

Purchasing Update

February 2019



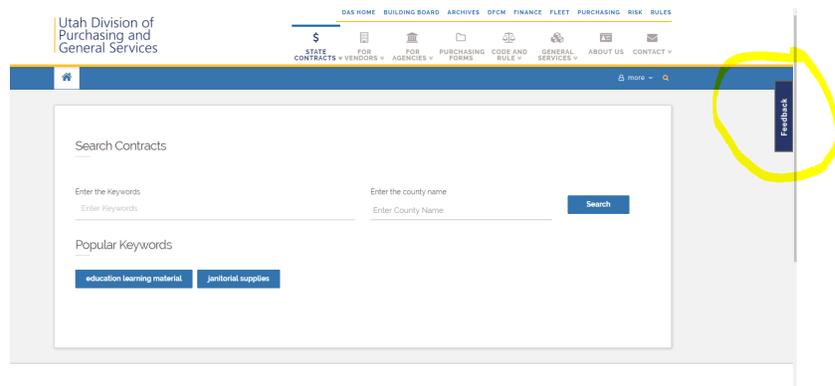
State Cooperative Contracts—Feedback

By Cassidee Feinauer, Contract Analyst

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As we are always trying to improve our systems, we've recently added a new feature into the State Cooperative Contract Search System. Once you are in the "Search Contracts" page, there is now a blue tab on the far right side which says "Feedback." This tab allows you to answer a few quick questions and provide more general feedback for the state contracts. If you have an idea for a new cooperative contract, want to provide feedback on a cooperative contract, have an idea to improve these contracts, etc., you are now able to provide these comments right in the system.



Lighting and Electrical Items

By Ann Schliep, Purchasing Agent

The State of Utah currently has three contractors on contract for Lighting and Electrical items. They are as follows:

- MA3026 – Codale (All counties except Juab, Millar, Sanpete, Sevier, Piute, and Wayne Counties)
- MA2877 – Conserve-A-Watt (Statewide)
- MA3025 – Central Electric Supply (Juab, Millar, Sanpete, Sevier, Piute, and Wayne Counties)

These contracts are based on discounts off pricing. They offer a variety of lighting and electrical items which are all on contract. Related services are also on contract. If you would like a contractor to assess your lighting project, you can call one of the vendors listed above, and they can help you through the process of determining what would be the best options for your needs. They offer many energy saving items, such as LED bulbs. You may also have ballasts that are out of date and need replacing. Whatever your issue is, the contractors can help determine the best options for you.

“The discounts listed on contracts are minimum discounts; many items do receive a larger discount than listed in the contract.”

The discounts listed on the contracts are minimum discounts; many items do receive a larger discount than listed in the contract. You can also compare pricing by getting a quote from each of the vendors so you know you are getting the best price possible.

The State of Utah currently has additional vendors under contract for lighting, ballasts, or LED products. They are MA043 Fastenal, MA042 Grainger, MA323 MSC Industrial, MA2878 Supply Chimp, MA2882 Noble, and MA087 Lowe’s.

If you have any questions, please reach out to Ann Schliep, aschliep@utah.gov, 801-538-3421.





Picture caption

Approved Vendor Lists

By Cat Turner, Contract Analyst

Approved Vendor Lists or AVLs can appear as somewhat intimidating or frustrating because of the required secondary process, however, there are some positives to using the AVL process. The vendors on contract have completed an initial procurement process to review their qualifications already, and they are recertified every year to ensure their qualifications have not changed. Additional vendors can be added every year, so there will be new vendors available to provide the products and services.

We are glad to announce that we have a solar panel portfolio available under the statewide cooperative contracts. There are currently five vendors under contract to provide these services: AV2805 Ameresco, Inc., AV2806 Creative Energies, LLC, AV2807 FFP Origination, LLC, AV2808 RC Hunt Electric, Inc. and AV2810 Sunworks, Inc. This portfolio is set up as an approved vendor list. Each vendor on contract has agreed to provide high-grade commercial equipment and up-to-date, state of the art, photo voltaic systems. Each vendor also has experience working with local, state, and federal organizations.

Frequently Asked Question about AVLs:

Q: How many vendors on the AVL do I need to contact?

A: This depends on each portfolio and the secondary process. Please review the ordering instructions for each AVL, as there are specific instructions for AVLs. For instance with the solar panel portfolio, if there are more than three vendors in each category on the AVL, the buyer must send the scope of work and request a quote from at least three vendors.

Q: What does “establish a scope of work” mean or include?

A: The scope of work should include all buyer specific requirements such as schedule requirements, pertinent specifications, and a cost proposal form. The cost proposal form should include how cost should be proposed such as an hourly rate, total number of hours, total project cost, and price per area, etc.

Q: Should I keep a record of which vendors I contacted and how?

A: Yes. Make sure to keep a record of who you contacted, what information was sent, and how. This could be email records or other documents.

Additional information regarding Approved Vendor Lists can be found in Section 63G-6a-507 of code and rule.

For more information, please reach out to Cat Turner, caturner@utah.gov, 801-538-3172.



Proxy Bidding and Vendors in Jaggaer/SciQuest—New Features

By U3P Admin Team

Jaggaer recently released an update that now allows public entities to award an event to a Proxy Vendor or a Proxy Bid when the event is in the Under Evaluation stage. You can now award via proxy to a vendor that was not previously invited to the event, was not previously in the system, or did not previously mark “Intend to Bid” on your event. You can also submit a proxy bid for this vendor and award after your event has closed and is now Under Evaluation.

A few defining terms:

Proxy Vendor is a “substitute” company (generally a dummy account) that the public entity awards to when the awarded vendor submitted its bid outside the Jaggaer system. I.e. accepted paper or emailed bids.

Proxy Bid is when a vendor submits a bid outside of the system (a paper bid) and then the public entity will upload the vendor’s proposal to that vendor’s account in Jaggaer.

Regardless if it is a Proxy Vendor or a Proxy Bid, you can now upload a vendor’s response when your event is Under Evaluation and subsequently award to that vendor.

Please note the following limitations with this new update:

- Vendor (account) who you are awarding must be in the system. Account can be setup after your event enters the Under Evaluation stage, but the account must be in the system before you can proceed forward with the award.
- Event must be Under Evaluation
- Event is configured to use proxy bidding (system default)
- User has the Create Proxy Bid permission (system default)
- Event is not an Auction Event
- Event is not a subsequent stage in a multi-stage event (i.e., this functionality can only be used in the initial stage of a multi-stage event)

For an illustration on how to use this new proxy bidding feature please follow this link to the Division of Purchasing’s website - [SciQuest Training](#). From there you will see a PowerPoint titled “Proxy Bidding – New Feature” which will walk you through the process.

For additional information, please reach out to the SciQuest Admin team, sciquestadmin@utah.gov.



Garret with his beagle, Sundance, camping along Beaverhead River in Montana.

Meet Garret Johnston

When asked how Garret got into purchasing, he said that it found him working in the marketing department of a newly acquired construction company. The new CEO asked him to manage a few JOC/SABER Navy contracts in Chesapeake, VA and another in Point Loma, CA. He has been working purchasing ever since then for nearly 20 years. More interesting than the stuff he’s done are the fantastically interesting people he’s worked with during his time in purchasing right from the very start. There was the CEO that got him into purchasing who took a year to sail around the world; two fashion models at different times in his career who worked as assistant buyers; a buyer in New Orleans who’s embarking on a trip to the South Pole; and buyers he worked with more recently here at the State Capitol who are poets, chefs, beauticians, and parents of rescued dogs. He counts himself fortunate to have found himself among so many interesting and diverse people that share the title of Purchasing.

Q: What movie can you watch over and over?

The Life Aquatic with Steve Zissou

Q: What is something you think everyone should do at least once in their lives?

Surf

Q: Where is the most interesting place you’ve been?

Washington D.C.

Q: What city would you most like to live in?

I love living in Lehi. My home is on the Jordan River, just south of the Jordan Narrows. During the summer months when pelicans traverse the Narrows between Utah Lake and the Great Salt Lake, we’ll have flocks of a hundred fly low enough over our house that we can make eye contact with them. It’s a really cool experience. My favorite cities to visit are L.A and Chicago.

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
Air Street Sweepers	3/1/19	MA638	Enviro-Clean Intermountain LLC	Under Evaluation	Garret Johnston
Legal Process Service	3/2/19	MA527	Beehive Attorney Service	Contracting	Cassidee Feinauer
Legal Process Service	3/2/19	MA523	Bringhurst Process Service	Contracting	Cassidee Feinauer
Legal Process Service	3/2/19	MA530	Chris J. Burton and Associates	Contracting	Cassidee Feinauer
Legal Process Service	3/2/19	MA519	Civil Process services and Investigation	Contracting	Cassidee Feinauer
Legal Process Service	3/2/19	MA526	Eclipse Investigations	Contracting	Cassidee Feinauer
Legal Process Service	3/2/19	MA521	Fernlund Process Service	Contracting	Cassidee Feinauer
Legal Process Service	3/2/19	MA524	RPS Inc.	Contracting	Cassidee Feinauer
Legal Process Service	3/2/19	MA529	TD's Legal Process and Investigations	Contracting	Cassidee Feinauer
Credit Card Acceptance	3/2/19	PA1091	American Express Travel Related Services	Executed Contract	Angela Carlisle
Legal Process Service	3/3/19	MA520	Court Ops	Expiring	Cassidee Feinauer
Legal Process Service	3/3/19	MA533	Godfrey Legal Services	Expiring	Cassidee Feinauer
Legal Process Service	3/3/19	MA514	Salt Lake Private Detectives	Contracting	Cassidee Feinauer
Legal Process Service	3/3/19	MA537	Utah Court Services	Contracting	Cassidee Feinauer
Legal Process Service	3/3/19	MA522	Wasatch Constables	Expiring	Cassidee Feinauer
Legal Process Service	3/3/19	MA548	Wasatch Constables	Contracting	Cassidee Feinauer
Telescoping & Articulating Aerial Device	3/11/19	PD639	Mountain States Industrial Services	In Solicitation Process	Jeff Hammer
Integrated Classroom	3/14/19	MA543	Audio Enhancement	Expiring	David Bundy
Integrated Classroom	3/14/19	MA513	General Communications dba Gencomm	In Solicitation Process	David Bundy
Integrated Classroom	3/14/19	MA538	The Chariot Group	In Solicitation Process	David Bundy
Integrated Classroom	3/14/19	MA515	Troxell Communications	In Solicitation Process	David Bundy
Integrated Classroom	3/14/19	MA516	TV Specailist Inc dba Tvs Pro	In Solicitation Process	David Bundy
Body Armor	3/15/19	MA1531	Point Blank Enterprises	Pending MA renewal	Kraig Brinkerhoff
Body Armor	3/15/19	MA1009	Safariland LLC	Pending MA renewal	Kraig Brinkerhoff
Body Armor	3/15/19	MA1546	Sentry Armor Systems	Pending MA renewal	Kraig Brinkerhoff
Body Armor	3/15/19	MA141	Survival Armor Inc	Pending MA renewal	Kraig Brinkerhoff
Body Armor	3/15/19	MA1874	US Armor Corporation	Pending MA	Kraig Brinkerhoff

Status of Expiring Cooperative Contracts & Solicitations for New Contracts

Contract's General Purpose	Contract End Date	Contract #	Vendor Name	Contract Activity	Point of Contact
Mosquito Abatement	3/17/19	MA629	Adapco Inc	New Contract	Michael Glenn
Mosquito Abatement	3/17/19	MA630	Clarke Mosquito Control Products	New Contract	Michael Glenn
Mosquito Abatement	3/17/19	MA632	Univar USA	New Contract	Michael Glenn
Water Treatment	3/24/19	MA1725	Industrail Solution dba Isi Water Chemistries	Presolicitation	Cherilyn Hess
Water Treatment	3/24/19	MA061	Power Engineering Copmany	Presolicitaton	Cherilyn Hess
Water Treatment	3/24/19	MA1726	Water and Energy Systems Technology	Presolicitation	Cherilyn Hess
Canvas Deck Shoes	3/25/19	PD640	Victory Supply	In Solicitation Process	Vinessa Dudley
Travel Management Services	3/31/19	AR1459	Cb Travel Corporation	Executed Contract	Laurel deLagerheim
Tires and Tubes	3/31/19	MA211	Michelin North America Inc	Executed Contract	Ann Schliep
72 Hour Emergency Kits	3/31/19	PD708	More Prepared	Executed Contract	Nikki Sanchez

New and Renewed State Cooperative Contracts since 1/29/2018

Contract #	General Purpose	Contract Effective Date	Contract End Date	Vendor Name	Contract Manager
PD3081	Infant Formula	1/29/19	1/28/22	Abbott Nutrition	Vinessa Dudley
AR3134	Public Safety Communication Equipment	2/1/19	6/30/21	Valmont Industries	Blake Porter
MA629	Mosquito Abatement Pesticides	2/1/19	1/31/24	Adapco Inc	Michael Glenn
MA3117	Mosquito Abatement Pesticides	2/1/19	1/31/24	Target Specialty Products	Michael Glenn
MA3119	Breast Pumps and Accessories	2/21/19	2/11/24	Ameda Inc	Vinessa Dudley
MA3119	Breast Pumps and Accessories	2/12/19	2/11/24	Ardo Medical Inc	Vinessa Dudley
MA3083	Moving Services and Supplies	2/12/19	2/11/24	Bagely Moving & Storage	Cat Turner
MA3121	Breast Pumps and Accessories	2/12/19	2/11/24	Hygeia Li Medical Group	Vinessa Dudley
MA3082	Moving Services and Supplies	2/12/19	2/11/24	Mesa Systems	Cat Turner
MA2684	Floor Covering	2/14/19	2/16/20	Andigo Carpets	Kraig Brinkerhoff
AR3123	Public Safety Communication Equipment	2/14/19	6/30/21	Valmont Industries Inc.	Blake Porter
AV3162	Solar Panel Products	2/20/19	1/15/23	Sunpower Corporation	Cat Turner
PD735	Central Not for Profit Agency	2/23/19	2/22/23	Utah Works	Cassidee Feinauer

Notice Regarding the Data Communications Products & Services State Cooperative Portfolio

Please note the following state cooperative agreements under the Data Communications Products & Services portfolio are set to expire on **May 31, 2019**.

- AR607 - [Adtran](#)*
- AR608 - [Aruba Networks](#)*
- AR613 - [D-Link](#)*
- AR2672 - [Entco Government](#)*
- AR617 - [Huawei](#)*
- AR619 - [Infoblox](#)*

*These contracts are hyperlinked to their Division of Purchasing webpage for additional details on their provided scope of work.

The Division of Purchasing currently does not intend to renew these listed agreements for an additional 1-year, as is allowed for in the contracts. The decision to not renew is primarily due to limited or no reported spend on these agreements.

Notwithstanding, if you are a public entity who needs anyone of these cooperative agreements to be renewed for an additional 1-year (renewed to May 31, 2020) please contact the Contract Administrator, Solomon Kingston at skingston@utah.gov immediately.

The other cooperative agreements not listed above that are under the Data Communications Products & Services portfolio have been, or will shortly be, renewed for 1-year with a new expiration of May 31, 2020.