALS	PD518	HONEYVILLE GRAIN INC	Thru 09/30/2019	
Roofing and Asbestos Abatement	UCI1882	Utah Correctional Industries	Thru 06/20/2021	
VEHICLE LIFTS AND RELATED GARAGE EQUIPMENT (WSCA)	MA2003	Stertil-Koni USA Inc	Thru 12/31/2016	
VEHICLE LIFTS AND RELATED GARAGE EQUIPMENT (WSCA)	MA2004	Automotive Resources Inc.	Thru 12/31/2016	

**EXPIRED OR CANCELED STATE OF UTAH “BEST VALUE COOPERATIVE CONTRACTS**

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Bottled Spring Water & Dispensing Equipment	MA294	DS Services of America, Inc. DBA Mount Olympus Waters, Inc.	End Date 07/31/2016	State Purchasing is not going out to re-bid this solicitation. Entities are encouraged to solicit water services that fit your specific needs.

\* Not all expired or canceled contracts make it to this list. Always check the contract online to determine if it is still active.