



# Contracts & Procurement PURCHASING NEWS

## January 2016



### BIG CHANGES IN SURPLUS PROCESS!

The Surplus program is moving in a new direction, focusing on reutilizing surplus items through an online posting system. We are now working with [GovDeals.com](http://GovDeals.com) to post surplus items for reutilization by county agencies and the public. All current and potential surplus users were emailed log-in credentials from GovDeals within the last month. If you believe you should have received an email but haven't, please check your junk mail to be sure that it didn't go there. Send [Angelina](mailto:Angelina) an email if you need your login resent to you.

Once you log in to GovDeals you should be able to view items available for reutilization internally within



Salt Lake County. Currently, our office is in the process of setting up the listings for those items that are available, so it would be a good idea to check in periodically to see what has been newly listed. We believe this will be an efficient alternative to having agencies make a physical trip out to the Surplus Warehouse to view what is available.

When it comes to items your division wants to surplus, please contact [Brian Anderson](mailto:Brian.Anderson) (Surplus Program Manager) to determine if the item should be listed on GovDeals for internal reutilization or if it doesn't

have any reutilization potential or value, if it can be discarded. We anticipate losing the surplus warehouse space, so we hope to reutilize and handle surplus items as much as possible without transporting them to the warehouse. Let Brian know as early as possible once you know you'll be declaring an item as surplus so he can get it posted on GovDeals if it has reutilization potential. We plan to post items for 30 days for reutilization. If the item is not reutilized within 30 days, the surplus manager may determine to cannibalize, scrap or discard the item if it has no value. If you have any questions on this process please contact Brian. We are still working out some of the details of this process and your feedback is welcomed.



### SCRAP METAL PROCESS

Surplus will no longer accept scrap metal. The agencies are encouraged to take their scrap metal to the recyclers directly, depositing the money received into their division's fund. Our office is currently working on putting a contract in place for this function and we will communicate progress within the upcoming months. Below, you will find a list of Scrap Metal Recyclers:



- **Metro Group Inc**  
3150 West 900 South 801.590.300  
401 West 900 South 801.438.3630  
Mon-Fri 8:00 am-5:00 pm
- **Midvale Recycling**  
8207 South State Street Bldg #1  
801.631.9771  
Mon-Fri 9 am - 5 pm Sat 10 am - 4 pm
- **Redwood Recycling**  
6235 South Redwood Road  
801.758.7219  
Mon-Fri 8 am - 6 pm Sat 8 am - 2 pm
- **Utah Metal Works Inc.**  
805 Everett Ave  
877.221.0099  
Mon-Fri 7:30 am - 4:30 pm Sat 7:30 am - 12 pm
- **Western Metals Recycling**  
4221 West 700 South  
801.975.9669  
Mon-Fri 7:30 am - 4:30 pm Sat 8 am - 12 pm
- **Wasatch Metals**  
205 West 3300 South  
801.305.3700  
Mon-Fri 8 am - 5 pm Sat 8 am - 2 pm



## DISPOSING OF ELECTRONICS

When disposing of electronics, divisions must first assure that all data has been removed from them. After the data has been properly removed it is up to the division to decide if the electronics have retained value according to [Policy 1100](#). Typically, computers that were purchased more than three years ago are considered to have very little or no value. If the electronics you intended on sending to surplus are considered to have no sellable value they will need to be recycled. Currently, our team is collaborating with the Landfill and Health Department to offer divisions responsible options in recycling electronics. Countywide communication will be sent out by the end of January.



## SURPLUS WAREHOUSE

Beginning January 1<sup>st</sup>, the Warehouse will be open by appointment only. Contact [Brian Anderson](#) for an appointment or to discuss items for surplus. To view available items, visit [GovDeals.com](#).

## SUSTAINABLE PURCHASING

Contracts and Procurement's website has a new page dedicated to [sustainable purchasing](#). You can find tips on reducing your office's waste, green office supply purchasing and a list of environmentally preferred/Energy Star State contracts. If you have resources that you believe could be included on this webpage please feel free to send them to [Angelina Harward-Collard](#). Remember, it *IS* easy being green!



## QUOTE PROCESS

We'd like to thank those of you who have posed questions to Contracts & Procurement about the quote process helping us improve the information we communicate. The informal quote process may be used for *simple* purchases, not to exceed \$50,000. Informal quotes are appropriate for "off the shelf" goods and some simple services, but are not appropriate for professional service contracts even if the amount is under the limit. Quotes must be in writing from at least three qualified vendors and may be received by email. Agencies may solicit quotes on their own or C&P can solicit quotes for the agency. We encourage the use of the [Request for Quotes template](#) when soliciting quotes. Enter a requisition in PeopleSoft, with the Supplier ID set to "BID" and attach the quotes or prospective vendors for C&P to contact for quotes. C&P shall then review the quotes, award to the vendor offering the lowest quote, and prepare a purchase order to the awarded vendor. We hope you find the information useful and easy to find on our website.





## ENCUMBERING 2015 FUNDS

Now that we have entered 2016, if you are encumbering 2015 funds you will need to change some dates on your requisitions and POs in PeopleSoft. For requisitions: Enter 2015 as the “Bud Ref” year on your string of accounts from the “Requisition Settings” screen:

The screenshot shows the 'Accounting Defaults' section of the Requisition Settings screen. The 'Bud Ref' field is highlighted with a yellow box and contains the value '2015'. Other fields include 'Ship To' (1366), 'Due Date', and 'Attention'.

On that same screen, click on the “Details” tab and change the “Budget Date” to 12/31/2015:

The screenshot shows the 'Accounting Defaults' section with the 'Details' tab selected. The 'Budget Date' field is highlighted with a yellow box and contains the value '12/31/2015'. The 'Stat' field is also visible.

For POs: You will need to change the “Accounting Date” to 12/31/2015 while you are on the “PO Header Details” screen (which is also where you classify your POs and enter the billing location):

The screenshot shows the 'PO Header Details' screen. The 'Accounting Date' field is highlighted with a yellow box and contains the value '12/31/2015'. Other fields include 'Supplier' (GUARDIAN T-001), 'PO Date' (06/29/2015), 'PO Type' (SM), 'Billing Location' (1046), 'Origin' (ONL), and 'Method' (Email).

**ALL of these dates are important, if the “Accounting Date” on the PO does not match the dates from the requisition, Accounts Payable will not make payment from your PO.**

## CANCELLING REQUISITIONS WITH 2015 FUNDS



Any requisitions using 2015 funds that are entered in January **must** be cancelled or turned into POs by 1/31/2016. If you have entered a requisition using 2015 funds and find you need to cancel it, you **must** use the Requester’s Workbench to do so. If you cancel it from the “Manage Requisitions” screen, it will skew the reporting because the default date will be in 2016. While in the workbench, before you proceed with cancelling the req., you’ll need to change the “Accounting Date for Action” to 12/31/2015:

The screenshot shows the 'Requester's Workbench Processing Results' screen. The 'Accounting Date for Action' field is highlighted with a yellow box and contains the value '12/31/2015'. There are 'Not Qualified' and 'Qualified' sections with requisition ID 0000024097.

When you are doing the final budget check from the workbench, you’ll change the “Accounting Date for Action” to 12/31/2015 before proceeding with the budget check:

The screenshot shows the 'Requester's Workbench Processing Results' screen. The 'Accounting Date for Action' field is highlighted with a yellow box and contains the value '12/31/2015'. There are 'Not Qualified' and 'Qualified' sections with requisition ID 0000024097.

If you have any questions about this process, please contact [Tiggy Carlson](#) and she will gladly help you.

**The January P-Card Statement closes on January 22nd. All approvals and reallocations need to be completed by Friday, January 29<sup>th</sup> (deadline is Saturday the 30<sup>th</sup>)**  
**THE FINAL APPROVAL DATE CANNOT BE CHANGED**

**PAYMENT CARD TRAINING**  
**WEDNESDAY, JANUARY 20TH**  
**11:00 AM- 12: 00 PM N4-600**



Come learn about the benefits of using a payment card for small cost purchases. If you have submitted a Payment Card Application, you will need to attend a training session before your card will be issued. Please RSVP to [Cynthia Carrington](#) to reserve a spot in the class.



**REMINDER: PURCHASING CARD END-OF-YEAR REPORTING**

Purchasing card transactions at the end of this year straddle two different billing cycles: November 24<sup>th</sup>-December 22<sup>nd</sup> and December 23<sup>rd</sup> – January 22<sup>nd</sup>. As a result, all transactions from December 23-December 31<sup>st</sup> will be accrued to 2015 budgets. For questions contact [Angelina Harward-Collard](#).



**SciQuest: The Future E-Procurement System**

What is SciQuest? It's the new e-Procurement system the State Division of Purchasing is moving to as a replacement to Bidsync. Over the course of the next 16 months, the State Division of Purchasing will be working with SciQuest and a Steering Team of key members, including a representative from SLCo. C&P, to configure, test, and roll-out this new system.

While SciQuest will be a change, it is also an opportunity to move from a repository-type system to one that is more robust. SciQuest's Sourcing Director will provide an opportunity to automate the entire solicitation process, from creation of the solicitation document all the way through the evaluation process. This will help to streamline processing time and further improve the consistency of the solicitation process.

We'll continue to provide more information on SciQuest and the new e-Procurement system in each monthly newsletter. Please contact [Sharon Pierce](#) if you would like more information.

**FEATURED QUERIES!**

[MFA\_OPEN\_ENCUMBRANCES]  
 [MFA\_OPEN\_PRE\_ENCUMBRANCE]



Margo Spencer, in Mayor's Finance, along with help from the IS team have developed new outstanding pre-encumbrance and encumbrance queries that tie back to the General Ledger Reports. This is great news as we now have confidence that these queries accurately reflect what is outstanding in your budgets. As a tip while running the queries, enter your department number using the wild character "%" after the first few numbers of your department ID. This allows the query to include all the sub departments:

**MFA\_OPEN\_ENCUMBRANCES - All Open PO's**

Fund From:   
 Fund To:   
 Department %:   
 AsOfDate:

PO	Line	Status	Bud	PO	Fund	Fund	Agency	Dept
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We thank Margo for the time and effort she put in to get these created and accurate – **THANK YOU!**

## CONTRACT UPDATES

### NEW COUNTYWIDE CONTRACTS

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

Contract #	Vendor	Description	Expiration
0000001019	ACM Medical Laboratory	Clinical Lab Services	11/18/2021
0000001058	IHC Health Services Inc	Clinical Lab Servies	12/13/2021
AR174	Neopost USA Inc	Mail Room Equipment	10/11/2016
MA2255	Refugee and Immigrant Center	Interpreting & Translation	07/30/2020
MA2075	Energy Management Corp	Generators & Transfer Switches	12/31/2015
UDOT 169750	Econolite Control Products Inc	Traffic Control	11/15/2020

### RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

**-NONE-**

### EXPIRING COUNTYWIDE CONTRACTS

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

Contract #	Vendor	Description	Expiration	Additional Information
CW11111C1	Harmon & Sons Lawn Care LLC	CW-Pest Control/Exterminator	1/11/2016	New contract in place with A1 Exterminators
CW10121	Valley Services	Food Services	1/16/2016	

Contract information 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 or its contents, please contact [Angelina Harward-Collard](#).