



Contracts & Procurement

PURCHASING NEWS

November 2015



THANK YOU TESTERS!

We wanted to take the time to thank those Requesters who volunteered their time to help test PeopleSoft eProcurement upgrades or patches. In September we had a daunting PeopleTools upgrade, and the following individuals helped immensely in that effort: **Holly Hutchison, Beth Harrell, Rosalie Grip, Heidi Gager, Arla Vivona, and Melani Martinez.** Without your time and energy, we wouldn't fully understand the effects of a patch or upgrade when it is applied.

We will be undergoing another HUGE testing endeavor for patches that need to be applied to bring our system current with all of the bug fixes that Oracle has released so far in PeopleSoft 9.2. Thank you to the following individuals who have already volunteered to help for this next phase of testing: **Tiffany Stock, Beth Harrell, Holly Hutchison, Arla Vivona, Rosalie Grip, Zach Stovall, Sharon Hansen, and Melani Martinez.** We recognize that this is a lot of work above and beyond your normal workload, so THANK YOU!

If you would like to be a part of any future testing opportunity, please contact [Antigone Carlson](#).

PC CAFÉ

Information Services has recently implemented a PC Café where users can go to order computer equipment, as well as see current pricing and what upgrade options are available.



The Café offers desktop solutions that include Dell, Lenovo, HP, and Microsoft Surfaces all conveniently located in one location. I.S. also added commonly purchased desktop printers, scanners and many peripherals such as wireless keyboards, mice, monitors and cables.

All PC equipment has been configured to meet I.S. recommended standards, as well as provide options to add additional memory or hard drive capacity such as solid state drive or extended warranties. Equipment can be purchased using a county purchasing card or a county purchase order.

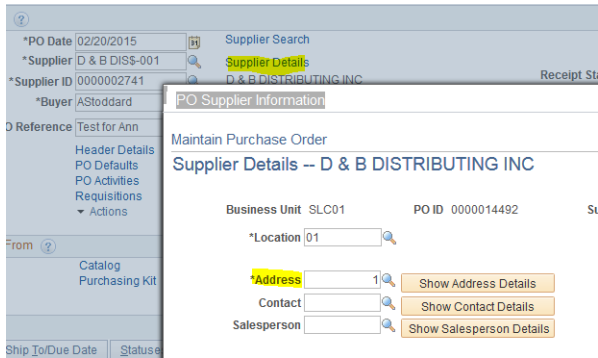
If are you looking for other items that are not currently listed, or have additional questions please call the I.S. Service Desk (385-468-0700) and they will be happy to assist you.

Here is the [LINK](#) to PC Café.



SUPPLIER ADDRESSES ON PURCHASE ORDERS

As you know, some supplier IDs have multiple addresses associated with them. The correct supplier address must be selected on the “Supplier Details” section of the PO, the system defaults to Address 1:



Additionally, if you are sending a sole source or an exempt purchase to our office, please let the assigned Buyer in Contracts & Procurement know which supplier address should be used on the PO if there are multiple options so that the information can be entered properly. The Query “SLC_SUPPLIER_ADDRESSES” provides a list of all the addresses associated with any specific supplier. Below is an example of the query.

Name: STATE OF UTAH

Download results in: Excel Spreadsheet CSV Text File XML File (37 kb)

Supplier	ShortName	Supplier Name	Status	Address Location	Address 1	Address 2	City	Department	Email ID	SI	Postal
1	0000004415	STATE OF UTAH	Approved	1	UNCLAIMED PROPERTY DIVISION	PO BOX 142321	SALT LAKE CITY				UT 84114
2	0000004415	STATE OF UTAH	Approved	2	ATTN: ADMIN SERVICES DIRECTOR	PO BOX 140241	SALT LAKE CITY	ADMIN OFFICE OF THE COURTS			UT 84114
3	0000004415	STATE OF UTAH	Approved	3	3888 W 5400 S	BOX 148280	WYLLORSVILLE	BUREAU OF CRIMINAL IDENTIFICATION			UT 84114-82
4	0000004415	STATE OF UTAH	Approved	4	150 E 300 S	PO BOX 140741	SALT LAKE CITY	DEPARTMENT OF COMMERCE			UT 84114-07
5	0000004415	STATE OF UTAH	Approved	5	OFFICE OF LICENSING	195 N 1950 W	SALT LAKE CITY	DEPARTMENT OF HUMAN SERVICES			UT 84110
6	0000004415	STATE OF UTAH	Approved	6	DASIGBA FOR ARCHIVES	4130 STATE OFFICE BLDG	SALT LAKE CITY	DEPT OF ADMINISTRATIVE SERVICE			UT 84114-11

SURPLUS WAREHOUSE

Open November 5, 12, 19. Closed Nov 26.



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](#).

POLICY HIGHLIGHT 7036: CHARGE CARDS/PROPRIETARY



Before a division is able to apply for a charge card or any proprietary card the following steps must be followed:

1.0 Obtaining a Proprietary Charge Card

1.1 An application or agreement must be approved as to form by the District Attorney’s Office.

1.2 The application or agreement must be reviewed by the purchasing agent or designee and approved for specific types of purchases. A letter from the division director of the requesting division must accompany the application stating the intended use of the card and the requested monthly credit limit.

1.3 Only those items that are exempt from competitive bidding may be purchased with the charge card.

1.4 Only the Mayor or designee shall sign all applications or agreements.

Proprietary cards are not necessary if the vendor accepts the county’s Visa p-card.



CUSTOMER SERVICE SURVEY- THANK YOU!

In October our office sent out a customer service survey to internal agencies so we may gather valuable feedback needed to identify how we are doing and what areas we may improve upon. Thank you to all those that took the time out of their busy schedules to offer their comments and suggestions. We strive to constantly improve our services and this survey is essential to measuring our efforts.



**PAYMENT CARD TRAINING
THURSDAY, NOVEMBER 12
11:00 AM – 12:00 NOON**

Come learn about the benefits of using a payment 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.

**The November P-Card Statement closes on
November 23rd. All approvals and
reallocations need to be completed by
Tuesday, December 1st.**

SHIP TO LOCATIONS

When you are entering a requisition in PeopleSoft the “Requisition Settings” page has a field for the “Ship To” location:

Shipping Defaults

Ship To: Add One Time Address

Due Date: Attention:

Accounting Defaults Person:

Chartfields1	Details	Asset Information	Person:			
Percent	Location	GL Unit	Fund	Agency	Dept	Account
	<input type="text" value="1048"/>	<input type="text" value="SLC01"/>	<input type="text" value="110"/>	<input type="text" value="060"/>	<input type="text" value="610000010"/>	<input type="text"/>

The location that is entered is what will appear on the purchase order’s “Ship To” address. If you are purchasing goods that need to be shipped to a different location, please make sure your “Ship To” address is correct. You can look up what the location name and address is that is associated with each location code by using the query “SLC_SHIP_TO_ADDRESSES”.



NOTARY PROCESS

The process for obtaining a notary certification as well as renewing a current notary certification changed this year. Beginning in May all applicants should send a copy of the application they receive from the State once they pass the test to [Sherry Pace](#) of Fred Moreton Bond Company. After processing, she will send an email to the applicant with the bond form and oath they will need to sign and send to her in the mail, along with the signed application. This new process will assist in avoiding duplicate entry for the bond company, as well as streamline the processing time. If you have any questions on this change, please contact [Angelina Harward-Collard](#).



US BANK PAYMENT CARD CHANGES

US Bank has changed the p-cards so that they now have an embedded EMV[®] chip that will protect against counterfeit fraud wherever the card is used at a chip-enabled terminal. The card itself has also changed to a silver/gray color. As our cards expire or need to be replaced, they will be changed to the new embedded card. A pin number may also be sent to cardholders in a separate mailing routed directly to the cardholder mailing address. These pin numbers will not be used for county p-card holders. If you have any questions please contact [Angelina Harward-Collard](#).

CONTRACT UPDATES

Visit our [WEBSITE](#) for a complete list of countywide contracts

NEW COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Expiration:
AR174	Mountainland Business Systems	Mail Room Equipment	10/11/16
MMS15173	Pfizer Inc	Vaccines & Pharmaceuitc	6/30/19
PA2213	Dell Marketing LP	Dell Computers & Related Products	9/30/17
0000000833	Interstate Barricades	Barricades and Sign Rental	10/15/20
0000000834	Peck Striping Inc	Barricades and Sign Rental	10/15/20
0000000836	Utah Barricade Company Inc	Barricades and Sign Rental	10/15/20

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Extended to
MA144	MBI Inc	CZ- Office Furniture Allsteel	12/1/17
MA144-1	AllSteel Inc	CZ- Office Furniture Allsteel	12/1/17
MA147	Midwest Commercial Interiors	CZ- Steelcase Office Furniture	12/1/17
MA145	Henriksen Butler Design Group Inc	CZ Herman Miller Office Furniture	12/1/17
MA146	HON Company	CZ Office Furniture	12/1/17
MA146-1	Desks Inc of Utah	CZ Office Furniture	12/1/17
UDOT129179	Ennis Pain	CW- Traffic Paint	2/16/16
MA11403	Brighton Ski Resort	Ski/Snowboard Lessons	11/27/16
MO12809C	Hale Custom Design	Hardwood Floor Maintenance	11/30/16
HE12355C	Chemtech Ford Labs	Lab Analysis	11/15/16
NF12125C	Louis A Roser Company	Ammonia Equipment Parts & Supplies	10/22/16

EXPIRING COUNTYWIDE CONTRACTS

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

Contract	Vendor	Description	Expiration	Additional Info
MA1231	Nationwide Shelving	CW Shelving & Filing Systems	11/30/15	Bid out – award soon
MA1943	Spacesaver Intermountain LLC	CW Shelving & Filing Systems	11/30/15	Bid out- award soon
MA723	Gades Sales Co Inc	CZ TS-2 Traffic Control System	11/4/15	Expiring

Contract information is available on the [Purchasing Website](#). (Click “Contract 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 [Angelina Harward-Collard](#)