



Contracts & Procurement PURCHASING NEWS

July 2015



PAT IVERSON IS RETIRING!

After 23 years with Salt Lake County and 7 years with South Jordan City, Pat Iverson is retiring! Pat began her career in public service at South Jordan City as the Administrative Secretary from 1984-1991. She then moved to Salt Lake County Public

Works as a Secretary and Contracts Coordinator from 1991-1998. In 1998 she joined the Contracts and Procurement team, first as a Contracts Specialist and in 2011 was promoted to her current position as the Contracts Manager. We are going to truly miss Pat and her cheerful disposition as both an internal team member and in the wonderful customer service she's provided over the years to County agencies.

Pat will be joining her husband, Don, in retirement, who has been patiently waiting for her for six years. They will be enjoying their 14 grandchildren, traveling around the U.S. and showing off their rebuilt 1954 Chevy at car shows. The next time you see a "Hamburger Show" with classic cars, stop by and say hi, Pat and Don are bound to be there.



A retirement celebration will be held on Wednesday, July 15th from 2-4 pm at the Salt Lake Government Center's South Building Atrium. Come and join us in wishing her a happy retirement and a happy birthday that day!

*"Aloha (hello) to retirement and Aloha (goodbye) to working!"
~Pat Iverson*



WE HAVE FREE BINDERS

Many solicitation proposals are submitted to our office from vendors in three ring binders of all sizes and colors. As a result, we have a growing pile that we would like to offer to any County agency willing to come and pick them up. Contact [Angelina](#) if you'd like to take a look at our current inventory.



PURCHASING 101 TRAINING

We are proud to announce that we will be rolling out our new Purchasing 101 training class on July 16th from 1:30-3:00 pm in the Employees' University Training Room (N4-850) This class will provide a basic understanding of procurement in the County and an introduction to related policy and ordinances. If you or your staff would like to attend this training contact [Cynthia Carrington](#) to RSVP.



PAYMENT CARD TRAINING
WEDNESDAY, JULY 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 July P-Card Statement closes on July 22nd.

All approvals and reallocations need to be completed by Thursday, July 30th

P-CARD PROGRAM UPDATES

Our p-card program is growing and in anticipation of increased customer service needs we are happy to announce that Antigone Carlson is currently training to serve as a back-up program administrator. In case you or your p-cardholders are unable to contact Angelina Harward-Collard for an immediate need, the Program Administrator, please contact [Antigone](#) for assistance.

★ US Bank has changed the way they process paperless statement requests. They are no longer able to “turn off” paper statement delivery for individual employees. This feature is only available to all cardholders within our organization or none. Moving towards environmentally conscious business practices, our office intends on turning off all paper statements for cardholders beginning September. Cardholders and approvers are still able to go into Access Online to retrieve statements and save/print as needed. If you have feedback you would like to offer regarding this change, please contact [Angelina Harward-Collard](#).



SURPLUS WAREHOUSE

Open July 9, 16, 23, 30

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](#).

RFB/RFC DEVELOPMENT WORKSHEET



In February our office rolled out the new RFP Development Worksheet that replaced the RFP template. We are now proud to present the new RFB/RFC Development Worksheet. This worksheet is intended to be used in the same manner the RFP development worksheet is being used. Key information will be entered on the worksheet that will assist our office in creating a solicitation document that meets the agency’s needs, county ordinance and policy requirements. The RFB/RFC Development worksheet can be found on our [website](#).



NEW WEBSITE OPEN HOUSE

Contracts and Procurement is about to unveil our new website, but first we want your feedback and suggestions! Join us between 9 am and 12 noon on Wednesday, July 22nd in N4-600 to review the new website and offer your valuable insight on how we may incorporate improvements. Contact [Angelina](#) if you have any questions. ***A special thanks to Dani Weigand and Jeff Olson from I.S. for being extremely helpful and patient as we migrate to the new website.***

CONTRACT UPDATES

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

NEW COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Expiration:
MA605	Expand Learning Solutions	Desktop Training Services	12/9/17
PD639	Mountain States Industrial Services	Telescopic Trucks	3/11/19
UDOT159772	Dura-Crete Inc	Precast Concrete Barriers	5/26/20
UDOT159773	Mountain West Precast LLC	Precast Concrete Barriers	5/26/20

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Extended to
MA1531	Skaggs Public Safety Uniforms	Body Armor	7/31/16
WSCA1715	Canon	Copiers	9/30/15
MA258	En Pointe Technologies	Computers/Equipment	6/30/17
AR182	Pacifica Office Automation	Copiers	12/31/19
AR182-1	Konica Minolta Business	Copiers	12/31/19
AR921	Xerox	Copiers	12/31/19
CW09104C	Work Care Clinic	Occupational Medical	6/30/16
CW13127C	Ferguson Enterprises	Plumbing (primary)	6/11/16
CW13128C	Hajoca Corp	Plumbing (secondary)	6/11/16
MA095	En Pointe Technologies	Software Value Added	6/2/16
MA096	SHI International	Software Reseller	6/2/16
MA256	VLCM	Computers and Related Equipment	6/30/17
MA257	SHI International Corp	Computers and Related Equipment	6/30/17
MA259	GOVCONNECTION Inc	Computers and Related Equipment	6/30/17
MA477	Cardinal Health Co	Medical Hopital	See MA2204

EXPIRING COUNTYWIDE CONTRACTS

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

Contract	Vendor	Description	Expiration	Additional Info
PA1689-2	Steve Regan Company	Best Brand Fertilizer/Herbicide	7/31/15	State to Rebid
PA1689-1	Ewing Irrigation	Best Fertilizer/Herbicide	7/31/15	State to Rebid
MA310	McKesson Medical	Medical and Personal Care Items	7/31/15	State may renew
AR924	KIP America	Copiers	6/30/15	Awaiting State Update
AR455	Les Olsen	Copiers	7/31/15	Awaiting State Update
AR457	Canon	Copiers	7/31/15	Awaiting State
MMS11049	Crucell Vaccines Inc	Vaccines and Pharmaceutic	6/30/15	Expiring
MMS11068	Glaxo Smith Kline Fina	Vaccines and Pharmaceutic	6/30/15	Expiring
MMS11087	Merck Sharp & Dohme	Vaccines and Pharmaceutic	6/30/15	Expiring
MMS11098	Novartis Vaccines	Vaccines and Pharmaceutic	6/30/15	Expiring
UCI1882	Utah Correctional Ind.	Roofing/Asbestos	6/20/15	State intends to extend

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](#)