



PURCHASING UPDATE

September 2016

STATE OF UTAH

TWO PURCHASING EMAIL ADDRESSES

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For several months, State Purchasing has been utilizing two shared emails to streamline processes. The emails are to move information from the executive branch agencies to State Purchasing and then back to the executive branch agencies. The permanent email addresses allows several State Purchasing employees to share the workload, allow for consistency of service as workloads change, and allow for easier records search.

purchasingsolicitations@utah.gov

When an agency enters an RQS or RQM into FINET, they are required to send specification concerning the purchase to State Purchasing. The **purchasingsolicitations@utah.gov** email was created to accept procurement specifications in one location. At bare minimum, the agency must include the RQS or RQM number in the subject of the email and add the specifications in the body of the email. The agency can choose to attached the specifications or other documents to the email as needed or required.

Recently, State Purchasing has experienced an increase of duplicate RQS & RQMs entering our workload. This occurs when an agency changes an RQS or RQM in FINET after State Purchasing has accepted the work. If changes are made to an RQS/RQM, the agency must send an email to **purchasingsolicitations@utah.gov**

including RQS/RQM number in the header and state in the body of the email that the RQS/RQM has been updated in FINET and that this is a duplicate solicitation. Any updated specs can be sent with the email, if needed.

purchasingcontracts@utah.gov

Are you having a problem with a contract in FINET? This email is for the following situations:

- 1) Late invoices after contract closed,
- 2) A canceled warrant that was not connected back to the contract,
- 3) Money returned from contracted vendor,
- 4) A payment of an invoice made on the wrong contract, or
- 5) A contract which needs to be canceled in FINET.

Each of the above situations require a little help from State Purchasing, if it is a State Purchasing contract (the number 6 is in the third position from the left). When these situations occur, please send an email to **purchasingcontracts@utah.gov**. The technician will let you know what paperwork is required to verify and complete the request. When the work is completed, a return email from **purchasingcontracts@utah.gov** to inform the agency.

Thank you for helping us better our service by using these email addresses.

COOPERATIVE CONTRACT: MARKETING & ADVERTISING SERVICES

By Windy Aphayrath

The State of Utah has awarded master agreements for *Marketing and Advertising Services*. The portfolio provides 15 vendors from which entities may obtain Marketing and Advertising Services. These master agreements were solicited by use of an approved vendor list and have contract numbers beginning with "AV." These 15 vendors provide services covering 15 different categories of marketing and advertising services. (see pages 4-5)

Use of this approved vendor list requires following specific instructions for use that can be found on the Summary Page of each master agreement.

If you have any questions about these master agreements or how to use the approved vendor list, please contact Windy Aphayrath at (801) 538-3097 or waphayrath@utah.gov.

Marketing & Advertising Services	
7/1/2016—6/30/2021	
AV2435	Penna Powers
AV2436	Struck
AV2437	Ritcher7
AV2438	R & R Parnters
AV2439	Riester
AV2440	SUMA Social Marketing
AV2441	Moses
AV2442	Modern8
AV2443	Love Communications
AV2444	BWP Communications
AV2445	Xponential, Inc dbz EKR
AV2446	GUMCO, Inc
AV2447	Hales Creative
AV2448	Rumor Advertising
AV2449	Sententia Vera

COOPERATIVE CONTRACT: PEST CONTROL

The Pest Control portfolio of State Cooperative Contracts contains the 4 vendors displayed at the left.

The use of these approved vendor contracts requires following specific instructions that are outlined on the Summary Page of each master agreement.

If you have any questions about these master agreements or how to use the approved vendor list, please contact Zac Christensen at (801) 538-313 or zchristensen@utah.gov.

Pest Control		
08/26/2016—06/30/2021		
AV2511	A1-Exterminators of Utah, Inc	Insect Control, Mosquito Control, Rodent Control
AV2512	Harmon and Sons Pest Control Specialists	Insect Control, Rodent Control
AV2513	WB Sprague Company Inc., DBA Sprague Pest Control Specialists	Insect Control, Mosquito Control, Rodent Control
AV2514	Spider Spray Plus Inc	Insect Control, Rodent Control

MARKETING AND ADVERTISING SERVICES

CATEGORY	QUALIFIED VENDORS (in order of Contract Number)	
Ad Copy Writing	Penna Powers Struck Richter7 R & R Partners Riester Moses	Love Communications BWP Communications EKR GumCo Inc Rumor Advertising Sententia Vera
Advertising Media Recommendations	Penna Powers Struck Richter7 R & R Partners Riester	Moses Love Communications BWP Communications GumCo Inc Rumor Advertising
Branding	Penna Powers Struck Richter7 R & R Partners Riester Moses Modern8	Love Communications BWP Communications EKR GumCo Inc Hales Creative Rumor Advertising Sententia Vera
Digital Marketing	Penna Powers Struck Richter7 R & R Partners Riester Moses	Love Communications BWP Communications EKR GumCo Inc Rumor Advertising
Email Advertising	Penna Powers Struck Richter7 Riester Moses Modern8	Love Communications BWP Communications EKR Rumor Advertising Sententia Vera
Market Surveys	Penna Powers Struck Richter7 R & R Partners Riester SUMA Social Marketing	Moses BWP Communications EKR GumCo Inc Rumor Advertising
Media Buying Capability	Penna Powers Richter7 R & R Partners Riester Moses	Love Communications BWP Communications EKR GumCo Inc Rumor Advertising

MARKETING AND ADVERTISING SERVICES

CATEGORY	QUALIFIED VENDORS (in order of Contract Number)	
Native Content Generation	Penna Powers Struck Richter7 R & R Partners Riester Moses	Love Communications BWP Communications EKR GumCo Inc Rumor Advertising Sententia Vera
Out-of-Home Advertising	Penna Powers Struck Richter7 R & R Partners Riester Moses	Modern8 Love Communications EKR GumCo Inc Hales Creative Rumor Advertising
Print Media	Penna Powers Struck Richter7 R & R Partners Riester Moses Modern8	Love Communications BWP Communications EKR GumCo Inc Hales Creative Rumor Advertising
Public Relations	Penna Powers Richter7 R & R Partners Riester Moses	Love Communications BWP Communications Rumor Advertising Sententia Vera
Social Media	Penna Powers Struck Richter7 R & R Partners Riester Moses	Love Communications BWP Communications EKR GumCo Inc Rumor Advertising Sententia Vera
Television / Radio Media	Penna Powers Struck Richter7 R & R Partners Riester	Moses Love Communications GumCo Inc Rumor Advertising
Trade Shows and Expos	Penna Powers Struck Richter7 Riester	Moses Modern8 EKR Rumor Advertising
Video Production and Editing	Penna Powers Struck Richter7 R & R Partners Riester Moses	Love Communications BWP Communications EKR GumCo Inc Rumor Advertising

STATE OF UTAH

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**We're on
the Web !**

purchasing.utah.gov

ADMINISTRATIVE RULE R33 AVAILABLE ONLINE

The updates to Administrative Rule R33 has been updated on the Division of Administrative Rules webpage. To view or obtain a copy of Title R33, go to <http://www.rules.utah.gov/publicat/c>

[ode.htm](#) scroll down to find Title R33. To view on the Internet choose "HTML" or to download click "Compressed RTF."

WELCOME NEW EMPLOYEE—JAKE MACFARLANE

We welcome Jake Macfarlane as our newest contract analyst.

Jake received his Juris Doctorate from the S.J. Quinney College of Law at the University of Utah. During his time at S.J. Quinney, he served as an Associate Editor on the Journal of Land, Resources, and Environmental Law. Since graduation, Jake has managed his own solo practice firm and gathered

a broad range of experience in many different practice areas. He has worked with large commercial companies to resolve product recall and product liability issues as well as managing resolution of corporate contract disputes and reviewing/revising subsequent contracts.

Jake has been a wonderful addition to State Purchasing.

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.

UPCOMING PEP SEMINARS

Dec 06, 2016

Mar 16, 2017

Jun 15, 2017

Note: Starting in 2017,
PEP Seminars will be held
on Thursdays.

NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Online Safety Data Sheet System	PD2510	Scenario Learning LLC	8/15/2016 - 8/14/2021	
MANAGED SERVICE PROVIDER – IT Consulting and Medical Staff Augmentation	IT2462	GuideSoft, Inc., dba Knowledge Services	08/26/2016 - 08/25/2026	Replaces the Managed Service Provider – IT Consulting Services Only pilot program which was #AR2139.
Digital Print and Quick Copy Services	PD2454	Office Depot, Inc.	08/31/2016 - 07/30/2021	
Pest Control Services	AV2511	A1-Exterminators of Utah, Inc	08/26/2016 - 06/30/2021	Multiple award approved vendor list. Consult the instructions for use on the contract summary.
Pest Control Services	AV2512	Harmon and Sons Pest Control Specialists		
Pest Control Services	AV2513	WB Sprague Company Inc., DBA Sprague Pest Control Specialists		
Pest Control Services	AV2514	Spider Spray Plus Inc		
Large Vehicle and Auto Body Repairs (Juab County)	MA1987	Berts Body & Glass	8/22/2016 – 4/30/2021	Multiple award—Regional
Large Vehicle and Auto Body Repairs (Grand County)	PD228	Troy’s Auto Body and Collision	8/22/2016 – 4/30/2021	Multiple award—Regional
Maintenance Services for Telrad Systems	AR2515	Tri-Tel Communications, Inc.	9/27/2016 – 9/26/2026	Executive Branch Agencies must work through DTS to purchase from this 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.

NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Marketing and Advertising Services	AV2435	Penna Powers	07/01/2016 — 06/30/2021	See Article on page 3 and categories for each company on pages 4-5.
	AV2436	Struck		
	AV2437	Ritcher7		
	AV2438	R & R Parnters		
	AV2439	Riester		
	AV2440	SUMA Social Marketing		
	AV2442	Modern8		
	AV2443	Love Communications		
	AV2444	BWP Communications		
	AV2445	Xponential, Inc dbz EKR		
	AV2446	GUMCO, Inc		
	AV2447	Hales Creative		
	AV2448	Rumor Advertising		
AV2449	Sententia Vera			
GROUP A – CONVENIENCE COPIERS (includes B&W and Color/ B&W) RELATED SOFTWARE, CONSUMABLE SUPPLIES AND MAINTENANCE	AR2206	Toshiba America Business Solutions, IN	03/03/2016 - 12/31/2019	

*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
MEDICAL, HOSPITAL AND PERSONAL CARE ITEMS (MMCAP)	MA310	McKesson Medical-Surgical	Thru 07/31/2017	
MAIL ROOM EQUIPMENT, SUPPLIES & MAINTENANCE (WSCA)	AR173	Pitney Bowes Inc	Thru 07/31/2017	
HIV RAPID TESTING KITS, SALIVA ALCOHOL TESTING KITS, AND HEPATITIS C RAPID TESTING KIT	PD224	Orasure Technologies, Inc	Thru 01/14/2017	
MMCAP DENTAL PRODUCTS ONLY (NO SERVICES)	MA2163	Darby Dental Supply, LLC	Thru 08/31/2017	
PORTABLE TOILETS AND HAND WASH STATIONS PLANNED & UNPLANNED FIRE SUPPRESSION ONLY	MA103	United Site Services of Nevada Inc	09/01/2011 - 10/31/2016	
PORTABLE TOILETS AND HAND WASH STATIONS PLANNED & UNPLANNED FIRE SUPPRESSION ONLY	MA104	On The Go Services	09/01/2011 - 10/31/2016	
MAIL ROOM EQUIPMENT, SUPPLIES & MAINTENANCE (WSCA)	AR174	NEOPOST USA, INC	04/05/2012 - 01/11/2017	
MAIL ROOM EQUIPMENT, SUPPLIES & MAINTENANCE (WSCA)	AR174	BELL AND HOWELL, LLC	01/30/2012 - 01/11/2017	
MAIL ROOM EQUIPMENT, SUPPLIES & MAINTENANCE (WSCA)	MA2194	FRANCOTYP POSTALIA dba: FP MAILING SOLUTIONS, INC	04/20/2015 - 01/11/2017	
Food Service and Vending through Division of Services for the Blind	PA091	Business Enterprise Program	10/26/2011 - 10/25/2021	
VEHICLE FIRST AID KITS, FIRST AID CABINETS, REPLACEMENT ITEMS	MA1636	CINTAS FIRST AID AND SAFETY	10/01/2011 - 10/31/2016	
MAILROOM SPECIFIC FURNITURE (WSCA)	PD226	VERSIA STORAGE SYSTEMS	04/18/2012 - 01/11/2017	

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

EXPIRED OR CANCELED STATE OF UTAH "BEST VALUE COOPERATIVE CONTRACTS"

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
WSCA CONTRACT COMPLIANCE AND COST RECOVERY SERVICES	MA1000	Multiple award	Ended 08/01/2016	See contract PD2509
WRECKER/TOWING SERVICES - CACHE, BOX ELDER & RICH COUNTY	MA082	Miller Auto Body, Inc	Ended 08/20/2016	For Box Elder see contract MA2451
WRECKER/TOWING SERVICES - SEVIER, PIUTE, WAYNE, SANPETE, MILLARD & BEAVER COUNTY	MA081	Jorgensen	Ended 08/20/2016	For Beaver County see contract MA2450
WRECKER/TOWING SERVICES - IRON COUNTY	MA084	Cedar City Motor Company	Ended 08/20/2016	
LTL FREIGHT TRANSPORTATION SERVICES	PD136	UPS FREIGHT (UNITED PARCEL SERVICE)	Ended 08/01/2016	
SPORTS EQUIPMENT	MA1290	SPORT SUPPLY GROUP (BSN SPORTS)	Ended 08/01/2016	See the "School Athletics Uniforms and Equipment" portfolio of contracts
SPORTS EQUIPMENT	MA1846	S & S WORLDWIDE	Ended 08/01/2016	See the "School Athletics Uniforms and Equipment" portfolio of contracts
BRAS, SPORTS AND TRADITIONAL-STYLE	PD089	BOB BARKER COMPANY	Ended 08/01/2016	See PD2431, same company, different contract. Please read to determine what is included
BATH TOWELS AND WASHCLOTHS & BAR MOPS	PD093	TABB TEXTILE COMPANY INC	Ended 08/01/2016	See PD2460
BED LINENS - SHEETS, PILLOWCASES, BLANKETS AND MATTRESS PAD	PD092	TABB TEXTILE COMPANY INC	Ended 08/01/2016	See PD2459
SNAG FREE INSTITUTIONAL BLANKETS	PD097	BOB BARKER COMPANY	Ended 09/01/2016	See PD2459

* Not all expired or canceled contracts make it to this list. Before ordering from a Best Value State Cooperative Contract, always review the contract online to determine if it is still active.