



PURCHASING UPDATE

March 2017

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NOTICE:

**Executive
Branch
Agencies need
to see the
notice
concerning the
online small
purchase
training on
page 3**

SOLICITATION & CONTRACT DEVELOPMENT SERVICES

The Division of Purchasing is offering solicitation and contract development services for our customers who utilize Best Value State Cooperative Contracts. These services are completely free to our customers and include two service levels:

- 1.0 Basic Service - Courtesy Postings
- 2.0 Extended Services - Full Solicitation/ Contracting Services

The Basic Service includes:

- Conduct a review of the solicitation documents provided by the PE.
- Make recommendations for changes if specifications and/or processes are out of compliance or not clearly articulated.
- Post the final solicitation documents on SciQuest, for and in behalf of the PE.
- If required, receive the bid/proposals electronically through SciQuest and forward to PE for evaluation and selection

The Extended Service includes:

- Conduct a review of the solicitation documents provided by the PE.
- Make recommendations for changes if

specifications and/or processes are out of compliance or not clearly articulated.

- Post the final solicitation documents on SciQuest, for and in behalf of the PE.
- If required, receive the bid/proposals electronically through SciQuest and forward to PE for evaluation and selection
- Assist the public entity with solicitation development, including technical research and writing assistance, solicitation document preparation, etc.
- Assist the PE in the evaluation of the bids/proposals received by the PE.
- Assist in drafting contract documents.

In order to utilize these free services, the Division of Purchasing requires a written agreement between the Division of Purchasing and the customer as provided in the Utah Procurement Code 63G-6a-106 (4)(d). If you are interested in taking advantage of these services or to learn more about the program, please contact Jennifer Salts at [801-538-3064](tel:801-538-3064) or jennifersalts@utah.gov.

APPROVED VENDOR LISTS— STATE COOPERATIVE CONTRACT PROCESS

Executive Branch Agencies falling under the jurisdiction of the Division of Purchasing will be required to coordinate with the Division of Purchasing before making purchases from the Approved Vendor List State Cooperative Contracts. These are the contracts that begin with the letters "AV." These Executive Branch Agencies must submit a scope of work to purchasingsolicitations@utah.gov.

The Division of Purchasing will also assist any other Eligible User that would like support purchasing from an Approved Vendor List cooperative contract. The user may submit a scope of work to purchasingsolicitations@utah.gov for assistance.

The Approved Vendor List portfolio name should be the subject of the email.

Seeking Input for Solicitation

PC STORES CONTRACT SOLICITATION

The Division of Purchasing is taking last-minute suggestions for categories of products and services to be awarded through the re-solicitation of the PC Stores contract portfolio. The proposed scope of the contract currently includes:

- Desktops, laptops, tablets, servers
- Printers
- Pars
- Monitors
- Battery backup/power surge
- Projectors
- Computer accessories (digital cameras, USB adapters, webcams, etc.)
- ID/badge printers
- Post-warranty maintenance services on hardware
- TVs and accessories
- TV production equipment
- 3D printers
- Other consumer electronics

If you have a suggested addition to this list, please send an e-mail to ftan@utah.gov at your earliest convenience.

STATE COOPERATIVE: LAW ENFORCEMENT VIDEO & VEHICLE MOUNTED EQUIPMENT

"These contracts cover body cameras, vehicle mounted cameras, and video management systems. . ."

Did you know... The State of Utah is in the process of signing Statewide Cooperative contracts for body and vehicle mounted cameras. These contracts cover body cameras, vehicle mounted cameras and video management systems intended to be used for law enforcement and public safety purposes.

The contracts for Taser International (MA2617) and WatchGuard Video (MA2630) are complete with contracts for the following vendors soon to follow:

- Applied Concepts
- Coban
- Federal Signal
- Getac
- Panasonic
- Utility Associates

Please feel free to visit purchasing.utah.gov or contact Christopher Jennings at ctjennings@utah.gov if you have further questions.

CANCELLATION OF AN AGENCY CONTRACT

In the course of business, an agency sometimes needs to cancel an agency contract either for cause, lack of funding, or convenience.

When terminating a contract early with cause, the agency must work closely with their Assistant Attorney General, who can reach out to Deputy Director Christopher Hughes with questions.

When an agency needs to exercise their right to terminate a contract early without cause, they must complete the following:

1. The agency will review the contract to determine the options available for early termination which should be stated in the terms and conditions.
2. The agency will prepare a letter stating that the agency is:
 - a) Terminating Contract xxxxxx;
 - b) That this letter is their 60 day termination notice without cause per Section XX of the Standard Terms and Conditions for the State of Utah;
 - c) That the termination will be Effective on xx/xx/xx. Add any additional pertinent instructions; and
 - d) The letter must be signed by someone who has signature

authority for a contract, usually a director or assistant director.

3. The Assistant Attorney General for the agency shall review the letter and acknowledge in writing that the cancellation letter is according to the terms and conditions of the contract.
4. The agency will send the cancellation letter to the vendor in a manner that can be tracked: email with automatic return receipt, registered mail, FedEx or UPS with tracking.
5. Agency will send an email to purchasingcontracts@utah.gov requesting the contract be canceled in FINET. The email will include the following:
 - a) Copy of the termination letter;
 - b) Copy of the Assistant Attorney General's written acknowledgement; and
 - c) Proof that the vendor received the cancellation letter.

State Purchasing will review the documentation, complete the changes in FINET, and send a return email to the agency stating the process is complete. As the agency is the record holder of the cancellation documentation, the agency must retain the contract and cancellation documentation according to the required retention schedule.

STATE OF UTAH

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**We're on
the Web !**

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

SAVE THE DATE

The next PEP
Seminar will be
Thursday, June
15, 2017.

Registration
information will
be included in
the April
Newsletter.

ONLINE SMALL PURCHASE TRAINING CLOSED

Due to situations outside the control of the Division of Purchasing, the Online Small Purchase Training has been shut down. Until such time that a new training system can be

implemented, individuals that are required to take the Online Small Purchase Training should reach out to Tara Eutsler (teutsler@utah.gov) for instructions.

PROCUREMENT CODE AMENDMENT HB398 S01

The Procurement Code Amendment HB398 S01 passed the legislature and has been sent to the Governor for his approval and signature.

Individuals interested in reading the bill can find that document on the Legislative website at this [link](#).

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.

NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Window Cleaning Services	AV2612	Business Cleaning Systems, Inc. dba BCS Cleaning Specialists, Inc.	2/24/2017 - 2/23/2022	Three categories: Exterior, Interior, and Blind Cleaning. End user must review the contract summary to determine to which category and regions the vendors are contracted to provide.
	AV2613	City Creek Window Cleaning, Inc.	2/24/2017 - 2/23/2022	
	AV2614	Deja View, Inc.	2/24/2017 - 2/23/2022	
Professional Painting Services	AV2619	JM Larsen Painting, Inc.	3/1/2017 — 2/28/2022	
	AV2620	JM Painting Enterprises, LLC	3/1/2017 — 2/28/2022	
	AV2621	Pacific Painting and Wallcovering	3/1/2017 — 2/28/2022	
Rental Equipment without an Operator	AV2593	Century Equipment Co.	2/1/2017— 1/31/2022	New vendor to existing AVL list
HVAC and Refrigerated kitchen install, Repair, upgrade, service, and maintenance	MA2608	Comfort Systems USA Intermountain	3/1/2017 - 2/28/2021	Multiple award and region specific contract
Fertilizer and Herbicides	AV2604	Mountainland Supply Co.	2/1/2017— 1/31/2022	Multiple categories. End user must review the contract summary to determine to which category the vendors are contracted to provide.
SCIENTIFIC AND LABORATORY EQUIPMENT, SUPPLIES AND CHEMICALS	MA121	FISHER SCIENTIFIC COMPANY	2/28/2017 — 4/1/2019	New contract. Same vendor won the solicitation
Court Reporting Services	AV2631	CitiCourt, LLC	03/01/2017— 05/01/2021	New vendor to existing AVL list
Energy Performance Contract Third Party Reviewing Services	AV2583	Nexant, LLC	1/1/2017— 11/30/2021	New vendor to existing AVL list
Public Safety/Law Enforcement Video and Vehicle Mounted Equipment	MA2617	Taser International, Inc.	2/21/2017 — 2/20/2019	Multiple award contract.
Public Safety/Law Enforcement Video and Vehicle Mounted Equipment	MA2630	Enforcement Video, LLC	2/21/2017 — 2/20/2019	Multiple award contract.

*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
Snow and Ice Melter	MA303	Streamline Supply Inc.	2/17/2017– 2/16/2022	Multiple award with primary, secondary and tertiary vendors for the categories. See ordering instructions for use.
	MA311	Waxie Sanitary Supply	2/17/2017– 2/16/2022	
	MA1732	SiteOne Landscape Supply, LLC	2/17/2017– 2/16/2022	
	MA2616	Redmond Minerals, Inc.	2/17/2017– 2/16/2022	
Skid Steer/Compact Loaders/Mini Excavators/Attachments	AV2623	Dabb &Co Inc	3/15/2017– 3/15/2022	
	AV2624	Century Equipment Company Inc.	3/15/2017– 3/15/2022	
	AV2625	Clark Equipment Company dba Bobcat Company	3/15/2017– 3/15/2022	
	AV2626	Honnen Equipment Company	3/15/2017– 3/15/2022	
	AV2627	Masonry Equipment and Supply Co.	3/15/2017– 3/15/2022	
	AV2628	Thermo King Intermountain	3/15/2017– 3/15/2022	
	AV2629	Wheeler Machinery Company	3/15/2017– 3/15/2022	

State of Utah “Best Value” Cooperative Contracts Search Engine location: <http://purchasing.utah.gov/statecontractdirectory.html>

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EXPIRED OR CANCELED STATE OF UTAH "BEST VALUE COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Plumbing Supplies	MA678	Peterson Plumbing Supply	Thru 06/28/2017	
Plumbing Supplies	MA678	Peterson Plumbing Supply	Thru 06/28/2017	
Industrial Equipment & Supplies	MA042	Grainger Industrial Supply	Thru 6/30/2018	
ELECTRICAL SUPPLIES & EQUIPMENT INCANDESCENT, FLUORESCENT, HIGH INTENSITY DISCHARGE AND MINIATURE LAMPS BALLASTS FOR FLUORESCENT AND HID LAMPS/ AUDIO VISUAL, STAGE, STUDIO AND THEATRE LAMPS/TVSS EQUIPMENT.	MA049	Codale Electric Supply Inc.	Thru 6/30/2018	
Industrial Equipment & Supplies	MA1949	Industrial Supply Company	Thru 6/30/2018	
Industrial Equipment & Supplies	MA043	Fastenal	Thru 6/30/2018	
Industrial Equipment & Supplies	MA323	MSC Industrial Supply Co, Inc.	Thru 6/30/2018	

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

State of Utah "Best Value" Cooperative Contracts Search Engine location:

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