

Purchasing Update

December 2018



Utah Division of Purchasing and General Services

Mobile View on State Cooperative Contracts

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Earlier this year, State Purchasing launched the new State Cooperative Contract search engine, making it easier for end users to find and purchase from all of the State Cooperative Contracts. The new search provides many features, including filters by counties in which contracts provide service. Contracts are now easier to find and navigate in the new search engine. The “Get a Quote” and “Need Help with Contract” features provide quick access to vendors and contract managers, and contracts have static urls that can be shared and utilized with colleagues.

But that’s not all.

As of last week, users can now access the State Cooperative Contract search on any mobile device! Simply visit statecontracts.utah.gov or access it from State Purchasing’s homepage. This feature allows for end users to see and do all of the things they are capable of doing in the system on a desktop computer. If you have any questions about this new feature and its functionality, please contact Kaitee Hall, kaiteehall@utah.gov, 801-538-3142.

Dillion Green skiing at Snowbird Ski Resort, Scott Markewitz

more ▾

Search Contracts ▲

Enter the Keywords

Enter Keywords

Enter the county name

Enter County Name

Search

Differing Views on the Future of Procurement

By Pauline Alles, Contracts Administrator

The future of procurement is evolving and developing with numerous changes in the recent years. Procurement has become more strategic, collaborative, technology driven, and contract management based. To some, this evolution is reducing job roles and to others it is creating new roles in procurement professions. This is resulting in differing views for the future of procurement.

Pauline Alles from the University of Utah wrote a well-written article that addresses the future of procurement. Please use [this link](#) to access the article, which starts on page 28.



Office Furniture and Value Seating Contracts

By Angela Carlisle, State Contract Analyst

Office Furniture and Value Seating Contracts are multiple award statewide contracts for the purchase of office furniture and seating products. Users of the contracts may either work directly with the vendor that best meets their needs or may choose a vendor by requesting quotes.

Office Furniture

Office Furniture vendors are awarded specific categories and may only provide furniture within those categories. Most of the vendors are awarded multiple categories. The contracts are as follows:

MA144 – Allsteel authorized dealers MBI Business Design Inc. or Inside Out Office Interiors

MA145 – Herman Miller authorized dealer Henriksen Butler

MA146 – The HON Company (HON) authorized dealer Inside Elements/Workspace Elements or Desks Inc of Utah

MA147 – Steelcase authorized dealer Midwest Commercial Interiors

MA2776 – Haworth authorized dealer CCG Interiors

MA2777 – Krueger International Inc. (KI) authorized dealers Henriksen Butler or Canter Design Center

For questions about these contracts, reach out to Angela Carlisle, acarlisle@utah.gov, 801-538-3524.

<u>Systems Furniture</u>	<u>Desks</u>	<u>Tables</u>	<u>Filing</u>	<u>Storage</u>	<u>Case Goods</u>	<u>Seating</u>	<u>Accessories</u>
Allsteel	Allsteel	Allsteel	Allsteel	Allsteel	Allsteel	Allsteel	Allsteel
Herman Miller	Herman Miller	Herman Miller	Herman Miller	Herman Miller	Herman Miller	Herman Miller	Herman Miller
HON	HON	HON	HON	HON	Steelcase	Steelcase	HON
Steelcase	Steelcase	Steelcase	Steelcase	Steelcase		Haworth	Steelcase
	KI	KI	KI	KI		KI	Haworth
							KI

Value Seating Contracts

These contracts are intended to provide less expensive seating options with chairs that may not cost more than \$400 net for each chair. The contracts are:

MA2866 – Allsteel Inc.

MA2867 – Henriksen Butler

MA2868 – The HON Company

MA2869 – Midwest Commercial Interiors

MA2870 – School Specialty, Inc.



Prepayments for Goods or Services

By Blake Theo Porter, State Contract Analyst

In working with vendor, one of the somewhat awkward situations procurement professionals often find themselves in is when a vendor asks for a prepayment before goods, services, or technology solutions are provided. Is this allowed?

No procurement professional wants to end up on with a lump of coal at this time of year, and the Procurement Code will ensure everyone stays on the nice list (well, at least for procurement related stuff).

The Procurement Code says that generally prepayments are not allowed (63G-6a-1208). But for every good rule there is an even better exception, and a procurement unit’s procurement officer can make a written determination that a prepayment is necessary **or** beneficial to the procurement unit.

There are essentially three circumstances where a prepayment may be necessary **or** beneficial:

- 1) it is customary in the industry to prepay
- 2) the procurement unit will receive an **identifiable** benefit by prepaying (reduced costs, additional items, early delivery, etc.), and
- 3) other circumstances permitted by rule (catch all, check applicable rules).

Example: Santa Claus is unwilling to provide Santa-related services at an agency’s Christmas party without receiving half the fee upfront (it’s a long trip from the North Pole). Santa says he will also allow for 5 agency employees, selected at random, to be moved to the nice list if he receives the prepayment. Under 63G-6a-1208 a procurement officer could determine that it is both necessary (Santa won’t budge without a prepayment) and that there is an identifiable benefit by making the prepayment (more nice people, less coal).

Please note for conferences and group gathering put on by an agency, State Travel has a Limited Purchasing Delegation (LPD) D from Purchasing and likely can handle prepayments related to those events. So if, by some crazy chance, an agency invites all employees in the State of Utah to their Christmas party, and the new big venue they need requires a prepayment, please reach out to State Travel first.



“Please note for conferences and group gatherings put on by an agency, State Travel has a Limited Purchasing Delegation (LPD) from Purchasing and likely can handle prepayments related to those events.”



Meet Tara Eutsler

Tara Eutsler joined the Utah Division of Purchasing in June 2011. While her current job title of Contract Analyst suggests one work load, the reality of her job is very different. Her varied job assignments would suggest job titles such as Office Administrator, Training Specialist, LPD Coordinator, Lead Editor, Software Specialist, and Research Analyst. She was once labeled the Jack of All Trades by a new employee. Her favorite work assignments involve creating and presenting training. Luckily, her workload is slowly shifting to allow more time for the training development and execution in the SABA Learning Management System.

Q: What skill would you like to master?

A: I want to master the art of picture taking. However, too many other things pulling at my time, and I don't have time to take a class to learn the basics that I need.

Q: Are you usually early or late?

A: It depends (don't people love it when we say that!). If it is a party, I am never on time. If it is a meeting, I am early or on-time 95% of the time.

Q: What are some small things that make your day better?

A: Well, chocolate, of course. Sincere complements.

Q: What is your idea of a great vacation?

A: To me vacation means a break, a break from work and a break from life. A great vacation is having no responsibilities, never cooking or cleaning, no places I "have to see", and being left alone to read as many books as I would like.

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.

State Cooperative Contract Update

October 2018

Report #1: New and Renewed State Cooperative Contracts

The report provides information concerning all state cooperative contracts that were renewed or created in the previous approximately 45 days. Some contracts may have been listed in the previous report.

Report #2: Status of Expiring Cooperative Contracts & Solicitations for New Contracts

This report provides public entities information pertaining to the Division of Purchasing's decisions concerning state cooperative contract portfolios which will expire in the next 60 days. The column labeled "Contract Activity" provides information pertaining to the progress of state cooperative contract solicitations. Entities should be aware that a proposed solicitation in this chart can be dropped from this list without completion if it is deemed inappropriate for a cooperative contract.

Status of Expiring Cooperative Contracts & Solicitations for New Contracts

Contract's General Purpose	Contract End Date	Contract #	Vendor Name	Contract Activity	Point of Contact
Playground Parks and Recreation Equipment	12/1/2018	MA2569	Rubbercycle LLC DBA Rubbercycle	PENDING MA RENEWAL	Rick Straw
Assistive Technology Products for the Blind and Visually Impaired	12/20/2018	AV2363	Axis	ENDING CONTRACT	Cherilyn Hess
Assistive Technology Products	12/20/2018	AV2365	Boundless Assistive Technology	ENDING CONTRACT	Cherilyn Hess
Assistive Technology Products	12/20/2018	AV2367	Humanware USA Inc.	ENDING CONTRACT	Cherilyn Hess
Assistive Technology Products	12/20/2018	AV2767	Mattingly Low Vision Inc.	ENDING CONTRACT	Cherilyn Hess
Assistive Technology Products	12/20/2018	AV2369	Maxi Aids Inc.	ENDING CONTRACT	Cherilyn Hess
Assistive Technology Products	12/20/2018	AV2370	Rocky Mountain Law Vision	ENDING CONTRACT	Cherilyn Hess
Assistive Technology Products	12/20/2018	Av2371	School Health Corp.	ENDING CONTRACT	Cherilyn Hess
Breast Pumps	12/27/2018	MA036	Ameda Inc.	PRESOLICITATION	Vinessa Dudley
Child Safety Seats	12/28/2018	MA1157	Evenflo Company Inc.	CONTRACTING	Vinessa Dudley
Breast Pumps	12/31/2018	MA322	Medela Inc.	PRESOLICITATION	Vinessa Dudley
Taser Electronic Control Devices	12/31/2018	MA1801	Proforce Law Enforcement	EXECUTED CONTRACT	Garret Johnston
Traffic Control Malfunction Management Unit	1/9/2019	PD597	AM Signal	PRESOLICITATION	Garret Johnston
Flir Threma Detection Camera	1/9/2019	PD598	AM Signal	ENDING CONTRACT	Kraig Brinkerhoff
Blood Saliva and HIV Testing Kits	1/14/2019	PD224	Orasure Technologies	PRESOLICITATION	Cat Turner
Mosquito Abatement Pesticides	1/31/2019	MA629	Adapco Inc.	PRESOLICITATION	Michael Glenn
Public Safety Video Systems	1/31/2019	MA2658	Applied Concepts Inc. DBA Stalker Radar	PENDING MA RENEWAL	Blake Porter
Public Safety Video Systems	1/31/2019	MA2617	Axon Enterprise Inc.	PENDING MA RENEWAL	Blake Porter
Mosquito Abatement Pesticides	1/31/2019	MA630	Clarke Mosquito Control Products Inc.	PRESOLICITATION	Michael Glenn
Public Safety Video Systems	1/31/2019	MA2657	Coban Technologies Inc.	PENDING MA RENEWAL	Blake Porter
Mosquito Abatement Pesticides	1/31/2019	MA632	Univar USA, Inc.	PRESOLICITATION	Michael Glenn
Public Safety Video Systems	1/31/2019	MA2640	Watchguard Inc.	PENDING MA RENEWAL	Blake Porter

New and Renewed State Cooperative Contracts since Nov. 6, 2018

Contract #	General Purpose	Contract Effective Date	Contract End Date	Vendor Name	Contract Manager
MA3049	Security Guard	11/6/2018	11/5/2023	All Pro Security	Tim Hodges
Ma2748	Security Guard	11/6/208	11/5/2023	Bedrock Protection Agency LLC	Tim Hodges
MA185	Security Guard	11/6/2018	11/5/2023	Citadel-Chapman Security and Investigation	Tim Hodges
MA3050	Security Guard	11/6/2018	11/5/2023	Confidential Background Investigations	Tim Hodges
MA3051	Security Guard	11/6/2018	11/5/2023	PPC Solutions	Tim Hodges
MA3052	Security Guard	11/6/2018	11/5/2023	Universal Protection Service LP	Tim Hodges
PD3053	Industrial and Commercial Generators	11/16/2018	11/9/2023	Energy Management Corporation	Chike Ogbuehi
PD3054	Nartec Drug Testing Kits	11/12/2018	11/11/2018	Skaggs Companies, Inc.	Cherilyn Hess
PA684	Radar Vehicle Sensing Devices	11/28/2018	11/27/2018	Summit Traffic Solutions	Cherilyn Hess
AR502	Printing of State of Utah Warrants	12/6/2018	12/5/2023	IC Group	Cassidee Feinauer