

# Purchasing Update

September 2018

Utah Division of Purchasing & General Services  
Salt Lake City, Utah 801-538-3026  
Purchasing.utah.gov

Photo by Sandra Salvas



## Utah Division of Purchasing and General Services

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## Procurement Research for Public Entities

By David Bundy, State Contract Analyst

Putting out a new solicitation? Don't know what vendors might provide a certain service? The State of Utah Division of Purchasing is now offering, at no cost, research assistance on various topics such as finding other agencies' previous solicitations, market research, cost comparison, and almost anything in between.

The Division of Purchasing has access to a number of tools that can provide useful information such as GovWin, that has a database of solicitations and contracts; GovSpend, that has information on what entities are paying for products; and IbisWorld Procurement (aka ProcurementIQ), that has information on different industries and market trends. With these research tools, the Division has already helped entities with research on catering services, P-card management, industry big players, and fire truck maintenance.

Requesting the Division's research assistance services is as easy as sending an email to David Bundy ([davidbundy@utah.gov](mailto:davidbundy@utah.gov)) with a description of the solicitation that you are working on or other research information that you require. David may ask clarifying questions in order to provide you information that is timely and helpful.

Please reach out to David if you have any questions on the program or if you have any research questions. David Bundy (801) 538-3131 [davidbundy@utah.gov](mailto:davidbundy@utah.gov)

# AUTHORITY

## Procurement Code: Procurement Officer vs Chief Procurement Officer (CPO)

By Justin Dalton, State Contract Analyst

When you first hear the words “Procurement officer,” you may think that this pertains to your job title as a procurement professional and the thought may cross your mind that maybe, just maybe, you are the procurement officer. In this article, we will discuss the difference between each, and the definitions of the “Procurement officer” and the “Chief Procurement Officer” (CPO).

As defined by Code 63G-6a-103 (59) "Procurement officer" means:

- (a) for a procurement unit with independent procurement authority:
  - (i) the head of the procurement unit;
  - (ii) a designee of the head of the procurement unit; or
  - (iii) a person designated by rule made by the applicable rulemaking authority; or
- (b) for the division or a procurement unit without independent procurement authority, the chief procurement officer.

In a basic explanation of this code, the CPO is the procurement officer referenced in Code, unless you work for an independent procurement authority. In the later case, procurement officer is the head of the procurement unit with independent procurement

authority. For a few moments, it appeared that the procurement officer and the CPO were different, but in reality, CPO or head of a procurement unit with independent authority are the only individuals authorized by law to complete the tasks assigned to the “procurement officers” in the Procurement Code.

So, when reading the Utah Procurement Code, you need to realize that you most likely do not have the authority to act as the procurement officer and need to gain a determination from either the CPO or the head of the procurement unit, if your organization has independent procurement authority.

Of course, there are always exceptions to the rule. The CPO and Head have the right to delegate authority to procurement professionals; the delegation should preferably be in writing. The delegation should clearly state what authority being granted and how long the authority is effective.

This article is not to make you panic, or trying to take away any of your responsibilities. But rather, it is to empower you with knowledge and to allow a public entity to make the best strategic decisions regarding their procurement.

## Cooperative Contracts: MRO (Industrial Equipment & Supplies)

By Ann Schliep, Purchasing Agent

There are seven (7) available contractors with State of Utah cooperative contracts for Maintenance, Repair & Operations, also known as MRO contracts. Various categories are available through each vendor.

Categories include:

- Electrical
- Fasteners
- Hand Tools
- HVAC
- Janitorial Equipment & Supplies
- Lamps & Lighting and Ballasts
- Material Handling
- Outdoor Garden
- Paint
- Plumbing
- Power Source
- Power Tools (excluding automotive related tools and products)
- Safety (does not include any public safety equipment)
- Sanitation Cleaning Chemicals & Supplies
- Security

The following vendors have contracts:

Contract #	Contractor	Categories Vendor Approved to Sell Thru Contract
MA323	MSC Industrial Supply	All categories
MA043	Fastenal	All categories
MA042	Grainger	All categories
MA2882	Noble	All categories
MA2877	Conserve-A-Watt	Lamps & Lighting and Ballasts only
MA2881	Hilti	Power Tools
MA2878	Supply Chimp	Power Source, Hand Tools, Power Tools, and Paint

Contract categories allowed for each vendor are also listed on the website under the “Additional Details” section which also lists the vendor’s percentage off for each category. A vendor document which highlights each contract is attached in the same section on the website.

## Save the Date: Procurement Education Partnership Seminar

- December 6, 2018 **(Revised Location)**  
 Due to construction on the Auditorium, the Dec PEP will be held at Miller Free Enterprise Center 9750 S 300 W Sandy UT  
 Registration will not be open until mid-October. Information will be sent through the newsletter and also available near the bottom of [this webpage](#) on the Purchasing website.
- March 21, 2019
- June 6, 2019



## Special points of interest:

- State Mail & Distribution Services (SMDS) currently employs 42 employees.
- SMDS makes over 500 courier stops per day and drives over 850 cumulative miles each day.
- SMDS sorts, meters and inserts over 17 million letters per year.
- In Fiscal Year 2018, the postage savings for agencies were 1.5 million dollars.
- SMDS processes over 60,000 pieces of MailTrac each year. MailTrac is a trackable interdepartmental mail piece.

Visit our web site at:

<https://purchasing.utah.gov/general-services/state-mail/>

For more information, please call 801.323.4300 or email



## State Mail & Distribution Services

*By Andy Wright, Manager of State Mail*

State Mail & Distribution Services (SMDS) is a full service mail processing and distribution operation. Our Courier Service coverage area is from Spanish Fork to Ogden. Our goal is to assist agencies in taking advantage of postage and freight discount programs while minimizing mail finishing costs.

### Sorting Service

Our sorting service starts each day at 3 AM. We pickup mail from the United States Postal Service and sort the mail for the agencies in preparation of the couriers daily delivery schedule. This includes first class letter, flats and parcels, certified mail, Business Reply Mail and interdepartmental mail.

### Courier Service

Our couriers deliver incoming mail, interdepartmental mail, MailTrac and accountable mail to over 500 courier stops. While delivering mail, the couriers will pickup interdepartmental mail, archives boxes and outgoing mail. They will bring the mail back to SMDS to be processed or sorted for delivery for the following work day.

### Production Service

Our production service provides mail preparation for low and high volume jobs for state agencies, cities and special service districts. We utilize high production machines such as intelligent inserting machines, high speed folding machines, tabbing machines, high speed metering machines, production inkjet addressing machine and an Optical Character Reader (OCR) sorting

# Surplus Property

By Dan Martinez, Manager of Surplus Property

Surplus Property is a state agency overseeing three different programs (State, Federal and 1033) regarding personal and government personal property

### State

The Utah State Agency for Surplus Property (USASP) is responsible for the accounting and ethical disposal of state owned surplus personal property through online auctions, live auctions, sealed bids, retail sales, E-waste and recycling. State Surplus Property encompasses items such as boats, motorcycles, kitchen equipment, tools, desk, chairs, tables, snowcats, snowmobiles, bikes, dump trucks, semi trucks and vehicles.

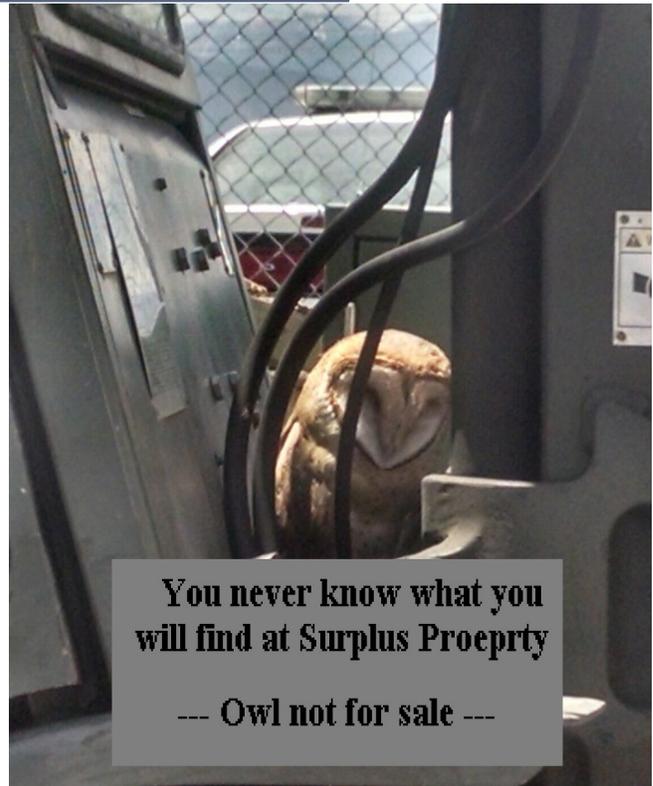
### Federal

The Federal Surplus Property Program is a Utah State governmental program that is tasked with the responsibility of locating, acquiring and distributing federal surplus personal property to what is commonly referred to as "donees" consisting of state and local governments, eligible non-profit organizations and Small Business Administration (SBA) Section 8(a).

Property is acquired from various federal agencies and military installations nationally and worldwide. Property is "screened" directly for donees based upon their wants and needs. Items normally available include office furniture, generators, vehicles, boats, power tools, food service equipment, construction materials, clothing, beds, medical equipment, paints and solvents, fire- fighting equipment, heavy equipment, etc.

### 1033

The Secretary of Defense is authorized under Section 1033 of the National Defense Authorization Act of Fiscal Year 1997 to transfer to federal and state law enforcement agencies property that is excess to the



**You never know what you will find at Surplus Property**  
--- Owl not for sale ---

Department of Defense (DOD). With necessary justification, property can be screened by local law enforcement organizations and obtained on the same level as other federal agencies. This program has the potential of providing Law Enforcement with a variety of items that can include firearms, aircraft, boats, vehicles, body armor, night vision scopes and other military hardware for your law enforcement needs. Property obtained under this program is restricted to law enforcement activities and has the same compliance standards as other property acquired under the Federal Property Assistance Program.

For more information on the state surplus property program for personal or agency use please visit our website [SURPLUS.UTAH.GOV](http://SURPLUS.UTAH.GOV)





## Meet Cat Turner

In June 2018, Cat Turner joined the State of Utah Division of Purchasing from Salt Lake City Corporation Department of Airports where she spent four years in Airport Operations and four years in Administration and Commercial Services. She graduated from Westminster College in 2009 with a double major in Aviation Management and International Business. In her spare time, she enjoys spending time with her husband and two dogs, golfing, travelling, skiing, and cooking.

Q: What is your favorite food?

Sushi!

Q: What is your favorite ski resort?

Alta.

Q: What is your dream vacation?

Travelling to [Angkor Wat](#) or a cruise of the Greek islands.

Q: Which Hogwarts House would you be in?

I took the quiz, so it's official - Ravenclaw.

Q: What were your thoughts when you sat in your first staff meeting?

Having the meeting open online to people who work in procurement for a government entity to attend is a really neat idea!

Q: What have you learned since you joined the Division of Purchasing that surprised you?

Learning about all the different state agencies and their functions which was very enlightening. I have lived in Utah almost all my life and really not had an awareness of all the agencies and what they do for the state.

## 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](mailto:teutsler@utah.gov).

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# State Cooperative Contract Update

September 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.

# New and Renewed State Cooperative Contracts since Aug 10, 2018

Contract #	General Purpose	Contract Effective Date	Contract End Date	Vendor Name	Contract Manager
MA2933	Scientific And Laboratory Equipment	8/17/2018	1/2/2020	Nikon Instruments Inc.	Cat Turner
MA2452	Towing And Wrecker Services	8/23/2018	8/22/2021	FREEDOM TOWING	Michael Glenn
MA1603	Hazardous Waste Removal And Disposal	8/29/2018	8/28/2023	Clean Harbors Environmental Services Inc.	Kraig Brinkerhoff
MA2975	OEM Replacement Parts For Construction Equipment	9/1/2018	5/31/2023	Komatsu Equipment Company	Michael Glenn
PD509	Food Service Industrial Paper Products	9/1/2018	8/31/2023	Nicholas And Company	Nikki Sanchez
MA2204	Medical Hospital And Personal Care Items MMCAP	9/4/2018	6/25/2020	Henry Schein Inc.	Nick Hughes
MA2977	Soft Drinks Syrups And Dispensers	9/5/2018	9/4/2023	Pepsi Beverages Company	Nikki Sanchez
MA2984	Promotional Items	9/10/2018	9/9/2023	007 Marketing LLC.	Thinh Doan
MA2985	Promotional Items	9/10/2018	9/9/2023	4imprint Inc.	Thinh Doan
PD2978	Antifreeze	9/10/2018	9/9/2023	Crus Oil Inc.	Kraig Brinkerhoff
MA161	Mobile Communications Components	9/11/2018	9/10/2023	TESSCO INCORPORATED	Justin Dalton
MA2964	Mobile Communications Components	9/19/2018	9/10/2023	Air Comm Corporation	Justin Dalton
MA3033	Cylinder Gases And Welding Supplies	9/21/2018	9/20/2023	Praxair Distribution Inc.	Rick Straw
PA344	Fertilizer Products And Grass Seed	9/23/2018	9/22/2023	Green Source, LLC.	Tim Hodges
PA344-1	Fertilizer Products And Grass Seed	9/23/2018	9/22/2023	Greensourcee, LLC.	Tim Hodges
MA3025	Lighting And Electrical Supplies	10/1/2018	9/30/2023	Central Electric Supply Co	Ann Schliep

# Status of Expiring Cooperative Contracts & Solicitations for New Contracts

Contract's General Purpose	Contract End Date	Contract #	Vendor Name	Contract Activity	Point of Contact
Hazardous Waste Removal And Disposal	8/28/2018	MA1604	VEOLIA ES TECHNICAL SOLUTIONS	ACTIVE SOLICITATION	Kraig Brinkerhoff
Printing Of State Of Utah Warrants	9/9/2018	AR502	Ic Group	ACTIVE SOLICITATION	Cassidee Feinauer
Antifreeze	9/9/2018	PD498	Kenworth Sales Company	CONTRACTING	Kraig Brinkerhoff
Snow Plows And Spreaders	9/22/2018	MA508	SEMI SERVICE INC	PRESOLICITATION	Chike Ogbuehi
Fertilizer Products And Grass Seed	9/22/2018	PD553	Intermountain Farmers Association	PRESOLICITATION	Tim Hodges
Soft Drinks Fountain Syrups And Dispensers	9/30/2018	PD094	Swire Coca-Cola Usa	ACTIVE SOLICITATION	Nikki Sanchez
Pharmaceutical Distribution For Correctional Facilities MMCAP	9/30/2018	PD2430	Diamond Pharmacy	CONTRACTING	Nick Hughes
Disaster Cleanup	10/3/2018	MA555	Udk Solutions Inc DbA Utah Disaster Kleenup	ACTIVE SOLICITATION	Laurel Delagerheim
Disaster Cleanup	10/3/2018	MA556	Alpine Cleaning And Restoration Specialists Inc	ACTIVE SOLICITATION	Laurel Delagerheim
Disaster Cleanup	10/3/2018	MA557	PHIPPS ENTERPRISES DBA SERVICEMASTER BY PHIPPS	ACTIVE SOLICITATION	Laurel Delagerheim
Disaster Cleanup	10/3/2018	MA562	BOUNTIFUL DISASTER CLEANUP INC. DBA SERVPRO OF BOUNTIFUL	ACTIVE SOLICITATION	Laurel Delagerheim
Disaster Cleanup	10/3/2018	MA563	Certified Disaster Services Inc	ACTIVE SOLICITATION	Laurel Delagerheim
Automatic External Defibrillators	10/4/2018	MA196	Cardiac Science Corporation	PENDING MA RENEWAL	Nick hughes
Automatic External Defibrillators	10/4/2018	MA198	Zoll Medical Corporation	PENDING MA RENEWAL	Nick hughes
Standard Traffic Signal And Luminaire Poles	10/17/2018	MA507	Valmont Industries Inc	ACTIVE SOLICITATION	Garret Johnston
Fuses And Flares	10/22/2018	PD1730	Standard Fusee Corp DbA Orion Safety Products	PRESOLICITATION	Kraig Brinkerhoff
Police Radar And Lidar	10/31/2018	MA1771	Mph Industries, Inc.	PENDING MA RENEWAL	Tim Hodges
Police Radar And Lidar	10/31/2018	MA1772	Kustom Signal Inc.	PENDING MA RENEWAL	Tim Hodges
Police Radar And Lidar	10/31/2018	MA1867	Laser Technology, Inc	PENDING MA RENEWAL	Tim Hodges
Police Radar And Lidar	10/31/2018	MA546	Applied Concepts Inc DbA Stalker Radar	PENDING MA RENEWAL	Tim Hodges
Police Radar And Lidar	10/31/2018	MA558	Decatur Electronics, Inc.	PENDING MA RENEWAL	Tim Hodges
Taser Electronic Control Devices	11/12/2018	MA1801	Proforce Law Enforcement	PRESOLICITAION	Garret Johnson

# Status of Expiring Cooperative Contracts & Solicitations for New Contracts

Contract's General Purpose	Contract End Date	Contract #	Vendor Name	Contract Activity	Point of Contact
Setina Push Bumpers	11/14/2018	PD579	Premier Vehicle Installation	PRESOLICITATION	Garret Johnston
Snow Plows And Spreaders	11/17/2018	MA584	Untied Services And Sales	EVALUATION	Chike Ogbuehi
Snow Plows And Spreaders	11/18/2018	MA581	Legacy Equipment Company	EVALUATION	Chike Ogbuehi
Radar Vehicle Sensing Devices	11/27/2018	PA684	SUMMIT TRAFFIC SOLUTIONS	PRESOLICITATION	Cherilyn Hess
Codis Buccal Swab Collection Kits (Old Kit)	11/30/2018	AR125	SIRCHIE ACQUISITION CO LLC	PRESOLICITATION	Laurel Delagerheim
Playground Parks And Recreation Equipment	12/1/2018	MA2566	Superior International Industries Inc	PENDING MA RENEWAL	Rick Straw
Playground Parks And Recreation Equipment	12/1/2018	MA2567	Allplay Systems Llc	PENDING MA RENEWAL	Rick Straw
Playground Parks And Recreation Equipment	12/1/2018	MA2568	Playworld Systems Inc	CONTRACTING	Rick Straw
Playground Parks And Recreation Equipment	12/1/2018	MA2569	RUBBERCYCLE, LLC	PENDING MA RENEWAL	Rick Straw
Playground Parks And Recreation Equipment	12/1/2018	MA2570	Play And Park Structures	PENDING MA RENEWAL	Rick Straw
Playground Parks And Recreation Equipment	12/1/2018	MA2571	Landscape Structures Inc	PENDING MA RENEWAL	Rick Straw
Breast Pumps	12/27/2018	MA036	AMEDA INC	EVALUATION	Vinessa Dudley
Child Safety Seats	12/28/2018	MA1157	Evenflo Company Inc	EVALUATION	Vinessa Dudley
Influenza Vaccine Mmcap	12/31/2018	PD2196	Fff Enterprises Inc	CONTRACTING	Nick hughes
Traffic Control Malfunction Management Unit	1/9/2019	PD597	Am Signal Inc	PRESOLICITATION	Garret Johnston
Flir Therma Detection Camera	1/9/2019	PD598	AM SIGNAL INC	PRESOLICITATION	Kraig Brinkerhoff
Blood Saliva And Hiv Testing Kits	1/14/2019	PD224	Orasure Technologies Inc	PRESOLICITATION	cat turner
Public Safety Video Systems	1/31/2019	MA2617	Axon Enterprise Inc	PENDING MA RENEWAL	Blake Porter
Public Safety Video Systems	1/31/2019	MA2630	Watchguard Inc	PENDING MA RENEWAL	Blake Porter
Public Safety Video Systems	1/31/2019	MA2657	Coban Technologies Inc	EXECUTED CONTRACT	Blake Porter
Public Safety Video Systems	1/31/2019	MA2658	Applied Concepts Inc DbA Stalker Radar	EXECUTED CONTRACT	Blake Porter
Mosquito Abatement Pesticides	1/31/2019	MA629	Adapco Inc	PRESOLICITATION	Michael Glenn
Mosquito Abatement Pesticides	1/31/2019	MA630	Clarke Mosquito Control Products Inc	PRESOLICITATION	Michael Glenn
Mosquito Abatement Pesticides	1/31/2019	MA632	Univar Usa, Inc.	PRESOLICITATION	Michael Glenn