



# Contracts & PURCHASING NEWS Procurement

## March 2014

### WEBSITE FOCUS GROUP



Contracts and Procurement would like to extend an invitation to anyone who may be interested in helping us improve our website, as well as the training tools and information we offer. Our first meeting will be Thursday, March 27<sup>th</sup> from 9:00 am-10:00 am in N4500. There will be ongoing discussions throughout the year as we work together in offering the most effective information to county agencies.

### P-CARD UPDATE: PROJECT COSTING ACCOUNTING

Last month there were several issues with the reallocation of purchasing card transactions to closed projects or invalid project costing field combinations. Please verify that all transactions using Project Costing have:

- ✓ Fund Source entered
- ✓ Accurate Project ID + Activity + PC Bus Unit combination
- ✓ If you are using accounts 673005-683020, or a Capital Department code, you must use Project Costing chart fields.

*\*\*If the accounting information entered fails to be valid, the transaction will be placed into your division's default account. You will then be required to create a manual journal entry to move the charges to the correct project string.*

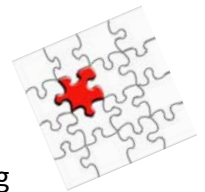


### PROCUREMENT CARD TRAINING

WEDNESDAY, MARCH 19TH  
11:00 AM – 12:00 NOON

Come learn about the benefits of using a purchasing card for small cost purchases. If you have submitted an [application](#), you will need to attend training before a card will be issued. Please RSVP to [Cynthia Carrington](#) to reserve a spot in the classroom.

### PEOPLESOFT UPDATE



Thank you for your feedback and help as we have been live on the new system two months! You are a big impact to making this a success!

Our Cherry Road contractor, Joni Larson, will be moving on to another project soon. She has done a great job and will be greatly missed.

We have kept a log of the calls and issues that have been brought to us. We are making good progress in evaluating and responding to the calls. The number of issues is trending down which is good news. Our plan for continued improvement is:

- **Requested Feedback from you.** Please continue to let us know of issues you are seeing or ideas you have to make the system better.
- **Helpful Hints on reoccurring issues.** Based on feedback we will continue to send updates and ideas to optimize your experience with the new system.

- **Weekly Production Labs.** We are committed to holding these weekly labs until everyone is comfortable with the system. We are also inviting members from the Accounts Payable team to be at our labs to help with any AP questions.
- **Training Classes for Requesters and Approvers.** We are looking at setting up a regular training class for new Requesters and Approvers. We will be scheduling these classes on a monthly basis. More details will be coming! Let us know any feedback or ideas you would like for these classes.
- **Mentors for new Requesters.** We hope to build a team of mentors to help those new to the system. This will be a great way to get PeopleSoft and Procurement experience and to help others in the county with the system. If you are interested in helping as a mentor, let us know.

If you have Procurement or Contract questions or concerns in PeopleSoft, please contact [Tony Jolley](#).



### e-PRO LAB SCHEDULE

The People Soft eProcurement Production Labs have been great opportunities to bring your work and get help. You are not required to register to attend, just show up with your work and we will assist you in processing it.

Date		Time	Location
3/04/14	Tuesday	1:30– 3:30 PM	C&P Rm N4513
3/11/14	Tuesday	1:30– 3:30 PM	C&P Rm N4513
3/18/14	Tuesday	1:30– 3:30 PM	C&P Rm N4513
3/25/14	Tuesday	1:30– 3:30 PM	C&P Rm N4513

### SURPLUS WAREHOUSE

**Open March 6<sup>th</sup>, 20<sup>th</sup> and 27<sup>th</sup>  
Closed March 13<sup>th</sup>**



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

### COMPARE PRICING ON SMALL COST PURCHASE ORDERS



If your agency is utilizing a small cost purchase order to purchase an item or service less than \$5,000, please remember that you, as the agency, have the authority to research potential suppliers and shop 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 discussions with suppliers but please remember to research multiple sources and to maintain a fair process; never share a vendor's pricing information with other vendors.

If you are writing specifications or a RFP, discontinue corresponding with vendors while specifications or solicitation documents are being written. Once a RFB, quote, or RFP solicitation has been released, communication with vendors should be directed to the named buyer in Contracts and Procurement.



### THINKING GREEN

When making purchases, seek out businesses and companies that offer Energy Star-certified products and provide products that meet the standards for energy consumption.

Even the simplest actions can make a difference when multiplied by many. If only 2% of the U.S. population turned on kitchen and bathroom faucets to a fraction of full blast when washing their hands, nearly 12 million gallons of water could be saved every day. A small change can have a huge impact.



# CONTRACT UPDATES

## NEW COUNTYWIDE CONTRACTS:

Contract #	Vendor	Description	Expiration:
MA042	Grainger Inc.	Industrial Supplies	2/28/2017
MA049	Codale Electric Supply Inc	Fluorescent Lamps	2/28/2017
AR1910	Premier Election Solutions	Election/Voter Equipment & Supplies	12/31/2015
PD621	Bob Barker Co.	Slip-On Canvas Deck Shoes	2/28/2014



## EXPIRING COUNTYWIDE CONTRACTS:

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

Contract	Vendor	Description	Expiration	Additional Info
MA1726	Water & Energy Systems Tech	Water/Energy Services	3/15/2014	Out to Bid
CW12102C	Business Cleaning Systems	Window Washing Services	3/19/2014	Option to Renew
CZ08215C	Graybar Electric Co Inc	Data Cables, Patch Panels	3/31/2014	Rebidding
CZ13114C	Granite Construction Co	Asphalt Concrete Mix	3/19/2014	Renewable
CW10104C	Codale Electric Supply	Electrical Supplies	3/2/2014	Rebidding
CZ08214C	Codale Electric Supply	Data Cables, Patch Panels	3/31/2014	Rebidding
CZ13113C	Kilgore Contracting	Asphalt Concrete Mix	3/19/2014	Renewable
MA201	Lyndon Jones Construction	Heavy Equip Rental/Operator	3/31/2014	Renewed
CW11105C	Great Basin Turf Products	Herbicide/Fungicide	3/31/2014	Extended to 3/31/15
CW11104C	Diamond Tree Experts Inc	Tree Removal and Trimming	3/06/2014	Extended to 3/26/15
CZ13111C	Asphalt Materials Inc	Asphalt Concrete Mix	3/19/2014	Renewable
CZ13115C	Staker & Parson Companies	Asphalt Concrete Mix	3/19/2014	Renewable

CZ13112C	Geneva Rock Products	Asphalt Concrete Mix	3/19/2014	Renewable
CW10115C	#1 Concrete Lifting Company	Concrete Paving Raising	3/9/2014	Expiring

Contract information is available on the [Purchasing Website](#). (Click "Contract Information" & "Current Contracts").  
State contracts can be viewed at: [www.purchasing.utah.gov](http://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 [Angelina Harward-Collard](#)