

July 2013

2013 PURCHASES

As the end of the second quarter closes, this is a good time to reflect that the year will most likely pass quickly (as time often does). Many agencies wait to make purchasing decisions until the end of the year, but this can be a problematic approach.



Past experience indicates that our workload can be heavy during the later months of the year and this year may be especially complicated as we transition from AMS to PeopleSoft. As a reminder, requests of our division are generally processed on a first-come, first-serve basis.

If your agency plans to make purchases that require releasing a bid or proposal, we strongly recommend that you begin the process now by contacting [Sharon Pierce](#) or the appropriate buyer to help you get started. *Please start your solicitation project early.* A list of our team is on the [Contracts & Procurement website](#).

THINKING GREEN

Summer has arrived and anticipation of summer months can have energy running high. Although energy runs high, let's ensure that we conserve manmade energy in an effort to stay cool. Thermostats can be set at 78 or 79 degrees; windows can be covered to keep the heat outside instead of in; turn off air-conditioners at night and open windows when possible. Have a fabulous cool summer!



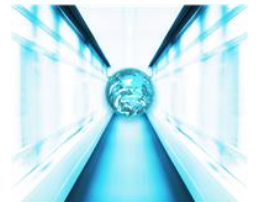
WERE YOU AWARE OF THIS NEAT WEB TOOL? P-CARD ACCESS ONLINE TRAINING



A comprehensive list of user guides and tutorials related to navigating the P-card Access Online website is available on the [Contracts & Procurement website](#). There are self-training guides for every process in the Access Online site, including viewing your transaction list, reallocating a transaction, approving a transaction, changing your password, and many more! Click to [view the P-card Information Page](#).

GRANT FUNDS & EXPEDITED RFP PROCESS

County Ordinance [3.22.100](#) and County [Policy #7030](#) allows agencies using grant funds to procure goods and/or services pursuant to the terms and conditions of the grant may use the Expedited RFP process, **regardless of the dollar amount** and depending on the complexity of the grant.



The Expedited RFP process is generally much faster than a traditional full-committee RFP process as it allows for a shorter advertising time (a minimum of five calendar days) and the selection committee is convened at the agency level.

Detailed information about the [Expedited RFP Process](#), including instructions and templates, can be located on the [Contracts & Procurement website](#). Please contact [Michelle Roach](#) with any questions.

GET MORE MILES TO THE GALLON

Ease pain at the pump by making changes that will let you fill your tank less often. Your driving habits play a part in fuel economy: High speed and abrupt stops and starts all burn more gas. But you can also make changes to your car to eke out more miles per gallon.

Step 1: Get the junk out of your trunk. Keep the spare tire, jack, and emergency kit, but lose the other stuff. For every 100 pounds of detritus you tote around, you sacrifice 2% in fuel efficiency.



Step 2: Remove your roof rack when not in use (a fully loaded rack causes a 5% decrease in fuel economy). Even an empty rack will negatively affect mpg.

Step 3: Take a trip to the gas station and inflate your tires to the maximum pressure recommended by the manufacturer. Doing so can improve your fuel economy by as much as 10%, and the only trade-offs are a slightly rougher ride and a bit more noise.

ADVANTAGE HELPFUL HINTS

COPY AND PASTE TEXT: Highlight the information you need to copy using your mouse. 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 is a Windows shortcut that works well in this AMS application.

Press “Ctrl c” to copy and “Ctrl v” to paste

AUDIOVISUAL CONFERENCING SERVICES

The new VOIP phone system has some exciting functionality for conferencing in additional callers. Each VOIP handset will allow a user to conference in six callers at no additional cost.

The new phone system will also allow for up to ten callers in an audio conference. This is called the “Meet Me” conference. Please contact [Information Services](#) or call 385-468-0700 to set up this functionality. The cost of the “Meet Me” conference is the same cost of a phone.

For those that would like to take conferencing to the next level of web conferencing, Information Services offers a hosted solution called WebEx that has



the ability to share desktops, applications etc. The current WebEx licensing allows for up to 25 attendees into a single conference session. Please contact [Information Services](#) or call 385-468-0700 to have an account set up for this service. The WebEx licensing is \$53 per month.

CenturyLink Audio Conferencing is an option as well; this is an 800-number that is given to conference participants with a conference code. There are costs associated with this service. Please contact [Information Services](#) or call 385-468-0700 to set up this functionality.

Please note: Technology, availability, and costs may be subject to change. Please contact [Information Services](#) or call 385-468-0700 for information.



COMPARE PRICING/ SHOP AROUND ON SMALL COST PURCHASE ORDERS

If your agency is utilizing a small cost purchase order (SM) to purchase an item or service that is less than \$5,000, please remember that you, as the agency, have the authority to conduct discussions with potential bidders and shop around to find the best pricing.



It is generally necessary to research information as a purchase is anticipated. Effective tools can be Internet searches, phone calls, or even discussions with vendors but please remember to research multiple sources and to maintain a fair process, don't ever share a vendor's pricing information with other vendors.

If you are writing specifications or a proposal, discontinue corresponding with vendors while specifications or documents are being written.

Once a bid, quote, or RFP solicitation has been released, communication with vendors should be directed to the named buyer.

ePROCUREMENT BROWN BAG

The PeopleSoft implementation team is pleased to announce an upcoming presentation and demonstration of the eProcurement module of the PeopleSoft system. This module will assist agencies in tracking a purchase from entering the requisition to final payment.



The brown bag will be held on Thursday, July 11, at 1:00 PM in Room N2003. Please contact [Tammy Stewart](#) with any questions.

SURPLUS WAREHOUSE

The Warehouse will be open July 11 & 18.

The Warehouse will be closed July 4 & 25.



Hours of operation are from 9:00 AM until 11:00 AM on selected Thursdays, unless noted otherwise. Please contact [Brian Anderson](#) to make an appointment to drop off items. To view available items, visit the [Contracts & Procurement website](#).



CONTRACT UPDATES

NEW COUNTYWIDE CONTRACTS:

MULTIPLE AWARD AGREEMENT(S) BEGIN WITH "CZ" PREFIX

Contract #	Vendor	Description	Expiration
CW13402S	Cenveo	Envelopes, Plain and Printed	5/31/18
CW13404S	Unisource	Fine Printing Related Paper	4/30/18



RENEWED OR EXTENDED COUNTYWIDE CONTRACTS:

Contract #	Vendor	Description	Extended to:
CZ12646S	Skaggs Public Safety Uniforms & Equipment	Body Armor	7/31/14
CZ12647S	Skaggs Public Safety Uniforms & Equipment	Body Armor	7/31/14
CZ11513S	American Sign Language Communications	Sign Language Interpretation Services	7/14/14
CW04418S	Waxie Sanitary Supply	Cleaning & Janitorial supplies, chemicals, Ecolab products, hard goods & equip., industrial paper, bags, & can liners	2/28/17
CW08616S	D & J Towing Service	Vehicle Towing	6/21/16
CW11409S	State Of Utah – DAS	Mail Services	6/30/18



EXPIRING COUNTYWIDE CONTRACTS:

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

Contract	Vendor	Description	Expiration	Additional Info
CW04415S	Nicholas & Co	Food Service Paper Products	7/31/13	May be extended, rebid
CW09386S	Union Metal Corporation	Traffic/Light/Camera Poles	7/19/13	Expiring, State rebidding
CZ11331S	Econolite Control Products	Video Detection System/ Components	7/31/13	Expiring
CZ11512S	Interwest Interpreting	Sign Language Interpretation Services	7/14/13	
CZ12380S	Am Signal Inc	Video Detection System/ Components	7/31/13	Expiring

Countywide contract details are available on the [Purchasing Website](#). Click on *Purchasing Information, 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](#).