

# Contracts & Procurement



# PURCHASING NEWS

## October 2015



### WELCOME BIBI WHITEHEAD TO THE TEAM!

We are excited to announce that our team has a new Contracts Coordinator, Bonnie (Bibi) Whitehead. She has worked for Salt Lake County for ten years, recently at the District Attorney's office. She has a master's degree in psychology and even worked as an archaeologist in Hawaii for over two years! Bibi absolutely loves watching old martial arts films in her spare time. Welcome Bibi, we are thrilled to have you on board!

### NEW CONTRACTS ADMINISTRATOR: ANTIGONE CARLSON



After providing excellent customer service for over two years as the Contracts Coordinator, Antigone Carlson will be taking on a new role as the Contracts Administrator, previously occupied by Pat Iverson. As many of you are aware, Antigone has excelled in helping agencies manage and process contracts and we know she will embrace this new role with great success. Help us in congratulating Antigone on her new position!

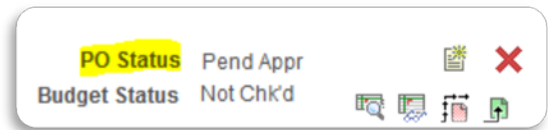


### PEOPLESFT WORKSHOP

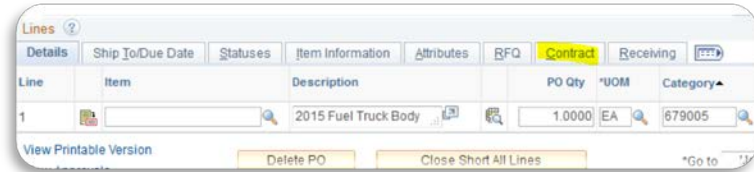
We are still holding weekly Troubleshooting Class in N4-600 Thursdays from 3:00 – 4:00 pm. Advanced Requester trainings will be scheduled on an as-needed/wanted basis - please email [Antigone Carlson](#) for additional information.

### WHY CAN'T I DISPATCH MY PO?

If you are attempting to dispatch your PO and the button is not lit up, check to see if the PO Status is "Pend Appr":



If it is pending approval, most likely your PO is over \$5,000.00 and is not linked to a contract so it went to Jason Yocom for approval. You will need to go to the "Contract" tab:



From there, you can select the correct contract to link to. If, after you link to your contract and click "Save", the system still shows the PO as pending approval, it just hasn't recognized your contract yet. There is a trick: change your PO amount down by \$1, click "Save", and then change it back and click "Save" this will give the system the jolt it needs to recognize all the changes and you can move forward with budget-checking and dispatching your PO.

### FEATURED QUERY!

**[SLC\_PO\_AND\_VOUCHER\_FOR\_SC]**

This query will list the POs and Vouchers for any Supplier Contract, including the date of the voucher. You may find a list of other useful queries by going to our [website](#).



## CANCELLING SOLICITATION REQUISITIONS IN PEOPLESOFT



After a contract solicitation (Construction, RFP, RFC) has been completed by our office and a contract is in place, we will cancel the requisition in PeopleSoft. The requester that entered the solicitation will be sent an email notification that the requisition has been cancelled and in order to encumber funds, a new requisition and PO linked to the new contract will need to be generated. It is our hope that this will aid fiscal staff in tracking their division budgets and encumbering funds.



## PAYMENT CARD TRAINING THURSDAY, OCTOBER 15TH 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 October P-Card Statement closes on **October 22nd**.

**All approvals and reallocations need to be completed by Friday, October 30<sup>th</sup>.**

## SURPLUS WAREHOUSE

Open October 1, 8, 15, 22 & 29th

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](#).



## A MESSAGE FROM MAYOR'S FINANCE

Accounts Payable is currently moving in the direction of paying all invoices by using the Payment Plus Program with US Bank, an electronic accounts payable system. In the coming months, suppliers will be contacted by US Bank to onboard them to the Payment Plus Program, which is a convenient web-based electronic payment management system. This new program will reduce the number of checks that are cut to suppliers and offers an annual rebate incentive to the county based on spend. As an incentive, Suppliers will be paid sooner when they enroll in Payment Plus than if they choose any other payment method. If the suppliers that your division works with contacts you in regards to US Bank calling them, assure them that this is a county-driven initiative. If you would like additional information contact [Ryan Noyce](#) or [Angelina Harward-Collard](#).

# CONTRACT UPDATES

For a complete list of Countywide Contracts please visit our [website](#).

## NEW COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Expiration
0000000827	Work Care Clinic	Occupational Medicine Services	9/14/19
MA158	Talley Communications	Communication	2/23/18
0000000840	Bowen Collins & Associates Inc	Construction Mgmt. & Inspection Services	9/17/18
0000000841	CRS Consulting Engineers Inc.	Construction Mgmt. & Inspection Services	9/17/18
0000000842	Ensign Engineering & Land Surveying	Construction Mgmt. & Inspection Services	9/17/18
0000000843	Forsgren Associates PA	Construction Mgmt. & Inspection Services	9/17/18
0000000844	HDR Engineering	Construction Mgmt. & Inspection Services	9/17/18
0000000845	Horrocks Engineers Inc	Construction Mgmt. & Inspection Services	9/17/18
0000000846	J-U-B Engineers Inc	Construction Mgmt. & Inspection Services	9/17/18
0000000847	Project Engineering Consultants	Construction Mgmt. & Inspection Services	9/17/18
0000000848	RB&G Engineering Inc	Construction Mgmt. & Inspection Services	9/17/18
UDOT129179	Ennis Paint	Traffic Paint	2/15/16

## RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Extended to
CW12125C	Pepsi Co.	Electrolyte Replacement	10/17/16
CW11111C1	Harman & Sons Lawn Care	Pest Control/Extermination	1/11/16
MA985	Enterprise Rent a Car	Car Rental	10/18/16
MA294	DS Services of America	Bottled Water	10/17/17
CW12108C	Mountain View Landfill	Construction/Demolition	10/30/15
MA299	Alpine Water System	Water Filtration Systems	10/02/17

**EXPIRING COUNTYWIDE CONTRACTS**

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

<b>Contract #</b>	<b>Vendor</b>	<b>Description</b>	<b>Expiration</b>	<b>Additional Info</b>
MA026	Monson Engineering	Survey GPS Trimble	10/31/15	State out to bid
AR457	Canon	Copier & Maintenance	9/30/15	State may extend
MA1137	Dell Marketing	Computers Manufacturer Direct	9/30/15	State may extend
MA130	IBM Corp	Computers Manufacturer Direct	9/30/15	State may extend
MA1917	Lenovo	Computers Manufacturer Direct	9/30/15	State may extend

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](#)