



PURCHASING UPDATE

August 2016

STATE OF UTAH

PEP SEMINAR—SCIQUEST TRAINING

SPECIAL POINTS OF INTEREST:

- DATES FOR UPCOMING PEP SEMINARS LOCATED ON PAGE 5

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The Utah Procurement Code requires that public entities provide public notice for solicitations exceeding \$50,000. All Utah public entities including school districts, charter schools, higher education, cities/towns, counties, etc., can use the SciQuest Procurement System to meet the public notice requirement. The bonus for the public entities is that State Purchasing covers the cost for sourcing events made in SciQuest.

The September 20, 2016 Procurement Education Partnership (PEP) Seminar will be focused on training individuals how to use the SciQuest Procurement System for posting their solicitations, as known as sourcing events. This training is specific to those individuals/entities who are not required to send their solicitations to State Purchasing.

The September PEP Training will be held on State of Utah Capitol Hill. Registration begins today and ends on September 15. The training is free and lunch is provided for those who register. We ask that you only register if you are intent on attending as the food does cost State Purchasing.

Further information concerning the training and registration is located on the flier (see the next page). While webinar access is available for most sessions, we recommend in person attendance for this seminar.

After registering, please add an appointment to your calendar because Google forms will not send you an email. At the completion of registration, you will receive one of the notices below. If you do receive one, the registration process was not complete and you should try again.

A week prior to the seminar, you will receive an event reminder. If you do not receive an email by September 16, a step was missed during your registration and your registration was not received.

Certificates of Completion will no longer be emailed to participants, instead, they will be handed out during the last fifteen minutes of the conference.

Questions concerning the seminar can be directed to Tara Eutsler 801-538-3386 or teutsler@utah.gov

Procurement Education Partnership Seminar

YOU ARE NOW REGISTERED TO ATTEND ON LOCATION:

Procurement Education Seminar
Tuesday, September 28th, 2016
9 AM - 4 PM (sign-in from 8:30 - 9:00 AM)
State Office Building, Capitol Hill
1st Floor Auditorium

PLEASE MARK THIS ON YOUR CALENDAR TODAY.

NOTE -> GOOGLE WILL NOT SEND YOU AN EMAIL.

Notice of completed registration for on location attendance

Notice for completed registration for attendance by webinar

Public Education Partnership Seminar

YOU ARE NOW REGISTERED TO ATTEND the WEBINAR Version of:

Procurement Education Partnership Seminar
WEBINAR, WEBINAR, WEBINAR
Tuesday, September 20th, 2016
9 AM - 4 PM

PLEASE MARK THIS ON YOUR CALENDAR TODAY.
GOOGLE WILL NOT SEND YOU AN EMAIL.

IF you did not want to attend the webinar, please contact Tara Eutsler teutsler@utah.gov

Sign-in information for webinar will be sent out about a week prior to the webinar. Certificates for the webinar attendees will only be sent to those who complete a questionnaire sent out after the seminar.



DIVISION OF PURCHASING & GENERAL SERVICES



PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

HOSTED BY THE STATE OF UTAH, DIVISION OF PURCHASING
AND NASPO VALUE POINT

Time	Topic
9:00 - 9:15	Welcome
9:15 - 9:30	Job Order Contract: The Gordian Group
9:30 - 10:45	Updates to the Administrative Rules
10:45 - 11:45	SciQuest – Implementation and Transition
11:45 - 12:45	Lunch in Rotunda
Break Out Session 12:45 - 1:45	SciQuest – Sourcing Director – Creating an Event
	SciQuest – TSM and Vendors
	SciQuest – Welcome to SciQuest – An Overview
1:45 - 2:00	Break – Move to next session
Break Out Session 2:00 - 3:00	SciQuest - Sourcing Director – Creating an Event
	SciQuest - TSM and Vendors
	SciQuest – <i>State Agencies ONLY</i> – Total Contract Manager
3:00 - 3:15	Break – Return to Auditorium
3:00 - 4:00	Awarding Work Under Approved Vendor List

DATE: Tuesday, September 20, 2016
 TIME: 9 AM – 4 PM (Sign-In from 8:30-9:00 AM)
 LOCATION: State Office Building; 1st floor Auditorium
 450 North State Street, Salt Lake City, Utah

Registration closes September 15, 2016 or when capacity is reached

On Location Attendance Registration ►►► [On Location Registration Link](#)
 Webinar Registration ►►► [Webinar Registration Link](#)

NOTE: This training qualifies as “instructor-led” procurement training for the CPPB & CPPO certification requirements

COOPERATIVE CONTRACT: RENTAL EQUIPMENT WITHOUT AN OPERATOR

By Linda Crawford

Do you need to rent a piece of Equipment and have and operator to work it?

The State of Utah has completed a solicitation and put in place an approved vendor list for equipment rental. The contracts that have been awarded are listed in the table below. The solicitation will be posted again in 18 months and additional Vendors may be added at that time. **These contracts are for a maximum 12 month rental period.**

INSTRUCTIONS FOR USE OF THIS APPROVED VENDOR LIST (AVL)

Eligible Users must adhere to the following steps in assigning projects to the vendors:

A) In order to lease from a vendor on the Approved Vendor List, Eligible Users must complete a secondary bid process via email to obtain a vendor's lowest price for the item(s) needed.

B) Eligible Users cannot use the Approved Vendor List without providing the applicable vendors a copy of scope of work which includes the project to be completed, the delivery location for the rental equipment, and the category of equipment that the Eligible User wants to use for the project.

If an Eligible User lists a specific type of equipment, by brand name, then vendors that do not provide that brand named equipment may bid using the equivalent type of rental equipment that would be able to complete the project.

When obtaining a bid the eligible user will adhere to the following steps:

Step 1: Eligible Users must review the Approved Vendor List.

*Locate the contract on the [State Contract Search Page](#). Each contract has a summary document and a pricing document. The summary document supplies information about the Vendor's contract. The pricing document is a spreadsheet contains multiple tabs. The "Equipment List" tab lists

the equipment that can be rented under the specific contract. The equipment is divided into categories. The "Summary Sheet" tab lists all the AVL vendors and the equipment categories from which they are able to rent. The other tabs are individual equipment categories and the equipment that can be rented from each AVL contracts. These tabs are to assist End Users in locating which vendors to contract for pricing.

Step 2: From each of the Vendors on the AVL that provide the required rental equipment category, the Eligible User must obtain in writing a bid (product(s) price + actual freight cost) from the Vendors.

Step 3: The Eligible Users must purchase the product(s) with the Vendor providing the total lowest bid. No additional terms and conditions will be negotiated between the Eligible Users and the awarded approved vendor.

Step 4: The Eligible User will keep all documents in a file for auditing purposes.

The award of scope of work for the lease of the equipment cannot exceed 12 months.

The State of Utah Division of Purchasing can assist Eligible Users in using the open-ended Approved Vendor List.

Rental Equipment without an Operator	
6/20/2016—5/1/2021	
AV2419	DABB & Co., Inc. (Bonneville Equipment)
AV2420	Wheeler Machinery Company
AV2421	Adler Tank Rentals, LLC
AV2423	Cate Rental & Sales, LLC
AV2424	Legacy Equipment Company
AV2425	Honnen Equipment Company
AV2458	United Rental (North America) Inc.

COOPERATIVE CONTRACT: FOOD CONTRACT CONSOLIDATION

By Rachel Cheney

State Purchasing has developed a food consolidation project which will consolidate 23 current contracts into 5 new contracts. The main reason for this consolidation is to reduce the number of contracts to manage and re-solicit for state purchasing employees, vendors, and end users. Other benefits are as follows:

State Purchasing Employee Benefits:

- Reduction in number of solicitations.
- Reduction in managing price increases and decreases for multiple contracts.
- Reduction in amendments made to abide with state/federal food regulations.
- Less time spent for the Purchasing Agent auditing Usage Reports
- Reducing errors in application of Administrative Fee payments to multiple contracts from one check.
- Management of fewer contracts
- Reduction in time administrative time processing usage reports, invoices, and payments.

Vendor Benefits:

- Fewer Usage Reporting and Payments.
- It will decrease the risk of error in submitting one Administrative Fee Payment instead of several checks to cover multiple contracts.
- Fewer contracts to manage
- Categorize contracts to be more in line with industry standards to increase efficiency.
- Cost savings due to fewer deliveries.
- More products on contract equate to larger orders with fewer purchase order processing activities.

End Users Benefits:

- Due to consolidating items to one contract, end users will be able to meet the \$700.00 minimum ordering threshold easier and more often.
- Reduces time spent locating and ordering items off multiple contracts.
- More efficient, due to categorizing contracts to be more in line with industry standards to ease

ordering processes.

- Cost savings on items ordered due to fewer deliveries.

As stated above, this consolidation project is a huge benefit for all parties involved. We are excited for this transition as well as implementing a plan to reduce costs for all parties.

Food Consolidation Project (Stage 1)		
Expired July 31, 2016		
Expired	Commodity	New Contract
MA444	Ralston cereal	PD2457
MA2307	Dry mixes	PD2457
PD051	Mayo, salad dressings, & margarine	PD2456 & PD2457
PD124	Spices	PD2457
PD451	Bakery Goods	PD2457
PD458	Frozen/Liquid Eggs	PD2456
PD580	Potato chips, corn chips, & snacks	PD2457
PD1345	Puddings, baking supplies, pickles	PD2456 & PD2457
PD1563	Yogurt, sour cream, almond milk, & soy milk	PD2456
PD1945	Rice, beans & tapioca	PD2457
PD1948	Cheese & butter	PD2456
PD2010	Dry groceries	PD2456 & PD2457
PD2011	Canned foods	PD2455 & PD2457
PD2012	Single portion food	PD2457
PD2179	Pasta products & stuffing mix	PD2457
PD2245	Kellogg's Cereal & breakfast snacks	PD2457
Food Consolidation Project (Stage 2)		
Previous Contracts Expire October 30		
MA571	Seafood	PD2462
MA1829	Seafood	PD2462
PD511	Fresh Meat	PD2462 & PD2463
PD966	Chicken	PD2462
PD1160	Frozen entrees & juices	PD2462 & PD2463
PD1198	Fruit, vegetables, pastries, breads	PD2462

STATE OF UTAH

Division of Purchasing
3150 State Office Building
Capitol Hill Complex
PO Box 141061
Salt Lake City, UT 84114

Phone: 801-538-3026

**We're on
the Web !**

purchasing.utah.gov

Save the Dates

Sep 20—PEP Seminar

Dec 06—PEP Seminar

Mar 16—PEP Seminar

Jun 15—PEP Seminar

FOND FAREWELL TO PAUL MASH

With sadness, we share the news that, after a 30-year career in public purchasing, Paul Mash has retired from his position as Deputy Director. Paul contributed greatly to improving the Procurement Code and Administrative Rule R33, served on

committees, and as the NAPSO Vice President and President. The public purchasing community has benefitted from his leadership, knowledge, and friendship. We know you join us in wishing Paul all the best in his well-deserved retirement.

WELCOME TWO NEW EMPLOYEES

We welcome our new purchasing agent, Cody Nelson. Cody comes to us from the private sector where he had 18 years experience owning and operating a business. He brings insight to our office from his experience a bidding vendor. Cody will spend most of his time as the purchasing agent for construction procurements.

We also welcome Kari Baardson as our newest contract analyst. Kari

received her Masters of Public Policy and her Juris Doctor from Brigham Young University. Since graduation, Kari has worked as in-house counsel for several software and technology companies, specifically negotiating their sales and licensing agreements. Kari will mainly be working with IT procurements.

We are excited to have both Cody and Kari join our team.

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.

NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Bath Towels & Washcloths	PD2460	Victory Supply LLC	08/10/2016– 08/01/2021	
Bed Linens, Pillows, Snag Free Blankets	PD2459	Victory Supply LLC	08/01/2016– 07/31/2021	
White sports bra and white traditional bra	PD2431	Bob Barker Company	08/01/2016– 09/30/2019	
Rental Equipment without an Operator	AV2424	Legacy Equipment Company	06/20/2016– 05/01/2021	Multiple award. Attachment C in summary document for how this Approved Vendor List is to be used.
Administrative Law Judge Services Scenic Byways Segmentation	AV2466	Harward and Associates	08/2/2016– 07/31/2021	Multiple award. Review summary document for how this Approved Vendor List is to be used.
Reflective Sign Sheeting	MA1658	3M COMPANY	08/10/2016– 08/09/2021	New contract with the same vendor
Large Vehicle and Auto Body Repairs (Sanpete County)	MA1970	Miller's Auto Body	08/22/2016– 04/30/2021	Multiple award regional contract
Large Vehicle and Auto Body Repairs (Weber County)	MA2508	John Chevalier Collision Centerz	08/22/2016– 04/30/2016	Multiple award regional contract
Cost Recovery and Contract Compliance	PD2509	Cost Recovery Analysts, Inc.	08/15/2016– 08/14/2021	
Administrative Law Judge Services Scenic Byways Segmentation	AV2465	Harward and Associates	08/02/2016– 07/31/2016	Multiple award Approved Vendor List. Adhere to the rules listed on the summary document.
Shelf Food	PD2457	Nicholas & Company	08/01/2016– 07/31/2021	

*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.

EXTENDED STATE OF UTAH "BEST VALUE COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
MMCAP DENTAL PRODUCTS (NO SERVICES)	MA2162	Dental Health Products, Inc (DHPI)	Thru 9/30/2017	

EXPIRED OR CANCELED STATE OF UTAH "BEST VALUE COOPERATIVE CONTRACTS

Food Contracts Expired July 31, 2016	Food Product	New Contract
MA444	Ralston cereal	PD2457
MA2307	Dry mixes	PD2457
PD051	Mayo, salad dressings, & margarine	PD2456 & PD2457
PD124	Spices	PD2457
PD451	Bakery Goods	PD2457
PD458	Frozen/Liquid Eggs	PD2456
PD580	Potato chips, corn chips, & snacks	PD2457
PD1345	Puddings, baking supplies, pickles	PD2456 & PD2457
PD1563	Yogurt, sour cream, almond milk, & soy milk	PD2456
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PD2179	Pasta products & stuffing mix	PD2457
PD2245	Kellogg's Cereal & breakfast snacks	PD2457

Food Consolidation Project (Stage 2)

Food Contracts to Expire October 30	Food Product	Contract after October 30
MA571	Seafood	PD2462
MA1829	Seafood	PD2462
PD511	Fresh Meat	PD2462 & PD2463
PD966	Chicken	PD2462
PD1160	Frozen entrees & juices	PD2462 & PD2463
PD1198	Fruit, vegetables, pastries, breads	PD2462

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