



PURCHASING UPDATE

June 2017

Inside this issue:

Changes to R33-
5-108 2

Cooperative
Contracts:
Janitorial
Supplies/
Products 3

Farewell 4

State
Cooperative
Contracts: New,
Amended,
Canceled, and
Expired 5-
6

Save these 2017 Dates
For PEP Seminars

September 14, 2017

December 7, 2017

CHANGES TO ADMINISTRATIVE RULE R33

The Utah State Procurement Policy Board establishes administrative rule which provides additional requirements and procedures and must be used in conjunction with the Procurement Code. Recently, the Procurement Policy Board approved changes to Administrative Rule R33; the 30-day public comment period has ended. The first possible effective date was on June 21, 2017.

The Administrative Rules website is updated at the beginning of each

month. Entities which are subject to R33 are encouraged to download the updated Rule R33 when it becomes available either at the beginning of July or the beginning of August. <https://rules.utah.gov/>

Anyone interested in reviewing the changes can go to the "Utah State Bulletin" [page](#) and select Vol 2017, No. 10 (05/15/2017). The notice of proposed rule begins on page 10 of the PDF document.

CHANGES TO STANDARD TERMS & CONDITIONS

This spring, the Division of Purchasing updated the standard terms and conditions for agency contracts, purchase orders, and state cooperative contracts. The updated documents were loaded to our website's "Purchasing Forms" page.

The terms and conditions and other documents and forms are subject to change and will be

updated in accordance with changes to Code and Rule. To ensure that you always have the latest version, we ask that you do not save a copy to your desktop or computer; instead, at the start of a procurement, the required documents, forms, or terms and conditions should be downloaded directly from the website.

CHANGE TO R33-5-108 SMALL PURCHASE OF PROFESSIONAL SERVICE PROVIDERS & CONSULTANTS

R33-5-108 the Small Purchase of Professional Service Providers and Consultants was presented at the Procurement Education Partnership Seminar in March 2017. Since that presentation, the Procurement Policy

Board approved changes that impact how Professional Service Providers & Consultants procurement will be solicited.

The chart below provides a quick view of the changes.

| R33-5-108 | Previous Rule | Updated Rule |
|---|--|--|
| What can be procured using R33-5-108 | 63G-6a-103 (63) | Remains the same |
| What cannot be procured using R33-5-108 | Design Professional Services 63G-6a-103 (30) | Remains the same |
| Who can use this procurement method | <ul style="list-style-type: none"> The Division of Purchasing for executive branch agencies; and Entities that have independent procurement authority and are subject to or adopted R33-5 | Remains the same |
| Who cannot use this procurement method | Executive branch agencies. They must contact the Division of Purchasing who will use this method in their behalf. | Remains the same |
| Maximum dollar threshold for this procurement type | \$100,000 | Remains the same |
| \$0—\$50,000 | Develop project specifications and the required qualifications. Review the qualifications of a minimum of 2 legitimate providers, directly negotiate with the most qualified | Develop project specifications and the required qualifications. Review the qualification of a minimum of 3 legitimate providers; directly negotiate with the most qualified |
| \$50,000—\$100,000 | Develop project specifications and the required qualifications. Review the qualifications of a minimum of 2 legitimate providers. Provide the 2 most qualified firms the scope of work with a request for quote. Award is to the qualified vendor with the lowest quote. | Same as the new \$0—\$50,000 process. Develop project specifications and the required qualifications. Review the qualification of a minimum of 3 legitimate providers; directly negotiate with the most qualified |

COOPERATIVE CONTRACTS: JANITORIAL SUPPLIES/PRODUCTS

The solicitation for janitorial supplies and products ended with four incumbent vendors and two new vendors being awarded cooperative contracts. For convenience to both the vendor and the end user, the Division of Purchasing will reuse the incumbent vendors' contract numbers as follows:

- MA336 Bell Janitorial Supply
- MA338 Brady Industries
- MA339 Hylon Koburn Chemicals
- MA354 Waxie Sanitary Supply

Two new vendors were awarded contracts have been added to this portfolio.

MA2663 Staples



MA354 Veritiv Operating Co

Janitorial products purchased from Staples must be bought through contract MA2663 and not through the Staples office supply contract.

Prices and brands will vary from vendor to vendor. A chart outlining contracted discount percentage OFF the manufacturer list price is below.

As not all contracts have been signed, entities should check the State Cooperative Contract web search page to determine which contracts are active.

If you have any questions about these contracts, please contact Nick Hughes at nhughes@utah.gov or 801-538-



Discount percentage OFF manufacturer list price.

| CATEGORY | Bell MA336 | Brady MA338 | Hylon Koburn MA339 | Staples MA2663 | Veritiv MA2662 | Waxie MA354 |
|--|---------------|----------------|--------------------------|-------------------|-------------------|----------------|
| Chemicals/Cleaners/ Floor Care/Soaps/ Degreasers | 35% | 58% | 56% | 42% | 51% | 40% |
| Hard Good Supplies (i.e. Mops, Brooms, Buckets) | 40% | 56% | 60% | 40% | 51% | 40% |
| Paper Products | 45% | 55% | 61% | 47% | 51% | 60% |
| Bags/Can Liners | 45% | 45% | 64% | 60% | 51% | 65% |
| Miscellaneous | 20% | 10% | 45% | 30% | 51% | 15% |

FOND FAREWELL

The Division of Purchasing wishes a fond farewell to purchasing agents Kari Baardson and Linda Crawford.

After her marriage, Kari found the greater distance to work to be a challenge and took job closer to her new home. We wish her happiness in her new marriage and success with her new job.

After 18 years with the State of Utah serving in the Department of Natural Resources, the Division of Facilities Construction and Management, and the Division of Purchasing and General Services, Linda Crawford has decided to retire. We will miss her and wish her the best in the next stage of her life.

STATE OF UTAH

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**We're on
the Web !**

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

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.

NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

| TITLE | CONTRACT | VENDOR | DATES | ADDITIONAL INFORMATION |
|--|----------|--|-------------------------|--|
| Enterprise Grant Management System | AR2649 | REI Systems, Inc. | 05/15/2017 - 05/14/2022 | All state agencies interested in implementing the REI Enterprise Grants Management solution must contact the Division of Finance at 801-538-3081 |
| Public Safety/Law Enforcement Video and Vehicle Mounted Equipment | MA2657 | Coban Technologies, Inc. | 2/21/2017 - 2/20/2022 | Multiple award |
| Janitorial Supplies/Products | MA336 | Bell Janitorial Supply | 6/1/2017 - 5/31/2022 | New contract, Same vendor won the solicitation |
| Janitorial Supplies/Products | MA339 | Hylon Koburn Chemicals, Inc | 6/1/2017 - 5/31/2022 | New contract, Same vendor won the solicitation |
| Janitorial Supplies/Products | MA354 | Waxie Sanitary Supply | 6/1/2017 - 5/31/2022 | New contract, Same vendor won the solicitation |
| Janitorial Supplies/Products | MA2662 | Veritiv Operating Company | 6/1/2017 - 5/31/2022 | New vendor for this commodity |
| Parks & Recreation Equipment and Related Services (NASPO ValuePoint) | MA2567 | Allplay Systems, LLC | 6/1/2017— 12/01/2017 | Multiple award. See other contracts listed on the summary sheet. |
| Computer Equipment and Related Services (Servers and Storage) | PA26551 | Lenovo Global Technology (United States), Inc. | 9/29/2015 – 3/31/2020 | Multiple award. See other contracts listed on the summary sheet. State-level executive branch agencies under the jurisdiction of the Department of Technology Services (DTS) and must work with DTS on any procurement through this contract |
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*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 |
|------------------------------|----------|----------------------------|-----------------|------------------------|
| Snowplow Blade Cutting Edges | MA2266 | Valk Manufacturing Company | Thru 06/30/2018 | |
| | | | | |
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EXPIRED OR CANCELED STATE OF UTAH “BEST VALUE COOPERATIVE CONTRACTS

| TITLE | CONTRACT | VENDOR | DATES | ADDITIONAL INFORMATION |
|-------|----------|--------|-------|------------------------|
|-------|----------|--------|-------|------------------------|

Prior to purchase, end users must check the contract online to determine if a contract is still active. As part of our SUCCESS initiative, the contracts expire and automatically are removed from the search engine. The Division of Purchasing no longer has a paper trail with which to enter expired contracts in this table.

State of Utah “Best Value” Cooperative Contracts Search Engine location:

<http://purchasing.utah.gov/statecontractdirectory.html>