

Contracts

- Contracts and Procurement re-numbered the county contracts/master agreements that refer to state contracts. The old numbers are still in the PeopleSoft system, but are now expired and will not link to reqs or PO's. Attached is an excel crosswalk of the old county number and the new state contract number for your reference.

Remember to search for contracts in PeopleSoft by using the supplier name. If the contract number isn't familiar, it's probably because we changed it to the corresponding state contract number. For any purchase from a county master agreement based on a state contract, please review the state contract by looking up the contract on the [state's website](#). For multiple award contracts, there may be requirements of the contract to get quotes from the other multiple award contracts before making a purchase. It is the agency's responsibility to maintain a file of required quotes or other purchasing justifications for purchases made from multiple award contracts.

In general, it's best to purchase from an existing contract even if you may find a similar product elsewhere because the contracting agency has usually negotiated favorable terms and conditions, warranties, volume discounts, and pricing guarantees. For more information about the benefit of purchasing from state contracts, please take a look at the attached PowerPoint developed by the state.

Old Contract #	New Contract #	Supplier	Description
CW09561S	PD708	MORE PREPARED	72-hour emergency kits
CW09402S	MA2083	AIRE FILTER PRODUCTS, UTAH LLC	Air Fliters/Media Filters
CW05213S	MA1625	WHEELER MACHINERY COMPANY	Already completed by Brian
CW08604S	PD137	SALT LAKE WHOLESALE SPORTS	Ammo and releated item
CW09572S	UCI328	UTAH CORRECTIONAL INDUSTRIES	Apparel Items - Embroidery & Silk Screening
CW09387S	MA372	VALLEY GLASS CORP	Architectural Window Glass. MA372
CW10307S	PD1800	AM SIGNAL INC	Astro-Brac Traffic Signal Brackets
CW05202S	MA829	FRED A MORETON & CO	Auto and Homeowners Insurance
CW05203S	MA1809	Liberty Mutual	Auto and Homeowners Insurance
CZ11638S	MA1225	UNIQUE AUTOMOTIVE & DESIGN.DBA	Auto body repairs
CW04418S	MA354	WAXIE SANITARY SUPPLY	Bags, Janitorial supplies/Ecolab prod. equipment etc.
CW10625S	PA1689-1	EWING IRRIGATION PRODUCTS INC	Best Brand Fertilizer/herbicides
CW10624S	PA1689-2	STEVE REGAN COMPANY	Best Brand Fertilizer/herbicides
CZ09393S	MA828	DIALIGHT CORPORATION	Blanket LED Signal and Ped modules.
CZ09394S	MA825	GADES SALES CO INC	Blanket LED Signal and Ped

			modules.
CZ12647S	MA1531	SKAGGS PUBLIC SAFETY UNIFORMS AND EQUIPMENT	Body Armor
CW12403S	MA294-1	DS WATERS OF AMERICA	Bottled Spring Water & Dispensing Equipment
CW09569S	PD1637	CANON BUSINESS SOLUTIONS	Canon B&W Copier Maint & Consumables ONLY
CW12387S	PD1637	OCE NORTH AMERICA	Canon B&W Copier Maint & Consumables ONLY
CZ09590S	State did not renew	CANON BUSINESS SOLUTIONS	Canon B&W Copiers
CZ13310S	State did not renew	CANON SOLUTIONS AMERICA BPC	Canon black and white Copiers
CZ13306S	State did not renew	CANON SOLUTIONS AMERICA, INC.	Canon black and white Copiers
CZ13319S	AR457-1	CANON SOLUTIONS AMERICA BPC	Canon Copiers
CZ13320S	AR457	CANON SOLUTIONS AMERICA, INC.	Canon Copiers
CZ13305S	PD1637-1	CANON SOLUTIONS AMERICA, INC.	Canon/Oce discontinued copier
CZ13308S	PD1637	CANON SOLUTIONS AMERICA BPC	Canon/Oce discontinued copiers
CZ10507S	MA2097	WALL 2 WALL	Carpet & Tile
CZ12396S	MA189	TESSCO INC	Cellular accessories.
CZ12394S	MA153	SPRINT	Cellular Services and Equip.
CZ12393S	MA152	VERIZON WIRELESS	Cellular Services and Equip.
CZ12382S	MA110	INTEGRA TELECOM OF UTAH	COMMUNICATIONS SERVICE
CZ12365S	MA108	CENTURYLINK	COMMUNICATIONS SERVICE
CZ12373S	MA256	VLCM	Computers and related equipment
CZ12376S	MA258	EN POINTE TECHNOLOGIES	Computers and related equipment
CZ12375S	MA259	GOVCONNECTION, INC.	Computers and related equipment
CZ12374S	MA257	SHI INTERNATIONAL CORPORATION	Computers and related equipment
CZ11362S	MA904	TURF EQUIPMENT & IRRIGATION IN	CW blanket -Golf Irrigation Sprinkler Supplies
CW05200S	MA1137	DELL MARKETING LP	Dell Computers and Related Hardware
CW08614S	MA1703	SMITH POWER PRODUCTS INC	Detroit Diesel & Allison Transmission Parts & Service
CW09553S	AR1910	PREMIER ELECTION SOLUTIONS	Dielbold Election Equipment
CW09401S	PA376	COLUMBUS COMMUNITY CENTER	Document Shredding
CW13402S	MA425	CENVEO	Envelopes - Plain and Printed
CW08500S	PD341 (Expired)	LEFAVOR ENVELOPE & PRINTING CO	Envelopes - Plain and Printed
CW07211S	MA201	LYNDON JONES CONSTRUCTION	Equipment Rental with Operator
CW09620S	MA2029	METECH INC.	E-waste recycling for Surplus Warehouse
CZ11515S	MA454	FEDERAL EXPRESS CORP	Express Small Package Delivery

CZ11516S	MA065	UNITED PARCEL SERVICE	Express Small Package Delivery
CZ11503S	MA1269	PENTSKIFF INTERPRETING SERVICE	Face to Face Interpreting & Written Translation Serv
CZ11504S	MA1841	COMMGAP	Face to Face Interpreting Services
CW13656S	PA344	GREEN SOURCE LLC	Fertilizer & Grass Seeds
CW13404S	PD399	UNISOURCE	Fine Printing Related Paper
CZ11343S	MA1950	STATE FIRE SALES & SERVICE	Fire Extinguishers
CZ11344S	MA1952	UTAH FIRE EQUIPMENT CO INC	Fire Extinguishers
CZ11342S	MA1636	CINTAS FIRST AID AND SAFETY	First Aid Supplies
CZ11340S	MA119	WASATCH FIRST AID	First Aid Supplies
CW07421S	MA1868	UNIFIRST CORPORATION	Floor Mats & Linen Services
CW04415S	PD509	NICHOLAS & CO INC	Food Service Paper Products
CW13315S	UDOT12 9045	ROWSER CONSTRUCTION LLC	Furnish, install replace guardrails/crash cushions
CW11303S	PD2072	PRECISION POWER INC	Generator Preventative Maintenance PD2072
CZ13312S	MA1275	RMT EQUIPMENT	Golf Irrigation Sprinkler Supplies
CZ12648S	MA208	PURCELL TIRE COMPANY	Goodyear Tires
CZ11201S	MA2046	GRACE GLOBAL CORPORATION	Grace Global Computers and Related Hardware
CW08405S	MA1603	CLEAN HARBORS DISPOSAL SERVICES, INC	Hazardous Material Services
CW04214S	MA1619	CATE RENTAL CO INC	Heavy Equipment Rental WITHOUT Operator
CW10200S	MA1623	HONNEN EQUIPMENT	Heavy Equipment Rental WITHOUT Operator
CZ11636S	MA928	WILBUR-ELLIS COMPANY	Herbicides and Related Products
CZ12653S	MA146-1	DESKS INC. OF UTAH	Hon Furniture
CZ12654S	MA146	HON	Hon Furniture
CW12402S	PD284	CLEAN HARBORS DISPOSAL SERVICES, INC	Household Hazardous Waste Removal and Disposal
CW13405S	AR352	SIEMENS INDUSTRY, INC	HVAC Repair/Service/Upgrade
CW05209S	MA1917	LENOVO	IBM computers and laptops-WSCA
CW11202S	AR801	SIRIUS COMPUTER SOLUTIONS	IBM Software and Maintenance
CZ11322S	MA042	GRAINGER INC	Industrial Equip. & Supplies
CZ11324S	MA043	FASTENAL COMPANY	Industrial Equipment
CZ11323S	MA1949	INDUSTRIAL SUPPLY COMPANY INC	Industrial Equipment
CZ10502S	MA2084	LINGUISTICA INTERNATIONAL	Interpreting & Written Translation Services
CZ11354S	MA987	MOUNTAIN STATES SUPPLY INC	Irrigation Equip. & Sprinkler Suppy
CZ11356S	MA1274	SPRINKLER SUPPLY	Irrigation Equip. & Sprinkler Suppy
CZ11355S	MA2079	SPRINKLER WORLD	Irrigation Equip. & Sprinkler Suppy
CZ09596S	AR182-1	KONICA MINOLTA BUSINESS SOLUTION USA INC.	Konica Minolta B&W Color Copiers
CZ12300S	AR182	PACIFIC OFFICE AUTOMATION, INC	Konica Minolta Copiers/Maint/Supplies

CZ09594S	AR2054	DIGITAL DOCUMENT SOLUTIONS	Kyocera B&W Copiers
CZ11321S	MA049	CODALE ELECTRIC SUPPLY INC	Lamps, TVSS Equipment.
CW11630S	MA1875	MOUNTAIN WEST TRUCK CENTER	Large Truck repairs & parts
CZ10511S	MA784	TROXELL COMMUNICATIONS INC	LCS & DLP Projectors
CZ10512S	MA795	TV SPECIALISTS	LCS & DLP Projectors
CW07542S	PD762	MITY-LITE INC	Lightweight tables (rectangular-round-oval)
CW04420S	MA1247	G & K SERVICES INC	Linen, uniforms and floor mat services
CW08559S	PD136	UPS FREIGHT	LTL Freight Transportation Services
CZ11641S	PD067	GADES SALES CO INC	Magnetometer Detection System
CZ12389S	MA477	CARDINAL HEALTH CO	Medical, Hospital & Personal Care Item
CZ13302S	MA310	MCKESSON MEDICAL-SURGICAL	Medical, Hospital & Personal Care Item
CZ12383S	MA264	MEDLINE INDUSTRIES INC	Medical, Hospital & Personal Care Item
CZ11328S	MA2013-1	PHYSICIAN SALES & SERVICE	Medical, Hospital & Personal Care Item
CZ13303S	MA2013	WORLD MEDICAL GVT. SOLUTIONS, LLC	Medical, Hospital & Personal Care Items
CW11505S	PD074	UNIFORMS MANUFACTURING, INC.	Men's White Tube Socks
CW09203S	PD1896	JPMORGAN CHASE BANK, NA	Merchant Credit Card Acceptance and EFT Services
CZ11318S	MA158	TALLEY COMMUNICATIONS	Mobile Communications Components
CZ11320S	MA161	TESSCO INC	Mobile Communications Components
CZ09598S	AR2052	FOWLER BUSINESS SYSTEMS, INC.	Muratec & NEC B&W Copiers
CW09392S	AR798 (Expired)	MUZAK LLC	Music on hold service AR798
CW04213S	PA655	UTAH STATE DEPT/ADMN SERVICES	Novell software
CZ12378S	State did not renew	OCE NORTH AMERICA	OCE B&W Copiers
CZ11517S	MA144-1	ALLSTEEL, INC.	Office Furniture
CZ11506S	MA1453-1	HENRIKSEN BUTLER DESIGN GROUP INC	Office Furniture
CZ11518S	MA1560	KI	Office Furniture
CZ11509S	MA144	MBI INC.	Office Furniture
CW06132S	UCI022	UTAH CORRECTIONAL INDUSTRIES	Office Furniture
CZ10102S	MA1596	STAPLES INC & SUBSIDIARIES	Office Supplies from State Contract (WSCA) # MA 1596
CZ10103S	MA2077	METRO OFFICE SOLUTIONS, INC.	Office Supplies from State Contract (WSCA) # MA 2077
CZ10101S	MA142	OFFICE DEPOT	Office Supplies from State Contract (WSCA) # MA142
CZ10104S	MA1595	OFFICE MAX INCORPORATED	Office Supplies from State Contract (WSCA) # MA1595
CW09619S	PD427	THOMAS PETROLEUM	Oil and Grease

CW12201S	MA2123-1	A THOMSON REUTERS BUSINESS	Online Legal Research Service
CW04319S	MA1168	PORTER PAINTS	Paint and Supplies
CW08607S	MA330	H & K TRUCK EQUIPMENT	Parts & Repairs of Knaphide Service Equipment
CW08608S	MA340	SEMI SERVICE INC	Parts & Repairs of Service Bodies
CZ12372S	MA1552	FLINT TRADING INC	Pavement Marking Material
CW11345S	MMS11087	MERCK SHARP & DOHME CORP	Pharmaceuticals, MM11087
CW11325S	MMS11049	CRUCCELL VACCINES, INC.	Pharmacy & Vaccines MMS11049
CW11324S	MMS11068	GLAXO SMITH KLINE FINANCIAL INC	Pharmacy & Vaccines MMS11068
CW11326S	MMS11127	SANOFI PASTEUR, INC.	Pharmacy & Vaccines MMS11127
CW08384S	PD381	VALMONT COATINGS/INTERMOUNTAIN GALVANIZING	Powder coating of galvanized signal equip.
CW13313S	PD2103	MOUNTAIN WEST PRECAST, LLC	Precast Concrete Barriers
CW12200S	PA1671	FRED A MORETON & CO	Prepaid Legal Services for Employees
CW05014S	UCI380	UTAH CORRECTIONAL INDUSTRIES	Printing Services
CW12651S	PD1411	AMERIGAS	Propane and propane tank rental/maintenance
CW12380S	AR1884	MOTOROLA SOLUTIONS, INC	Radios and Supplies
CW08404S	MA1658	3M COMPANY	Reflective sign sheeting
CW09622S	MA985	ENTERPRISE RENT A CAR	RENTAL CAR SERVICE
CW12202S	PD146	LEGACY EQUIPMENT COMPANY	Rental for Elgin Street Sweepers
CW09618S	MA316	SAFELITE FULFILLMENT, INC.	Replacement Glass
CZ09550S	AR918-2	AUTOMATED BUSINESS PRODUCTS	Ricoh Prod Color & Wide Format Copiers
CZ12379S	AR918-1	PRINTELLIGENT, INC.	Ricoh Prod Color & Wide Format Copiers
CZ12381S	AR918	RICOH USA, INC.	Ricoh Prod Color & Wide Format Copiers
CZ12398S	MA831	REDMOND MINERALS INC.	Road salt
CW10311S	PD832	STEP SAVER INC	Salt Bagged and Bulk
CZ11407S	MA059	COMADE	Sandbags
CZ11406S	MA058	FULTON PACIFIC	Sandbags
CW10626S	MA185	CHAPMAN SECURITY &	Security Gaurds
CZ11640S	MA186	CONFIDENTIAL BACKGROUND	Security Gaurds
CZ09591S	AR2055	LES OLSON CO	Sharp B&W Copiers
CW09568S	PD1643	LES OLSON CO	Sharp B&W Maint & Consumables ONLY
CW12401S	PD092	TABB TEXTILES CO INC	Sheets, pillowcases and blankets
CW06124S	MA1943	SPACESAVER INTERMTN LLC	Shelving & filing Sys, Mobile & Statnry
CW12701S	PD830	FRED A MORETON & CO	Short Term Disability Insurance for County Employees

CZ11514S	MA884	KAJIKI INTERPRETING SERVICES	Sign Language Interpretation Services
CZ11513S	MA880	AMERICAN SIGN LANGUAGE COMMUNICATIONS	Sign Language Interpretation Services
CZ11512S	MA1070	INTERWEST INTERPRETING INC	Sign Language Interpretation Services
CW12399S	PD2048	WESCO DISTRIBUTION, INC.	Signal Wire
CW09560S	PD621	BOB BARKER CO	Slip-On Orange Canvas Deck Shoes for Metro Jail Inmat
CW05013S	PD1920	GRAYBAR ELECTRIC CO INC	Small Batteries, AAA, AA, C, D, 9V, NiMH, etc
CZ12391S	MA1732	JOHN DEERE LANDSCAPES	Snow and Ice Melt
CZ11341S	MA982	STREAMLINE SUPPLY INC	Snow and Ice Melt
CZ12392S	MA303	STREAMLINE SUPPLY INC	Snow and Ice Melt
CW11643S	MA508	Semi Service Inc	Snow Plows and Spreaders
CZ11203S	MA095	EN POINTE TECHNOLOGIES	Software Value Added Reseller
CZ11204S	MA096	SHI INTERNATIONAL CORPORATION	Software Value Added Reseller
CW11409S	PD1212	STATE OF UTAH - DAS CENTRAL SE	State Mail Services
CW04302S	PD489	RELIANCE STEEL & ALUMINUM	Steel Products
CZ11507S	MA147	MIDWEST OFFICE SUPPLY	Steelcase Furniture
CW13655S	PD086	TELCOMM GOVERNMENT SALES	Steelcase Furniture
CW10501S	PD2073	INTERMOUNTAIN DRUG TESTING LLC	Substance Abuse Testing Services
CZ09588S	MA978	CTS LANGUAGELINK	Telephone Based Interpreter Services
CZ09587S	MA981	PACIFIC INTERPRETERS, INC.	Telephone Based Interpreter Services
CZ09586S	MA977	LANGUAGE LINE SERVICES	Telephone Based Interpreting Ser
CW04006S	MA1090	ELWOOD STAFFING (FORMERLY SOS STAFFING)	Temporary Employment Services
CW04009S	MA1822	STRATEGIC STAFFING INC / BBSI	Temporary Employment Services
CZ09584S	MA2041	22ND CENTURY TECHNOLOGIES, INC.	Temporary Employment Services
CZ09583S	MA2043	MANPOWER INTERNATIONAL INC	Temporary Employment Services
CZ09582S	MA2042	US TECH SOLUTIONS INC	Temporary Employment Services
CZ09595S	AR2058	PACIFIC OFFICE AUTOMATION, INC	Toshiba B&W Copiers
CW08616S	MA893	D & J TOWING SERVICE	Towing
CZ11360S	MA1859	ADVANCED TRAFFIC PRODUCTS INC	Traffic Signal Pre-emption Control Sys.
CZ11329S	MA2085	SUMMIT TRAFFIC SOLUTIONS	Traffic Signal Priority Pre-emption Control
CZ13316S	MA505	UNION METAL CORPORATION	Traffic/Light/Camera Poles
CZ13317S	MA507	VALMONT INDUSTRIES, INC.	Traffic/Light/Camera Poles
CW11501S	MA1453-1	NEW HORIZONS COMPUTER	Training Services -Desktop Applications
CZ12301S	MA722	ECONOLITE CONTROL PRODUCTS, INC.	TS-2 Traffic Control systems and Components
CZ11348S	MA723	GADES SALES CO INC	TS-2 Traffic Control systems and

			Components
CW12371S	PD2009	PFCOMAC INC.	TWO-WAY RADIO BATTERIES
CW13314S	UCI1882	UTAH CORRECTIONAL INDUSTRIES	UCI Roofing and Asbestos Services
CZ12650S	PD1333	MANSFIELD OIL CO OF	Unleaded & Diesel Fuel
CZ12649S	PD234	THOMAS PETROLEUM	Unleaded & Diesel Fuel
CW04325S	PD611	AMERISOURCE BERGEN CORP	Vaccine/Liquid Nutrition
CW11351S	MMS11098	NOVARTIS VACCINES & DIAGN., INC	Vaccines, MMS11098
CZ11364S	MA1861	GADES SALES CO INC	Vehicle Traffic Signals
CW12370S	AR1910	DOMINION VOTING SYSTEMS, INC.	Voting equip,training, Maintenance
CW12404S	MA299	ALPINE WATER SYSTEMS, INC.	Water Filtration Systems for water usage
CW04337S	MA1726	WATER & ENERGY SYSTEMS TECH	Water Treatment/Services
CZ12386S	MA287	AIR LIQUIDE AMERICA	Welding Gases/Supplies
CZ12385S	MA1728	AIRGAS INTERMOUNTAIN INC	Welding Gases/Supplies
CZ13311S	AR924	KIP AMERICA, INC.	Wide Format Copiers
CW11411S	UCI328	UTAH CORRECTIONAL INDUSTRIES	Work Apparel for Multiple Salt Lake County Departments
CW13403S	PD403	UNISOURCE	Xerographic Paper (cut sheet)
CZ12388S	AR921	XEROX CORPORATION	Xerox B&W Copiers
CZ10500S	PD1645	XEROX CORPORATION	Xerox B&W Maint & Consumables ONLY
CZ12384S	AR921	XEROX CORPORATION	Xerox Copier Maint/Consumables

- CW vs CZ** – CW and CZ *both* indicate the contract is countywide, however, CZ contracts are multiple award contracts (multiple suppliers with contracts to provide similar services) where CW contracts are awarded to one single supplier. Most of these have been converted to the state contract number.
- Estimated Amount Contracts** – Contracts that are entered into with an “Estimated Amount of...” will not show a “Maximum Amount” on the contract screen because the contract didn’t dictate a not-to-exceed amount. All Estimated Amount Contracts will show “0.00” for the Maximum Amount, but will still show the total amount released on the contract.
- Revenue Contracts Process:** When Revenue/Grant Contracts are received by an Agency, the Agency will get the contract document approved as to form and send to Contracts & Procurement (please provide a note with the customer ID # and who to send the contract back to). C&P will process the contract as a “shell” Contract, obtain Mayor/Designee signature, scan it into SIRE, and return the document back to the Agency. At that point, the Agency may change the shell to fit their needs: they may activate, set up billing invoices to the Customer, etc. (as per each Agency’s own internal policy).

- **Purchasing Off Of State Contracts:** Once you have found a State Contract that you wish to make a purchase from, look in PeopleSoft to see if the County already has a Master Agreement based on the State Contract in place (they now are the same numbers as the State Contracts they reference). You can check for contracts by going to *Main Menu/Supplier Contracts/Create Contracts and Documents/Contract Entry* and search by either the contract # which is the "Contract ID" or "Supplier Name" (note: if you search by Supplier, use the magnifying glass to ensure that your entry matches exactly what's in the System). If we have the contract in place already, go ahead and enter your requisition and link to the contract like any other contract purchase. If we **do not** already have a Master Agreement in place, please contact our office, and one of the Buyers will be able to help you with your options for the purchase.
- **P-Cards for Small Cost Supplier Contract Payments:** Mayor's Finance should only be sent invoices for payments on "not to exceed amount" contracts or for payments over the \$5,000 small cost/capitalization limit. Unless your small cost purchase (under \$5,000) from a contract is on a "not-to-exceed amount" contract, save yourself, Accounts Payable, and the vendor the trouble of paying small cost invoices by using your p-card. All our county Master Agreements based on state contracts are set up as unlimited contracts and invoices can be paid using a p-card if the invoice amount is under \$5,000. So next time you need to pay a \$200 invoice to Office Depot, save time and money by using your p-card.
- **Enter and Dispatch PO's *Before* Contracts Expire:** As many of you know the old system had a "grace period" for making contract payments in the system after the contract expired. PeopleSoft does not allow for such a "grace period." Make sure that your POs are entered **and** "Dispatched" **before** the contract expires, otherwise payment will have to be made through the Claims Procedure according to Ordinance 3.29. It seems inherent in its name, but because of poor habits developed over the years in our old system, it's worth reminding that the Purchase Order is an ordering document and should be executed and sent to the supplier to order goods or services from a contract. For contracts with numerous orders, a "Blanket" amount only PO can be entered, so multiple invoices can be run against it. Contracts and Requisitions in PeopleSoft do not encumber funds, only PO's do. A PO is required in PeopleSoft to allow for payment on a contract and the PO should be entered before receiving goods and always before receiving an invoice. Again, it wouldn't matter if your requisition & PO were in the system and your invoice is dated prior to the expiration of the contract, if your PO is not Dispatched prior to the contract expiring, you will not be able to make payment using PeopleSoft.