

PURCHASING UPDATE



Utah Division of Purchasing
and General Services

INSIDE THIS ISSUE

- 2 New Commercial HVAC Contracts Continued
- 2 Just the FAQs: Purchasing Website
- 3 Sole Sources
- 4 Podcast Episode By Utah’s Own
- 4 Scholarship Recipients Certified
- 5 UCI
- 5 UCI—Breath Task Chair
- 6 Spotlight — Kevin Lucas

New Commercial HVAC Contracts

By Rick Straw, State Contract Analyst

The Commercial HVAC Contracts were recently resolicited and will go into effect February 24, 2020. You will not see them on the State Cooperative Contract search page prior to that day. Many of the vendors you are familiar with were awarded and we also have a lot of new vendors on contract. A complete list of providers and the regions they serve are located in the New HVAC Contract chart on the next page.

In the past, these contracts required State Purchasing approval. Now, that is no longer the case and you can order from the HVAC companies without any prior authorization from State Purchasing. You are not required to get quotes, however, it is highly encouraged especially for larger projects. When your project is subject to DFCM policies, please make sure you involve DFCM. Note that these contracts cannot be used for ordering materials alone, please use our other contracts for those orders.

These contracts have another feature that we haven’t had in the past- Rural Rate Charges. The additional rural rate will be added to the regular rates per person that travels when servicing rural areas. Contractors must serve rural areas in regions they are awarded. Contractors and end users will agree on whether or not the rural rate applies before work begins. However, contractors and end users will work together in good faith to decide when the rural rate charge should apply if they are not agreed on prior to the work commencing.

For any questions, please contact Rick Straw, rstraw@utah.gov.

Continued from page 1

JUST THE FAQs

Purchasing Website

By Cheryl Hess, State Contract Analyst

Purchasing's website (purchasing.utah.gov) has so much more than just Statewide Cooperative Contracts! It is filled with resources to help agencies with procurement.

Q: Where can I find training or information about types of procurements, how to build a scope of work or view Brown Bag trainings that I missed?

A: On the *For Agencies* tab, under *Agency Training*, Purchasing has many resources to gain a better understanding of processes, procurement 101 and more. This is a good resource to brush up on different procurement processes!

Q: Where can I find templates, updated terms and conditions and amendment forms for contracts?

A: On the *Purchasing Forms* tab there are resources such as Solicitation Forms, Contracts, Amendments, Terms T's & C's, and more! This site has all the up to date forms from the Division of Purchasing. We suggest downloading the most recent version of the document from our website each time you need one of these forms because they are updated regularly.

Q: Is there a place where I can point vendors to for open bids or look at solicitations that have already been closed?

A: On the tab *For Vendors*, under *Current Bids*, vendors and agencies can search open and awarded solicitations. Point vendors here if they want to do business with the State of Utah. This site also provides agencies with a tool to research! If you search the solicitations by *All* you can view past procurements, see scope of works, evaluation criteria and mandatory minimums. If you don't know where to start on building a solicitation this can give you valuable insight how to set up your solicitation.



VENDOR	REGIONS SERVED	CONTRACT #
American Chiller	1, 2, 3, 4, 5	MA3361
American Mechanical	1, 2, 3, 4, 5	MA2606
Atkinson Electronics	1, 2, 3, 4, 5	MA3362
Carrier Corporation	1, 2, 3, 4, 5	MA3363
Combustion and Control	1, 2, 3, 4, 5	MA3364
Comfort Systems	1, 2, 3, 4, 5	MA2608
Control Solutions	1, 2, 3, 4, 5	MA3365
Fix and Finish	1, 2	MA3366
Holbrook Servco	1, 2, 3, 4, 5	MA3368
Holbrook Service	1, 2, 3, 4, 5	MA3369
Honeywell	1, 2, 3, 4, 5	MA3367
Mechanical Service and Systems	1	MA2610
Mountain Valley Mechanical	1	MA2607
Utah Yamas Controls	1, 2, 3, 4, 5	MA3370
Utah Engineering	1, 2	MA3371
Harris	1, 2, 3, 4, 5	MA3372

Sole Sources

By Garret Johnston, State Contract Analyst

When dealing with a sole source request, how many of us at one time or another have had a version of the following scene flash in the mind?

Alcatraz Cop: From what I've been observing about you, you seem to me a little bit too lenient. They take advantage of that, you know.

Playground Cop: I know that. I'm not cut out to be a cop.

Alcatraz Cop: Yes, but that's the job that you applied for. Now you got to make up your mind one way or the other, or you'll never get anywhere. It's your duty. You're sworn in. You can't compromise with things like this. Law and order's got to be kept.

Playground Cop (thought bubble): All I want to do is sneak out into the night and disappear somewhere.... (Adapted from *On the Road*, by Jack Kerouac, pg. 67)

But then, of course, the I-Can-Help-You Cop kicks in and we look for a legal way to meet the need. Not that it's always easy, but legitimate sole source purchases consist of a call to the vendor, a few Google searches, possibly a 7-day public posting (63G-6a-802.3.a), a justification statement for the purchasing file and mission complete.

Your research finds it not a sole source? Chances are that the item has been solicited before in Utah or another state and that NIGP resources from contributing states can help you get it published. For public entities that are not state executive branch entities, the DAS Purchasing Courtesy Posting Service can also be of assistance at <https://purchasing.utah.gov/for-agencies/courtesy-posting-services/>.

Agencies may feel panicked over transitional-cost or emergency justified sole source request because shortage of time is often present. The things to remember about these two requests are:

Transitional costs justification (63G-6a-802.1.b.ii) are more burdensome than an RFP. Both will generally take about four weeks to do, but legal questions as to if the purchasing code was met and the legitimacy of the numbers in the cost justification (were costs documented either from a vendor quote or from responses to another state's solicitation, etc.) will often come up and slow down the purchase. An RFP process on the other hand will demonstrate transitional costs and reveal if the incumbent has additional cost to update, say for example a server or platform. And an RFP will eliminate risk that you may not be getting the best product. Save time by going with the RFP from the start.

Emergency procurements (63G-6a-803, R33-8-401, and "[Emergency Purchase Process for Executive Branch State Agencies](#)") will involve circumstances that may create harm or risk to health, welfare, safety, or property. The recommended advice here is to be an asset for the requestor, who is probably under stress and could use a good buyer. In general principle, you will want to let the requestor know that you assist with the purchase by obtaining for them 1.) the required confirmation from the requestor's Executive Director that they are a designee-at-the-scene who can make a determination if it is an emergency, and 2.) as much competition as practicable, making sure the contracted vendor is qualified via an IFB or informal quote. Communicate to them that after the emergency has been abated, that the Executive Director, or designee, will need to prepare and submit a written document (63G-6a-803.2.b) explaining the emergency condition that necessitated the emergency procurement. You will want to follow up with an email after the emergency while the incident is fresh on their minds, reminding them to submit a written justification for the emergency purchase.

For any questions, contact Garret Johnston, gkjohnston@utah.gov.

Podcast Episode by Utah's Own

By Tara Eutsler, Contract Analyst

Procurement Professional Brooke Smith serves as the Murray City's City Recorder but now her voice has spread much further. Brooke recently completed her Master of Interdisciplinary Studies at Southern Utah University during which she completed a major capstone project regarding The Status of Women in Leadership for Utah Cities and Towns in coordination with the Utah Women & Leadership Project. The research project and publication gained the attention of Procured, the host of the podcast, "Decisions That Matter: A Public Procurement Podcast." Brooke was invited to share her research on their first podcast of 2021. The title of that message is ["How Women Can Advance in Government and Conquer Imposter Syndrome."](#)

Congratulations to Brooke for being an outstanding procurement professional and for all your hard work completing the research for your capstone. We appreciate your sharing your research with us and representing Utah well.



PODCAST: How Women Can Advance in Government and Conquer Imposter Syndrome w/ Brooke Smith

On this episode Brooke Smith, City Recorder at Murray City, discusses her recent research on The Status of Women Leaders in Government and how women can overcome imposter syndrome and advance their careers through education and mentorship. [Listen to the episode.](#)

Scholarship Recipients Certified

By Tara Eutsler, Contract Analyst

Using the Procurement Education Partnership CPPB/CPPO Scholarship offered by the Utah Division of Purchasing, Gayle Christensen and Cori Dawn Oleson studied and took the October 2020 UPPCC Certification exam and passed. Each can now proudly add Certified Professional Public Buyer (CPPB) to their titles. We applaud their efforts and success. Great job, ladies.

Anyone interested in applying for a CPPB/CPPO scholarship to take the exam should review the "Procurement Education partnership CPPB/CPPO Scholarship Application" [here](#). Scholarships to for recertification are also available.

For more information concerning the CPPB/CPPO exams, please visit UPPCC.org.



Gayle Christensen
Senior Buyer
Canyon School District



Cori Dawn Oleson
Buyer
Davis School District

Spring Exams: May 3-15, 2021

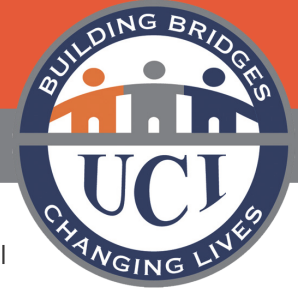
Exam App Window Opens	Apply By	Apply w/Late Fee By	Schedule Exam By*
Nov 1	Feb 16	Mar 1	Apr 5

Fall Exams: Oct 18-30, 2021

Exam App Window Opens	Apply By	Apply w/Late Fee By	Schedule Exam By*
May 1	Jul 12	Jul 26	Sep 20

UTAH CORRECTIONAL INDUSTRIES

YES! WE CAN HELP WITH THAT...



SEATING & UPHOLSTERY

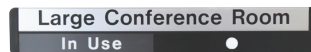
Whether you are looking for task chairs, lounge seating, sofas, love seats, or benches - UCI has your solution. Our objective is to help you enhance your office environment. Seating produced by UCI is stylish, modern, comfortable, and reasonably priced. They're constructed with high-quality components, woods, and fabrics and are designed to withstand heavy use.



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UCI produced signs are available in aluminum, wood, or recycled plastic with sign surfaces also available in a variety of materials. From standard road signs to custom vehicle decals, the UCI Sign Shop is the answer to all of your signage needs. Options include:

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MISSION

Utah Correctional Industries is dedicated to public safety through innovative career building, community partnerships, and quality production to develop successful people.

OUR BUSINESS OPERATIONS

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SEWING | FURNITURE | SEATING/UPHOLSTERY
CONSTRUCTION | DOCUMENT SCANNING
SIGNAGE

View the State Use Law (63G-6a-804)

QUESTIONS? CONTACT US AT 801-576-7700

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Spotlight Article



Kevin Lucas

Kevin joins State Purchasing by way of the State Travel Office, also a Division of DAS as we closed out 2020. He begins his new career in purchasing after 23 years in the travel industry, the past 13 years he has been the assistant manager for State Travel. Born and raised in the San Francisco Bay Area and Southern Oregon before some work

opportunities overseas and ultimately a job with Delta Airlines in Utah. Kevin is a seasoned traveler with in excess of a million miles flown and 35+ countries under his belt. An adrenaline junky at times...multiple dives with white sharks in South Africa, Aussie rappelling, white water rafting big water in New Zealand and Zambia among some of his thrills.

In his spare time he enjoys being with his son and daughter. He enjoys cooking, skiing, paddle boarding, and of course traveling- to name a few. Kevin's daughter is his sous chef at home, as they create various dishes in the kitchen. As his daughter would say, the presentation is key! (We watch a lot of cooking competitions).

Q and A

Q: *What is always a waste of money?*

A: Bad food.

Q: *Will we ever actually live like the Jetsons?*

A: Absolutely! Hey, the hyperloop (bank tube) transport is a start!

Q: *If you were going to be executed, what would your last meal be?*

A: Without a doubt, Filet Oscar with fingerling potatoes and a corner piece of brownie with vanilla ice cream.



TOPIC: Cost Evaluation Methodologies

SUMMARY: Tips and tutorials on how to get the most out of Sciquest/Jaggaer

PRESENTER: Justin Dalton

DATE: 2/18/2021 | **TIME:** 12—1 PM



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 send an email to Tara Eutsler, teutsler@utah.gov.

Utah Division of Purchasing & General Services
4315 S. 2700 W. FL. 3
Taylorsville, Utah 84129
801-957-7160
Purchasing.utah.gov
Hours: 8:00 am—5:00 pm M-F

