



PURCHASING NEWS

February 2013

UPCOMING CUSTOMER MEETINGS

Jason Yocom, the Contracts & Procurement Division Director, and the Purchasing staff would like to meet with your agency to get your feedback. We will be reaching out to our frequent customers to set up visits with agency directors and their purchasing staff to find out how we are serving you.



If you would like to schedule a meeting, please feel free to call (385-468-0304) or email [Jason Yocom](mailto:Jason.Yocom) directly to set up an appointment.

CVR COMPUTER SUPPLIES CONTRACT NEW & REFURBISHED TONER CARTRIDGES

Recently, Salt Lake County awarded a contract for toner cartridges to CVR Computer Supplies (CW12039C). Their prices are comparable and can be much lower than other vendors. They are located out of state but have a rapid response time.



CVR will offer a \$1.00 credit for each empty toner cartridge. They can be returned when you have accumulated ten (10) empty cartridges. Please contact Andrea Yuhas at AYcvr@yahoo.com or 856-857-0355 to arrange for a return. If you have any questions about this contract, please contact [Carleen Durantos](mailto:Carleen.Durantos).

PROCUREMENT CARD TRAINING WEDNESDAY, FEBRUARY 20 - 11:00 AM



Come learn about the benefit of using a p-card for small cost purchases. If you have submitted a P-Card Application, you will need to attend training before your card will be issued. Please register with [Cynthia Carrington](mailto:Cynthia.Carrington).

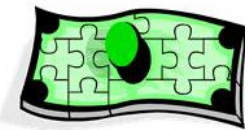
ADVANTAGE HELPFUL HINTS

To copy and paste text: Highlight the information you need to copy. Hold down the "Ctrl" key and while holding, press the "c" key to copy the highlighted information. Put the cursor in the field where you want to paste the information. Hold down the "Ctrl" key and press the "v" key to paste the information. This Windows shortcut works well in AMS application. Press "Ctrl c" to copy and "Ctrl v" to paste



GET FINANCIALLY FIT IN 2013 CREATING A PERSONAL BUDGET COURSE

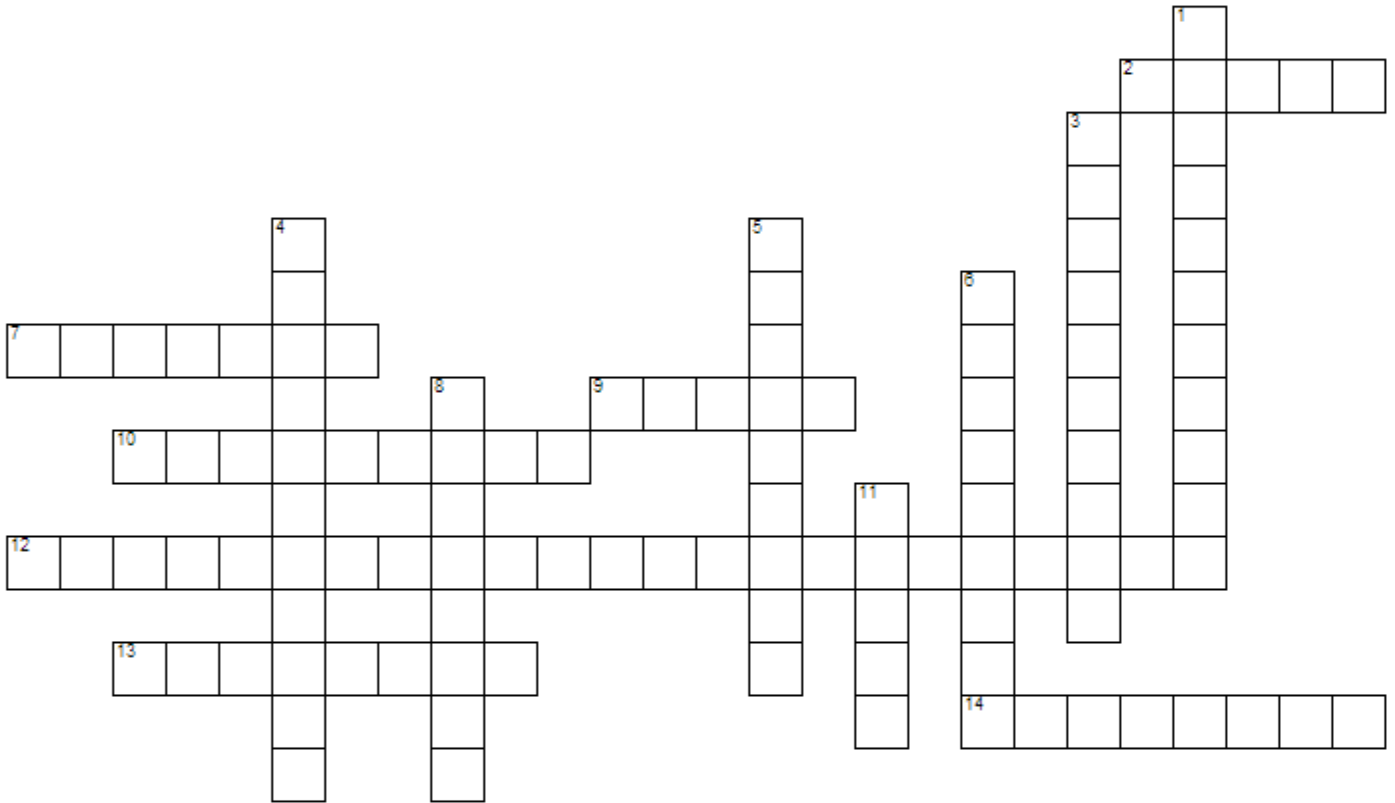
Learn ways to handle seasonal expenses, find money in your budget to pay down expenses, and develop strategies to fund your goals. Presented by Marilyn Albertson, USU Extension Associate Professor of Family & Consumer Sciences.



February 8, 12-1 PM, Employees Learning Center (N4017)
Register ccarrington@slco.org | 385.468.0576

February 26, 7-8 PM, Taylorsville Library (4870 S 2700 W)
Register extension.usu.edu/saltlake | 801.468.3175

TEST YOUR KNOWLEDGE: PURCHASING CARDS



ACROSS

- 2 Unauthorized use that must be reported immediately
- 7 Written voucher or acknowledgement that must accompany every p-card transaction
- 9 An allowable purchase, with the appropriate reimbursement form
- 10 P-cards are a cost-effective and _____ method of purchasing
- 12 Division here to help you with your p-card questions
- 13 All cardholders, their supervisors, and fiscal managers must attend this course offered by Contracts & Procurement
- 14 County purchases are exempt from paying this type of fee or levy

DOWN

- 1 Monthly restriction set by agency management
- 3 Person responsible for safeguarding card
- 4 Form is completed and signed in order to obtain a card
- 5 The p-card is intended for all of these types of purchases
- 6 How long p-card records must be kept
- 8 Prohibited purchase, even if the cardholder intended to reimburse the county
- 11 This inspection can occur at any time

SURPLUS WAREHOUSE

Please note: The Surplus Warehouse will be open on February 7th, 14th, and 21st
 The Warehouse will be closed on February 28th

Hours of operation are from 9:00 AM until 11:00 AM, unless noted otherwise. Please contact [Brian Anderson](#) to make an appointment to drop off or pick up surplus items. To view available items, visit the Purchasing page on the E-connect website or [Click Here](#).



CONTRACT UPDATES

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS:

Contract #	Vendor	Description	Extended to
CZ11507S	Midwest Office Supply	Steelcase Freestanding Metal Office Furniture	11/29/15
CZ11506S	Henriksen Butler Design Group	Herman Miller Office Furniture	11/29/15
CZ11509S	MBI Inc	Allsteel Office Furniture	11/29/15
CZ12378S	OCE North America	Canon B&W Copiers, Maint., Consumable Supplies	12/31/14
CZ09590S	Canon Business Solutions	Canon B&W Copiers & Related Software, Maintenance, Consumable Supplies	12/31/14
CZ09598S	Fowler Business Systems	Muratec and NEC B&W Copiers & Related Software, Maintenance, Consumable Supplies	12/31/14
CZ09591S	Les Olson Co	Sharp B&W Copiers & Related Software, Maintenance, Consumable Supplies	12/31/14
CZ09595S	Pacific Office Automation	Toshiba B&W Copiers, Maint, Consumable Supplies	12/31/14
CW10626S	Chapman Security & Investigations	Security Guards	10/1/13
CW08405S	Clean Harbors Disposal Services	Handling of Special Waste Removal and Disposal	4/1/13
CW11501S	New Horizons Computer Learning Centers	Training Services – Desktop Applications	12/9/17
CW09560S	Bob Barker Co	Slip-On Canvas Deck Shoes	2/28/14
CW04412S1	Veolia ES Technical Solutions	Household Hazardous Waste	4/1/13
CW04319S	Porter Paints	Paint and Related Material	2/24/15
CZ11329S	Summit Traffic Solutions	Traffic Signal Priority Pre-Emption Control System	2/6/15
CZ11360S	Advanced Traffic Products Inc	Traffic Signal Pre-Emption Control System	2/6/15
CW11318C	Tri-State Recycling Service	Pick Up of Used Oil	2/10/14
CW10401S	Hy-Ko Enviro Maint Products	Poly/Plastic Bags/ Trash Bags	5/6/13

NEW COUNTYWIDE CONTRACTS:

MULTIPLE AWARD AGREEMENT(S) COUNTYWIDE BEGIN WITH “CZ” PREFIX

Contract #	Vendor	Description	Expiration
CZ13301S	Les Olson Co	Sharp Color Copiers & Related Software, Maint, Consumable Supplies	8/30/13



EXPIRING COUNTYWIDE CONTRACTS:

IF YOUR AGENCY UTILIZES AN EXPIRING CONTRACT, PLEASE CONTACT CONTRACTS & PROCUREMENT FOR AN UPDATE.

Contract #	Vendor	Description	Expiration	Additional Info
CW11319C	Nuset Industries Inc	Pick Up of Spent Antifreeze	2/10/13	Potential Renewal
CW10114C	Nickerson Co Inc	Deep Well Pump Motor Replace, Repair & Service	2/5/13	Potential Renewal
CW12103C	Greene's Inc	Saw Cutting/ Asphalt Concrete and Concrete Coring -Primary	2/14/13	Potential Renewal
CW12104C	Walsh Concrete Cutting	Saw Cutting/ Asphalt Concrete & Concrete Coring -Secondary	2/14/13	Potential Renewal
CW04418S	Waxie Sanitary Supply	Poly/Plastic Bags/ Trash Bags	2/6/13	Potential Renewal
CW09387S	Valley Glass Corp	Architectural Window Glass	2/1/13	Potential Renewal
CZ11354S	Mountain States Supply	Irrigation Equip & Sprinkler Supply	2/23/13	Potential Renewal
CZ11355S	Sprinkler World	Irrigation Equip & Sprinkler Supply	2/23/13	Potential Renewal
CZ11356S	Sprinkler Supply	Irrigation Equip & Sprinkler Supply	2/23/13	Potential Renewal
CZ11361S	Horizon Distributors, Inc.	Golf Irrigation Sprinkler Supplies	2/23/13	Potential Renewal
CZ11362S	Turf Equipment & Irrigation	Golf Irrigation Sprinkler Supplies	2/23/13	Potential Renewal
CW08500S	Lefavor Envelope & Printing	Envelopes - Plain & Printed	2/28/13	
CZ11364S	Gades Sales Co Inc	Vehicle Traffic Signals	2/23/13	Potential Renewal
CZ12363S	AM Signal Inc	Vehicle Traffic Signals	2/23/13	Potential Renewal

The full text of County-wide contracts is available on the [Purchasing Website](#). Click on *Purchasing Information* and *Current Contracts*. State contracts can be viewed at: www.purchasing.utah.gov

Suggestions? We would love to hear them! If you have any requests, ideas, questions, suggestions, and/or comments about the newsletter, please contact [Michelle Roach](#).