

# Purchasing Update

October 2018



## Utah Division of Purchasing and General Services

### Digital Signatures

*By Laurel deLagerheim, State Contract Analyst*

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Are you an average worker? If so, statisticians say you use around 10,000 sheets of paper every year.

- 4 billion trees are cut down each year to make paper
- 16% of landfill solid waste is comprised of paper
- In one year, the average American citizen will consume 800 million pounds of paper

Luckily, we have the digital (or electronic) signature. This is a way for organizations to rapidly obtain authorizations or approvals, allowing them to conduct business efficiently. A digital signature is an electronic signature that can be used to authenticate the identity of the sender of a message or the signer of a document; this ensures that the original content of the message or document remains unchanged. Digital signatures are easy to use, cannot be imitated by someone else, and can automatically time-stamp documents. This ability to ensure that the original signed message arrived and was processed via a documented chain of activities helps to ensure the integrity of the process.

The Division of Purchasing has taken steps toward minimizing its carbon footprint by adopting a digital signature process, in accordance with the E-SIGN Act. The E-SIGN Act is a federal law passed in 2000. It grants legal recognition to

## Digital Signatures, continued from page 1

electronic signatures and record, if all parties to a contract choose to use electronic documents and sign them electronically.

This shift to digitization of the contract process has allowed the Division to not only minimize paper usage, decrease operating costs, and speed up document delivery, but also to streamline the signature process by emailing documents throughout multiple procurement stages. Ultimately, this delivers faster and more efficient results for our State agencies and vendors.

If you are interested in migrating from pen and ink to electronic signature, feel free to reach out to Laurel deLagerheim (801) 538-1297, [ldelagerheim@utah.gov](mailto:ldelagerheim@utah.gov)



## Small Package Delivery Service

*By Cherilyn Hess, Purchasing Agent*

Small Package Delivery Service is a multiple award contract with United Parcel Service (UPS) and Federal Express (FedEx).

FedEx and UPS both offer small package delivery services. These services include Domestic, Next Day Air, Ground, and International Shipments. Users can send small packages easily after setting up their account and may receive free package pickup from UPS or FedEx. These pick fees are 100% waived! In addition, both vendors offer free shipping supplies that can be delivered at no extra cost.

FedEx and UPS are the leaders for small package services in the country. With the State of Utah's collaboration with NASPO, the state is receiving some of the best rates in the nation. Each departments' budgets are tight, and it is important to be able to use these contracts to the state's advantage.

To view specific rate information, please see the vendors' contracts on [the State's Contract Search](#) and review the most recent service guide adopted.

Users may make an account with either or both vendors. To set up your account with UPS, email your request to [wscs@ups.com](mailto:wscs@ups.com). To set up your account with FedEx and obtain an account number, call FedEx government customer service at 800-645-9424. The FedEx National Account Number for the state of Utah is 7046.

If you are in need of freight transportation services as opposed to small packages, please see contract PD136 with UPS.

For more information about this contract, please contact Cherilyn Hess, [hess@utah.gov](mailto:hess@utah.gov), (801) 538-3709.



**“FedEx and UPS are the leaders for small package services in the country.”**



## RFP Evaluations

*By Cassidee Feinauer, State Contract Analyst*

After publically posting a Request for Proposal (RFP), it may seem that all of the hard work is over. However, the RFP and responses still have to be reviewed through the evaluation process, which occurs once the solicitation closes. Under 63G-6a-707, for evaluating proposals, a conducting procurement unit appoints an evaluation committee consisting of at least three individuals. These individuals must have a general familiarity or understating of the requirements related to the procurement item or the need of the procurement unit. Along with this, the conducting procurement unit must ensure the following: those committee members do not have a conflict of interest with any of the offerors; members can evaluate each proposal fairly; members do not communicate with any offerors; and members can participate in a fair manner.

Along with the members of the committee, an evaluation committee may also receive assistance from a technical expert who is not a member of the committee and does not participate in scoring. This expert helps the team to understand better the technical issues involved in the RFP.

Under R33-7-703, prior to evaluating, an employee from the issuing procurement unit meets with the evaluation committee to explain the evaluation and scoring process, discuss requirements and prohibitions, and provide members with a conflict of interest form. After the individual members score proposals, the committee meets again to discuss the proposals and scores.

In order to score proposals fairly, committee members must review all proposals, including any oral presentations and be present at all evaluation meetings. If a committee member fails to attend a meeting or leaves early, that committee member is removed from the committee and may not score. Other members can proceed with scoring, as long as there are at least three evaluation members.

For all of these meetings, attendance can be by electronic means, such as a conference call, webcam, or other electronic means. For more information, see Part 7 of the Procurement Code and Administrative Rule.



Photo courtesy of Emily Toycen

## Winter Issues

By Tim Hodges & Chike Ogbuehi, State Contract Analysts

Winter is coming! It's time to talk about snowflakes, snow plows, and snow removal supplies. Although the State of Utah, arguably, has the best snow on earth, the State does not have a State Cooperative Contract (SCC) for snowflakes. Thus, we will focus on other existing snow related contracts.

First of such contracts is our NASPO Snowplow Blades contracts scheduled to expire in May 2019 and currently consisting of four contracts:

*MA2331 with Kueper North America LLC*

*MA2263 with Ironhawk Industrial Distribution*

*MA2264 with Chemung Supply*

*Inc.*

*MA265 with Winter Equipment*

Second, is the State Snowplow and Spreaders contracts that was recently resolicited and as such, won't be expiring until

**“The State of Utah has numerous snow/ice melt State Cooperative Contracts to turn most any snowman into a puddle on the lawn.”**

November 2023. This portfolio currently consist of two contracts:

*MA508 with Semi Service Inc.:* Although this contract expires on September 22, 2018, a new contract with the same vendors is set to replace the expiring one and thus, would maintain the same contract number.

*MA581 and MA584 with Legacy Equipment and United Services* respectively, are set to expire in November 2018. These contracts will be terminated at the end of their expiration date.

*MA2981 with RMT Equipment:* New to the portfolio.

If the snowplows and spreaders cannot tame the snow slopes of Utah, then perhaps some snow/ice melt is just what the weatherman ordered. The State of Utah has numerous snow/ice melt State Cooperative Contracts to turn most any snowman into a puddle on the lawn. Please refer to the following contracts for all your snow/ice melt needs:

*MA303 with Streamline Supply Inc*

*MA311 with Waxie Sanitary Supply*

*MA1732 with Siteone Landscape Supply*

*MA2616 with Redmond Minerals Inc*

These Contracts are multiple award contracts not set to expire until February of 2022, and the Eligible users must refer to the Pricing Document for Primary, Secondary, and Tertiary Vendors along with the counties that are covered.

For information regarding these contracts, please reach out to Chike Ogbuehi, cogbuehi@utah.gov, 801-3151 and Tim Hodges, thodges@utah.gov, 801-538-3150.



## Meet Sheila Bird

Unsung heroes are those who move the work forward in an office without others knowing the impact of his or her work. Sheila Bird is such a person like this. She serves the Division of Purchasing in so many ways. While she answers the main phone line and works the front desk, her contributions far exceed those simple tasks. Sheila is the FINET specialist for the office as well as the author of POs, agency contracts, and state cooperative contracts in FINET. She also manages her personal email, the [purchasingsolicitations@utah.gov](mailto:purchasingsolicitations@utah.gov) email, and the [purchasingcontracts@utah.gov](mailto:purchasingcontracts@utah.gov) email. This means that the solicitation and contract work of the Division's twenty-two agents cross her desk multiple times from agencies sending the request to the Division until the PO or contract receives final signature. She is an important member of the team. We congratulate her on completing her 25th year with the State.

*Who is your hero?* My father as he always inspired me to work hard and always be true to myself.

*If you could live anywhere, where would it be?*  
Hawaii

*What motivates you to work hard?* I work hard because it feels good. I strive to do my best at everything that is sent my way; some people say I have a hard time giving things up. And I love my job!

*What is your proudest accomplishment?* My family: 40 years being a wife, mother, grandma, and great grandma.

*What is your favorite movie?* Avatar, Dirty Dancing

## 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,

# 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

Contract's General Purpose	Contract End Date	Contract #	Vendor Name	Contract Activity	Point of Contact
Printing Of State Of Utah War-	9/9/2018	AR502	Ic Group	EVALUATION	Cassidee Feinauer
Antifreeze	9/9/2018	PD498	Kenworth Sales Company	CONTRACTING	Kraig Brinkerhoff
Fertilizer Products And Grass	9/22/2018	PA344	Green Source, Llc	EXPIRED	Tim Hodges
Fertilizer Products And Grass	9/22/2018	PD553	Intermountain Farmers	PRESOLICITATION	Tim Hodges
Soft Drinks Fountain Syrups And	9/30/2018	PD094	Swire Coca-Cola Usa	SEE CONTRACT MA2976	Nikki Sanchez
Pharmaceutical Distribution For	9/30/2018	PD2430	Diamond Pharmacy	EXPIRED	Nick Hughes
Disaster Cleanup	10/3/2018	MA555	Udk Solutions Inc DbA Utah	EXPIRED	Laurel deLagerheim
Disaster Cleanup	10/3/2018	MA556	Alpine Cleaning And Resto-	CONTRACTING	Laurel deLagerheim
Disaster Cleanup	10/3/2018	MA557	PHIPPS ENTERPRISES DBA	CONTRACTING	Laurel deLagerheim
Disaster Cleanup	10/3/2018	MA562	BOUNTIFUL DISASTER	CONTRACTING	Laurel deLagerheim
Disaster Cleanup	10/3/2018	MA563	Certified Disaster Services	CONTRACTING	Laurel deLagerheim
Survey And Mapping Global Posi-	10/5/2018	MA028	Bonneville Blueprint Supply	EXPIRED	Justin Dalton
Standard Traffic Signal And Lumi-	10/17/2018	MA507	Valmont Industries Inc	EXPIRED	Garret Johnston
Fuses And Flares	10/22/2018	PD1730	Standard Fusee Corp DbA	AWARDED TO NEW VEN-	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	PENDING MA RENEWAL	Tim Hodges
Police Radar And Lidar	10/31/2018	MA558	Decatur Electronics, Inc.	PENDING MA RENEWAL	Tim Hodges

# Status of Expiring Cooperative Contracts & Solicitations for New

Contract's General Purpose	Contract End Date	Contract #	Vendor Name	Contract Activity	Point of Contact
Disaster Cleanup	11/3/2018	MA555	Udk Solutions Inc DbA Utah	CONTRACTING	Laurel deLagerheim
Taser Electronic Control Devices	11/12/2018	MA1801	PROFORCE LAW	PRESOLICITATION	Garret Johnston
Setina Push Bumpers	11/14/2018	PD579	Premier Vehicle Installation	EXPIRED	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	EVALUATION	Chike Ogbuehi
Radar Vehicle Sensing Devices	11/27/2018	PA684	SUMMIT TRAFFIC	PRESOLICITATION	Cherilyn Hess
Codis Buccal Swab Collection Kits	11/30/2018	AR125	SIRCHIE ACQUISITION CO	PRESOLICITATION	Laurel deLagerheim
Playground Parks And Recreation	12/1/2018	MA2566	Superior International	PENDING MA RENEWAL	Rick Straw
Playground Parks And Recreation	12/1/2018	MA2568	Playworld Systems Inc	CONTRACTING	Rick Straw
Playground Parks And Recreation	12/1/2018	MA2569	RUBBERCYCLE, LLC	PENDING MA RENEWAL	Rick Straw
Playground Parks And Recreation	12/1/2018	MA2570	Play And Park Structures	PENDING MA RENEWAL	Rick Straw
Playground Parks And Recreation	12/1/2018	MA2571	Landscape Structures Inc	PENDING MA RENEWAL	Rick Straw
Playground Parks And Recreation	12/1/2018	MA2567	Allplay Systems Llc	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

# New and Renewed State Cooperative Contracts since Sept. 29, 2018

Contract #	General Purpose	Contract Effective Date	Contract End Date	Vendor Name	Contract Manager
AV2733	Patient And Wheelchair Lifts	8/29/2017	1/1/2017	Arjo Century Distributing	Jeff Hammer
AV2734	Vehicle Lifts	8/29/2017	1/1/2017	B & N Mobility, DbA Paraquad Mobili-	Jeff Hammer
AV2736	Patient And Wheelchair Lifts	8/29/2017	1/1/2017	Med Shop Llc	Jeff Hammer
AV2737	Patient And Wheelchair Lifts	8/29/2017	1/1/2017	Mobility Solutions Inc.	Jeff Hammer
AV2738	Vehicle Lifts	8/29/2017	1/1/2017	Kwd Lld Family Enterprises Llc DbA	Jeff Hammer
AV2688	Veterinary Services For Brucellosis Surveillance	9/1/2017	7/31/2022	Bear River Animal Hospital Holdings	Jeff Hammer
AV2695	Veterinary Services For Brucellosis Surveillance	9/1/2017	7/31/2022	Arrowhead Veterinary Clinic	Jeff Hammer
AV2319	School Planners	10/1/2017	2/1/2017	Action Publishing Inc	Thinh Doan
AV2320	School Planners	10/1/2017	2/1/2017	Bell Photographers Inc	Thinh Doan
AV2745	Performance Audit Of Public Entities Services	10/1/2017	9/30/2022	Moss Adams Llp	Cassidee Feinauer
AV2746	Performance Audit Of Public Entities Services	10/1/2017	9/30/2022	Perlinski And Company	Cassidee Feinauer
AV2747	Performance Audit Of Public Entities Services	10/1/2017	9/30/2022	Tap International	Cassidee Feinauer
MA1720	Road Salt	10/2/2017	10/1/2022	Broken Arrow	Tim Hodges
MA1721	Road Salt	10/2/2017	10/1/2022	Compass Minerals America Inc	Tim Hodges
MA2739	Road Salt	10/2/2017	10/1/2022	Morton Salt Inc.	Tim Hodges
MA2740	Road Salt	10/2/2017	10/1/2022	Saltworx Llc	Tim Hodges
MA831	Road Salt	10/2/2017	10/1/2022	Redmond Minerals Inc	Tim Hodges
MA196	Automatic External Defibrillators	10/4/2017	10/4/2019	Cardiac Science Corporation	Nick Hughes
MA198	Automatic External Defibrillators	10/4/2017	10/4/2019	Zoll Medical Corporation	Nick Hughes
MA2748	Security Guard	10/6/2017	10/5/2022	Bedrock Protection Agency Llc	Tim Hodges
PD2749	Glass Boards	10/16/2017	10/15/2022	United Glass Boards	Laurel deLagerheim
MA291	Kawasaki Mules	10/17/2017	10/16/2022	Rmt Equipment	Chike Ogbuehi
AV2750	Administrative Law Judge Services	10/24/2017	7/31/2021	Tracy Scott Cowdell	Blake Porter
AV2751	Administrative Law Judge Services	10/24/2017	7/31/2021	Steven A Christensen	Blake Porter
AV2752	Administrative Law Judge Services	10/24/2017	7/31/2021	Lucy B Jenkins	Blake Porter
AR2276	Public Safety Communication Equipment	10/26/2017	6/30/2021	Ef Johnson Company	Blake Porter
PD2753	Government Employee Emergency Preparedness Items	10/26/2017	10/25/2022	Ready Store Llc	Nikki Sanchez
PD2754	Government Employee Emergency Preparedness Items	10/26/2017	10/25/2022	Sunset Survival And First Aid Inc	Nikki Sanchez
PD319	Personal Care Items	11/1/2017	10/31/2022	Bob Barker	Vinessa Dudley
MA185	Security Guard	11/14/2017	11/13/2022	Chapman Security And Investigations	Tim Hodges
AR2762	Voting Systems And Support	11/20/2017	11/19/2027	Election Systems & Software	Windy Aphayrath