

Purchasing Update

January 2019



Utah Division of Purchasing
and General Services

Need Help with Contracts Feature

By Jeffrey Hammer, State Purchasing Agent

INSIDE THIS ISSUE

1. Promotional Items Contracts
2. Site Visits
3. Announcements
4. Spotlight—Nikki Sanchez

The State Cooperative Contracts search engine has a feature called Need Help with Contract, which will help connect you to the current contract manager. You can access this feature by logging onto State Cooperative contracts web page at statecontracts.utah.gov and by following these steps:

- Search for a contract and click on View Details
- In the upper right hand corner, click on Need Help with Contract. The box below will appear.
- Next, you can fill in the pop-up box with the requested information and click Send.
- The request you submit is sent directly to the contract manager who will reach out and assist.

Take advantage of this feature the next time you have a question on a State Cooperative Contract. If you have any questions about this, please reach out to Jeffrey Hammer, jhammer@utah.gov, 801-538-3159.

Promotional Items Contract Portfolio

By *Thinh Doan, State Contract Analyst*

The State has multiple award contracts for Promotional Items, which include different types of logo printing on a variety of items. Eligible users can make a best value determination when purchasing from these contracts. Quotes are not required, but can be used.

These contracts include multiple contractors that range from small, local companies to large, national companies. There is also a wide variety of items included in this multiple award contract, including the following:

- Logo-printed Apparel
- Bags
- Office Supplies
- Drinkware
- Trinkets
- Household Items
- Tools
- Event Items
- Miscellaneous Promotional Items.

“Eligible users can make a best value determination when purchasing from these contracts.”

To assist with these contracts, the table below contains a quick comparison of discounts between the contractors and their respective discounts off catalog price generally. Please check with contract landing page as the discount may be different for each category of Promotional Item. On the landing page, you can also find a link to each contractor’s catalog. If you have any questions, please reach out to Thinh Doan, tqdoan@utah.gov, 801-538-3162.

| | | |
|------------------------------------|--------|-----|
| 007 Marketing | MA2984 | 10% |
| 4imprint | MA2985 | 10% |
| American Business Forms | MA2986 | 20% |
| Universal Athletic Services | MA2990 | 1% |
| Gameday Promos | MA2988 | 10% |
| Hillock Sports | MA2989 | 40% |



Antelope Island State Park, Dave Sansom

Site Visits

By Michael Glenn, State Contract Analyst

When conducting a solicitation, a useful tool that can often be overlooked or seen as unnecessary is site visits. Site visits can be a great way to get the vendor community together at the location of the project and walk them through the expectations of the project. Site visits can help ensure that vendors understand the scope of the project and visualize it better.

There are some rules that need to be followed when conducting site visits for a project (R33-6-103):

- This must be attended in-person to continue with submitting a bid or proposal.
- The agency conducting the site visit must have an attendance log, notes for any questions asked during the site visits, and copies of any documents distributed.

Other important factors to consider is the time for the meeting to begin and the where everyone will meet. Think of the time to meet along with where you're going and where vendors are most likely coming from.

If it's a remote location that takes a few hours to drive to, you probably don't want to have the site visit at 4 pm. You also need to pick the meeting location with similar considerations in mind. Again, if the site visit is a remote location that may be hard to find, it may make sense to meet somewhere easy to find (like a rest stop), and then caravan up to the actual location for the site visit. This physical separation between the meeting location and the site visit has the added bonus of allowing you to easily tell who arrived on time and who did not.

This is a great opportunity to ensure that the vendors see and understand exactly what you're looking for. Take the time to walk to the important areas. If it's a large area, drive or walk wherever you need to in order to get a good representation of the whole area.

For more information, please reach out to Michael Glenn, michaelglenn@utah.gov, 801-538-1287.

CPPB Exam

We wanted to announce that two individuals that were sponsored for the CPPB in the calendar year 2018 have passed the exam. Those individuals are as follows:

Kai Turner

Lisa Hewitt-James

Congratulations on this great accomplishment!



State of Utah Reverse Trade Show

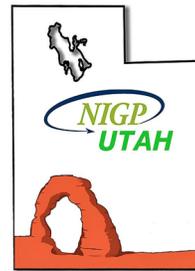
By Tara Eutsler, Contract Analyst

The Utah Chapter of NIGP, in conjunction with the Utah Division of Purchasing, will host a Reverse Trade Show on April 29, 2019. The Reverse Trade Show will be an opportunity for vendors to interact with public entities, learn in classes, and connect with procurement professionals.

We need your help! We have over 25 public entities that have offered to host a booth at the trade show, but we want more! If your public entity is willing to host a booth at the Reverse Trade Show, let us know by using [this link](#). The individual hosting the booth should be able to answer basic question about the services and goods that the entity uses, how the entity publishes their solicitations (which could be as easy as “See State Purchasing” if you are not an independent entity), contact names, etc. The booth can be as simple or elaborate as the public entity wants to make it.

We also need procurement professionals who are willing to meet with vendors individually. It is preferred that these be upper level procurement professionals who are willing to connect with vendors. The meetings will be run for 15 minutes each. If you are willing to meet with our vendors, please let us know using the [same link as above](#).

As an added note, the 2019 March Procurement Education Partnership (PEP) has been canceled in support of this event. However, some public procurement training for public entities will be available at the State of Utah Reverse Trade Show. We look forward to seeing you there.



State of Utah Reverse Trade Show

Interact – Learn – Connect



April 29, 2019
9 AM—2 PM
SLCC Miller Campus

Future PEP Seminars Dates

~~March 21, 2019~~ CANCELED

June 6, 2019

September 19, 2019

December 5, 2019



Meet Nikki Sanchez

Currently, Nikki Sanchez is the liaison over the Courtesy Postings program. This is a service performed free of charge as part of the Division of Purchasing’s mission to help public entities, such as cities, counties, school districts, and special districts, with their procurement needs in the Jaggaer system (formerly SciQuest). Nikki also handles the State Cooperative contracts for Food and Food Related Services. She is also known for her green thumb and ability to care for multiple plants.

Where's the farthest you've ever been from home?
 South Korea. My family and I traveled to PyeongChang and Seoul, South Korea in July of 2013 with Team USA for the Martial Arts Olympics. My two sons, ages 10 and 7 at the time, competed in the first Mulympics, taking home 1st place in Tae Kwon Do and 3rd place in Haidong Gumdo. The flight from San Diego to South Korea took us approximately 13 hours.

What are you most looking forward to in the next 10 years?
 I recently received my Utah Mortgage License and Real Estate License; I would like to pursue that more in my spare time, weekends, and coming years. Besides that, I look forward to retirement from the State and travel!

What hobby would you get into if time and money weren't an issue?
 I dream to travel the world by boat. I would love to learn to sail and have the money and time to sail on my own sailing yacht!

What fictional place would you most like to go and why?
 Pandora, from the world of Avatar. The moons colors, plant life, and species, both animal and humanoids were absolutely stunning!

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 |
|--|-------------------|------------|----------------------------------|---|-------------------|
| Blood Saliva and Hiv Testing Kits | 1/14/2019 | PD224 | Orasure Technologies Inc. | EXPIRED | Cat Turner |
| Wheelchairs | 1/23/2019 | MA062 | AAMCO Medical | CANCELLED | Cat Turner |
| Wheelchairs—Manual & Power | 1/23/19 | MA317 | Med Source Inc. | CANCELLED | Cat Turner |
| Mosquito Abatement Pesticides | 1/31/2019 | MA629 | Adapco Inc. | NEW CONTRACTS; CURRENT CONTRACTS BEING EXTENDED | Michael Glenn |
| Mosquito Abatement Pesticides | 1/31/2019 | MA630 | Clarke Mosquito Control Products | NEW CONTRACTS; CURRENT CONTRACTS BEING EXTENDED | Michael Glenn |
| Mosquito Abatement Pesticides | 1/31/2019 | MA632 | Univar USA | NEW CONTRACTS; CURRENT CONTRACTS BEING EXTENDED | Michael Glenn |
| Vehicle Lift Equipment | 2/10/19 | MA2632 | Hennesy Industries | EXPIRING | Tim Hodges |
| Data Breach and Credit Monitoring | 2/22/2019 | AR2361 | Identify Theft Guard Solutions | EXECUTED CONTRACT | Angela Carlisle |
| Central Not-for-Profit | 2/22/2019 | PD735 | Utah Works | CONTRACTING | Cassidee Feinauer |
| Medical Hospital and Personal Care Items MMCAP | 2/28/19 | MA310 | Mckesson Medical | NEW CONTRACT | Nick Hughes |
| Air Street Sweepers | 2/28/2019 | MA636 | Legacy Equipment Company | POSTED SOLICITATION | Garret Johnston |
| Medical Hospital and Personal Care Items MMCAP | 2/28/19 | MA2204 | Medline Industries | ENDING CONTRACT | Nick Hughes |
| Air Street Sweepers | 3/1/19 | MA638 | Enviro-Clean Intermountain | POSTED SOLICITATION | Garret Johnston |

New and Renewed State Cooperative Contracts since December 6, 2018

| Contract # | General Purpose | Contract Effective Date | Contract End Date | Vendor Name | Contract Manager |
|------------|------------------------------------|-------------------------|-------------------|--------------------------------|-------------------|
| AR502 | Printing of State of Utah Warrants | 12/6/2018 | 12/5/2023 | IC Group | Cassidee Feinauer |
| MA3075 | Ball Field Sports Lighting | 12/27/2018 | 12/26/2023 | Musco Sports Lighting | Thinh Doan |
| MA3070 | Security Services and Monitoring | 12/28/2018 | 12/27/2023 | Delta Fire System | Tim Hodges |
| MA3074 | Security Services and Monitoring | 12/28/2018 | 12/27/2023 | Harris Mountain West | Tim Hodges |
| MA3071 | Security Services and Monitoring | 12/28/2018 | 12/27/2023 | Professional System Technology | Tim Hodges |
| MA3072 | Security Services and Monitoring | 12/28/2018 | 12/27/2023 | Stone Security | Tim Hodges |
| MA3073 | Security Systems and Monitoring | 12/28/2018 | 12/27/2023 | Utah Yamas Controls | Tim Hodges |
| MA3060 | Public Order and Riot Equipment | 1/1/2019 | 12/31/2024 | Skaggs Companies | Cherilyn Hess |
| MA3078 | Police Gear and Equipment | 1/1/2019 | 12/31/2024 | Skaggs Companies | Cherilyn Hess |
| MA1801 | Taser Electronic Control Devices | 1/1/209 | 12/31/2024 | Proforce Law Enforcement | Garret Johnston |
| MA3079 | Garbage and Recycling Containers | 1/18/19 | 1/17/2024 | Toter, LLC | Jeff Hammer |
| MA3068 | Garbage and Recycling Containers | 1/18/19 | 1/17/2024 | Schaefer Systems International | Jeff Hammer |
| MA3067 | Garbage and Recycling Containers | 1/18/19 | 1/17/2024 | Rehrig Pacific Company | Jeff Hammer |
| MA3066 | Garbage and Recycling Containers | 1/18/19 | 1/17/2024 | Otto Environmental Systems | Jeff Hammer |
| PA3043 | Construction Equipment | 1/10/19 | 4/10/2023 | Clark Equipment Company | Michael Glenn |
| PD3081 | Infant Formula | 1/29/2019 | 1/28/2022 | Abbott Nutrition | Vinessa Dudley |