



# PURCHASING UPDATE

January 2016

STATE OF UTAH

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## PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

The 2016 spring *Procurement Education Partnership Seminar* (PEP Seminar) will be held Thursday, March 17 from 9 AM—4 PM. This seminar is jointly hosted by the State of Utah Division of Purchasing and the National Association of State Purchasing Officials (NASPO).

The PEP seminar includes lunch for those who register and attend the full -day session. There is no cost to attendees for the seminar or the lunch.

Two afternoon breakout sessions will be held to allow those who are attending the seminar to focus on subjects which meet their needs.

Registration for on location attendance ends by March 10 in order to provide the caterer with solid lunch numbers to the caterer; however, this registration may end sooner if capacity for the room has been met.

Click here to register for [on location attendance](#) for the seminar.

The seminar sessions held in the Auditorium will be broadcast via webinar. Breakout sessions held in other rooms will not be broadcast. It is not known at this time which breakout session will be in the Auditorium. Click here to register for [webinar attendance](#). Information and

links for the seminar will be sent out by March 14.

After registering, Google forms will display one of the notices below. If you do not see one of the notices below after you registered, then the registration process was not complete.

Google will not send you an email nor does it set the date on your calendar. Please enter the information on your calendar right away.

A week prior to the seminar, you will receive an event reminder. If you do not receive an email by March 14, a step was missed during your registration and your registration was not received.

Notice for completed registration for on location attendance

Notice for completed registration for attendance by webinar



# DIVISION OF PURCHASING & GENERAL SERVICES



## PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

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

| Full Session Topics  | Teacher         |
|--|-----------------|
| Procurement Code Basics & Update   | Kent Beers      |
| Terms and Conditions: Why we have them and Negotiation   | Chris Hughes    |
| To Be Announced  | TBA             |
| Breakout Session #1 Topics   |                 |
| Purchasing Basics: Buying according to the Procurement Code and Administrative Rule  | Tara Eutsler    |
| SciQuest Insights and Basics<br>[Geared toward entities that are independent of State Purchasing and/or are currently posting their own procurements to BidSync] | Windy Aphayrath |
| Technology Solicitations: Understanding the DTS procedures and processes<br>[Geared toward entities that are required to use DTS]                                | Fay Tan         |
| Breakout Session #2 Topics   |                 |
| Contract Basics: Developing a contract from an awarded solicitation  | Chris Jennings  |
| Construction Solicitation and Contracts  | Adrian Ruger    |
| Professional Services Procurements R33-4-108<br>[Geared toward entities that have adopted Administrative Rule R33-4]   | Jennifer Salts  |

DATE: Thursday, March 17, 2016  
 TIME: 9 AM – 4 PM  
 LOCATION: State Office Building; 1st floor Auditorium  
 450 North State Street, Salt Lake City, Utah

*Registration closes March 10, 2016 or when capacity is reached*

On Location Attendance Registration ▶▶▶ [On Location Registration Link](#)

Webinar Registration ▶▶▶ [Webinar Registration Link](#)

## STATE CONTRACT SEARCH ENGINE TIPS

By Spencer Hall

The statewide cooperative contract search page can be daunting. For example, if I am looking for office furniture and type *office furniture* in the search bar, sixty-five contracts are returned, and most of those have nothing to do with office furniture. The search page is bringing back every contract with the word *office* and every contract with the word *furniture*. Don't give up! The search process can be made easier when you understand how the search engine functions and employ the tips below.

### Tip #1: Use Quotes

When you put keywords in quotes, the search page will look for the exact phrase. For example, when I type "*office furniture*" in the search bar, eight contracts are returned, and all of the returned contracts are related in at least some way to office furniture.

### Tip #2: Use Alternative Keywords

Even with quotes, search results may not be perfect. For example, if I type "*office chair*" in the search bar, no contracts are brought back. However, if I type *seating* in the search bar, nineteen contracts are returned. Try to think of alternative keywords for the items you are looking for.

### Tip #3: Use/Don't Use Partial Words

The search page will bring back results when partial words are entered. For example, if I am looking for an interpreter, I might search on any of the following keywords: interpret, interpreter, interpreting, or interpretation. However, if I search on *interpre\**, all contracts with variations of the word are returned. Be aware that using partial words may hinder a search. If I am searching for a computer and enter *comp*, 209 contracts are returned. When I spell out the

word *computer*, a more manageable fifty-four contracts are returned.

### Tip # 4: Use Advanced Search Features

The advanced search screen has a number of search fields that can help in finding a particular item or vendor. For example, if I know the vendor is Henriksen Butler, but I can't remember how to spell the full name, I can type *henr* in the Vendor field, and five contracts, including three for Henriksen Butler, are returned. The advanced search screen also allows for searches by contract number and purchasing agent, among other things.

### Tip # 5: One Good Lead Method

Often times you will want to find competitors for a particular product or service. Contracts resulting from the same solicitation are assigned to the same purchasing agent. So, if you can find one contract, look to see which purchasing agent manages the contract, then search for all contracts assigned to that purchasing agent using the *Purchasing agent* field on the advanced search screen. Another method to find competitors is to search on the contract name. Competitor's contracts should be similarly named.

If all else fails, pick up the phone and call State Purchasing. We are here to help.

**COOPERATIVE CONTRACT: STUDENT PERFORMANCE CLOTHING AND ACCESSORIES**

The State of Utah has awarded contracts for Student Performance Clothing and Accessories (cheer, dance/drill and choir). These contracts were solicited by use of an approved vendor list and have contract numbers starting the letters "AV." As part of the approved vendor list process each of these vendors have agreed to adhere to the State standard Terms and Conditions and to certain reasonable return and insurance limits.

Orders will be made directly from the vendors from the person indicated on the summary sheet. Pricing consists of either a stated amount in the contract for each item or a specified discount off of a catalog. State Purchasing has sought to have each vendor submit their most competitive up front price, but in order to best utilize these contracts schools and school districts should look

at each vendor in the desired category to determine which contract best suit the needs of the school district.

These contracts are intended to be a tool that will help you purchase student performance clothing and accessories for all of your organized performance programs.

We have made it clear to each vendor that these contracts are not to be associated with any activities that include personal discounts, kick-backs or any other unfair or non-transparent activities. If you are aware of any of these activities please contact State Purchasing.

If you have any questions about these contracts, please contact Yolanda Larrymore at the [ylarrymore@utah.gov](mailto:ylarrymore@utah.gov) at (801) 538-3141.

| VENDOR                       | PRODUCTS AVAILABLE ON CONTRACT  | CONTRACT NUMBER |
|------------------------------|---|-----------------|
| Backstage Inc                | <p><b>Cheer, Dance/Drill, and Choir</b> Clothing, Accessories, and Services.<br/> <a href="#">All Regions Covered</a></p> | AV2308          |
| Coleman Knitting Mills, Inc. | <p><b>Cheer, Dance and Drill</b> Clothing, Accessories, and Services.<br/> <a href="#">All Regions Covered</a></p>        | AV2309          |
| ds Dancewear                 | <p><b>Cheer, Dance and Drill</b> Clothing, Accessories, and Services.<br/> <a href="#">All Regions Covered</a></p>        | AV2310          |
| Neverland Emporium Inc.      | <p><b>Cheer, Dance/Drill and Choir</b> Clothing, Accessories, and Services.<br/> <a href="#">All Regions Covered</a></p>  | AV2312          |
| Uniformity Apparel, LLC      | <p><b>Cheer, Dance and Drill</b> Clothing, Accessories, and Services.<br/> <a href="#">Region 1 only</a></p>              | AV2313          |
| Universal Athletic Service   | <p><b>Cheer, Dance/Drill, and Choir</b> Clothing, Accessories, and Services.<br/> <a href="#">All Regions Covered</a></p> | AV2314          |
| Varsity Spirit Fashion       | <p><b>Cheer, Dance and Drill</b> Clothing, Accessories, and Services.<br/> <a href="#">All Regions Covered</a></p>        | AV2315          |

## STATE OF UTAH

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Capitol Hill Complex  
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Salt Lake City, UT 84114

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**We're on  
the Web !**

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

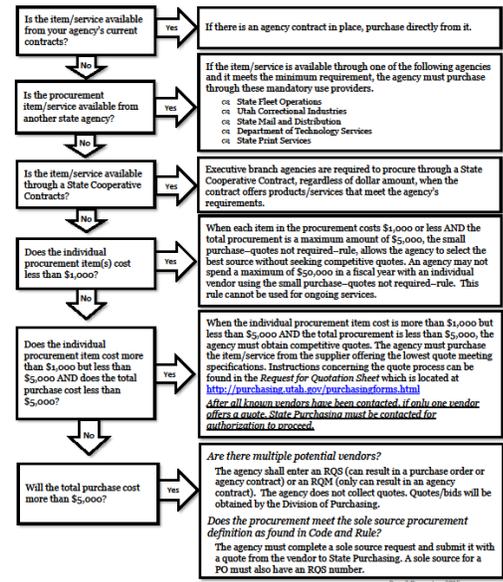
## PURCHASING FLOW CHART UPDATED

The Purchasing Flow Chart was written to guide executive branch agencies as they tried to determine the legal method of buying procurement items. Overtime, changes to the Procurement Code and Administrative Rule R33 have affected the accuracy of the information found in the flow chart. Recently, the Purchasing Flow Chart was updated to bring it into sync with changes to the sole source process. The changes can be seen in column two, boxes five, six, and seven.

Executive branch agencies are encouraged to download, study, and reference the Purchasing Flow Chart.

Digital copies of the flow chart can be downloaded from [purchasing.utah.gov](http://purchasing.utah.gov) or by double-clicking on the document to the right.

### Purchasing Flow Chart



## 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   |
|---|----------|---|-------------------------|--|
| Field ITS Ethernet Switches   | PD1892   | Siemens Industry, Inc.                                  | 12/17/2015 - 12/16/2020 | New contract with same vendor. Review the contract to determine which items are now covered by contract. 0.25% Administrative fee.           |
| Base Station/Repeaters, Single-Band Tier II                                       | AR2260   | Daniels Electronics Ltd dba: Codan Radio Communications | 10/22/2015 – 06/30/2016 | State-Level Executive Branch agencies see the "Please note" prior to ordering. 0.4% admin fee  |
| Base Station/Repeater Radio Antennas, RF Filtering Equipment                      | AR2257   | Telewave, Inc.  | 10/22/2015 – 06/30/2016 | State-Level Executive Branch agencies see the "Please note" prior to ordering. 0.4% admin fee  |
| Radios: Portable, Mobile, Desktop   | AR1824   | Icom America, Inc.                                      | 10/22/2015 – 06/30/2016 | State-Level Executive Branch agencies see the "Please note" prior to ordering. 0.4% admin fee  |
| Radios: Portable, Mobile, Desktop   | AR2099   | JVCKenwood USA Corporation                              | 10/22/2015 – 06/30/2016 | State-Level Executive Branch agencies see the "Please note" prior to ordering. 0.4% admin fee  |
| RF Transmission Lines   | AR850    | Radio Frequency Systems, Inc.                           | 10/22/2015 – 06/30/2016 | State-Level Executive Branch agencies see the "Please note" prior to ordering. 0.4% admin fee  |
| Radios: Portable, Mobile, Desktop, Base Stations/Repeaters, Mobile Radio Antennas | AR1099   | Motorola Solutions Inc.                                 | 12/31/2015 – 06/30/2016 | New contract with the same vendor. State-Level Executive Branch agencies see the "Please note" prior to ordering. 0.4% admin fee             |
| In-Vehicle Repeaters  | AR2258   | Pyramid Communications                                  | 11/06/2015 – 06/30/2016 | State-Level Executive Branch agencies see the "Please note" prior to ordering. 0.4% admin fee  |
| Radios: Portable, Mobile  | AR1810   | RELM (King)   | 12/31/2015 – 06/30/2016 | New contract with the same vendor. Resellers have been added. State-Level Executive Branch agencies see the "Please note" prior to ordering. |

\*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  |
|---|----------|----------------------------------|-------------------------|---|
| Radios: Portable, Mobile, Desktop, In-Vehicle Repeater          | AR2274   | Harris RFCD                      | 12/21/2015 – 06/30/2016 | State-Level Executive Branch agencies see the "Please note" prior to ordering.                                    |
| Radios: Microwave   | AR2272   | NEC Corp. of America             | 11/20/2015 – 06/30/2016 | State-Level Executive Branch agencies see the "Please note" prior to ordering.                                    |
| Dry Mixes   | MA2307   | Nicholas & Company               | 01/09/2016 - 01/08/2021 | Purchases can be combine with purchases from other Nicholas contracts on order to meet the required minimum order |
| School Athletics Uniforms & Equipment                           | AV2287   | MVP Sports, Inc.                 | 11/20/2015 - 11/19/2020 | Multiple Award Contract<br>See Full Contract: Attachment B for pricing sheet                                      |
| School Athletics Uniforms & Equipment                           | AV2295   | Gilman Inc. dba Gilman Gear Inc. | 11/20/2015 - 11/19/2020 | Multiple Award Contract<br>See Full Contract: Attachment B for pricing sheet                                      |
| Student Performance Clothing and Accessories (All Utah Regions) | AV2308   | Backstage Inc                    | 12/21/2015 - 12/20/2020 | Multiple award contract   |
| Student Performance Clothing and Accessories (All Utah Regions) | AV2309   | Coleman Knitting Mills           | 12/21/2015 - 12/20/2020 | Multiple award contract   |
| Student Performance Clothing and Accessories (All Utah Regions) | AV2310   | ds Dancewear                     | 12/21/2015 - 12/20/2020 | Multiple award contract   |
| Student Performance Clothing and Accessories (All Utah Regions) | AV2312   | Neverland Emporium Inc           | 12/21/2015 - 12/20/2020 | Multiple award contract   |
| Student Performance Clothing and Accessories (Region 1 only)    | AV2313   | Uniformity Apparel, LLC          | 12/21/2015 - 12/20/2020 | Multiple award contract   |
| Student Performance Clothing and Accessories (All Utah Regions) | AV2314   | Universal Athletic Service       | 12/21/2015 - 12/20/2020 | Multiple award contract   |
| Student Performance Clothing and Accessories (All Utah Regions) | AV2315   | Varsity Spirit Fashion           | 12/21/2015 - 12/20/2020 | Multiple award contract   |

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

| TITLE   | CONTRACT | VENDOR   | DATES                   | ADDITIONAL INFORMATION   |
|---|----------|--|-------------------------|--|
| Learning Management System  | AR2271   | Saba Software, Inc.                              | 12/01/2015 - 11/30/2022 | State Executive Branch Agencies must work through DTS, Laura Larsen (dtssoftware@utah.gov or 801-538-3507) |
| Light Duty Auto Parts   | MA2115   | Genuine Parts Co. d/b/a NAPA Auto Parts          | 1/11/2016 - 1/10/2021   | Multiple award contract. (MA063, MA2115, MA2117 & MA2317)  |
| Light Duty Auto Parts   | MA2317   | Elliot Auto Supply Co. d/b/a Factory Motor Parts | 1/11/2016 - 1/10/2021   | Multiple award contract. (MA063, MA2115, MA2117 & MA2317)  |
| Voting Equipment Software, Training, Warranty and Maintenance           | AR1910   | Dominion Voting Systems Inc                      | 01/01/2016 - 12/31/2020 |  |
| Online Legal Research Services  | MA2124   | LexisNexis, a division of RELX, Inc.             | 01/01/2016 - 12/31/2020 | 0.2% administrative fee  |
| Online Legal Research Services (LexisNexis Risk Solutions)              | MA2316   | LexisNexis Risk Solutions FL Inc.                | 01/01/2016 - 12/31/2020 | 0.2% administrative fee  |
| SURVEY AND MAPPING GLOBAL POSITIONING SYSTEMS (GPS) - TRIMBLE           | MA026    | MONSEN ENGINEERING INC                           | 11/01/2015 - 10/31/2020 | New contract with same vendor  |
| SURVEY AND MAPPING GLOBAL POSITIONING SYSTEMS (GPS) – TOPCON            | MA027    | ROCKY MOUNTAIN TRANSIT INSTRUMENTS               | 11/01/2015 - 10/31/2020 | New contract with same vendor  |
| SURVEY AND MAPPING GLOBAL POSITIONING SYSTEMS (GPS) - LEICA             | MA028    | BONNEVILLE BLUEPRINT SUPPLY                      | 11/01/2015 - 10/31/2020 | New contract with same vendor  |
| SURVEY AND MAPPING GLOBAL POSITIONING SYSTEMS (GPS) – SPECTRA PRECISION | MA2318   | ROCKY MOUNTAIN TRANSIT INSTRUMENTS               | 11/01/2015 - 10/31/2020 | New contract   |

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

| TITLE                             | CONTRACT | VENDOR  | DATES                   | ADDITIONAL INFORMATION  |
|-----------------------------------|----------|---|-------------------------|---|
| Snow & Ice Melter                 | MA1732   | SiteOne Landscape Supply, LLC                 | 10/24/2012 - 10/23/2017 | Vendor legally changed its name from John Deere Landscapes to SiteOne Landscapes Supply, LLC  |
| Credit Card Acceptance            | PA1091   | American Express Travel Related               | 03/04/2011—03/03/2019   | Admini Fee 0.00%  |
| Carpet, Broadloom, & Tile         | MA2095   | Commercial Flooring Systems DBA ReSource Utah | 04/15/10 - 02/28/2016   | Multiple award contract. See also MA2096, MA2097, & MA2098. Carpet price includes freight. Installation is additional. Admin Fee 1% |
| Carpet, Broadloom, & Tile         | MA2096   | Certified Sales and Service, Inc.             | 04/15/10 - 02/28/2016   | Multiple award contract. See also MA2095, MA2097, & MA2098. Carpet price includes freight. Installation is additional. Admin Fee 1% |
| Carpet, Broadloom, & Tile         | MA2097   | Wall 2 Wall Floor Coverings                   | 04/15/10 - 2/28/2016    | Multiple award contract. See also MA2095, MA2096, & MA2098. Carpet price includes freight. Installation is additional. Admin Fee 1% |
| Carpet, Broadloom, & Tile         | MA2097   | Flooring Services, Inc                        | 04/15/10 - 2/28/2016    | Multiple award contract. See also MA2095, MA2096, & MA2097. Carpet price includes freight. Installation is additional. Admin Fee 1% |
| Batteries: Portable Two-Way Radio | PD2009   | PFcomac                                       | 2/01/12 - 02/01/17      |   |

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

| TITLE  | CONTRACT | VENDOR                     | DATES                   | ADDITIONAL INFORMATION                           |
|--|----------|----------------------------|-------------------------|--|
| Public Safety Communication Equipment & Services Including Radios Portable and Mobile, Repeaters, Base Stations etc. | PD2099   | JVCKenwood USA Corporation | 08/05/2010-12/31/2015   | Replaced by AR2099 which is with the same vendor |
| HEALTHCARE RELATED FURNITURE, KITCHEN EQUIPMENT, AND SERVICES  | MA384    | HCI Resources              | 03/15/2013 - 03/14/2018 |  |

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