



Contracts & Procurement

PURCHASING NEWS

February 2016

DISPOSING OF COUNTY E-WASTE



As a reminder, when disposing of electronics, divisions must first assure that all data has been removed. After the data has been properly removed a determination needs to be made if the electronics have

resell value according to [Policy 1100](#). Typically, computers that were purchased more than three years ago 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. Our team has been collaborating with other divisions to guide county staff toward proper e-waste disposal locations. Currently, the two locations that will accept the county's e-waste are:

- Salt Lake County Landfill – 6030 W California Ave
- TransJordan Landfill – 10873 S U111

**If you have a large amount of e-waste to dispose of, please coordinate a pick-up with Facilities.*

Contracts and Procurement is engaged in continued efforts toward offering an e-waste disposal system onsite at the Government Center. We will keep you informed as details develop.

If you have any questions about the process of handling e-waste for your office, please contact [Brian Anderson](#) or [Angelina Harward-Collard](#).



THURSDAY PEOPLESOFT TROUBLESHOOTING – SCHEDULE CHANGE

We have been using PeopleSoft for a little over two years now, and the good news is that you all are getting the hang of things. There are far fewer issues and questions so the need to have a weekly troubleshooting workshop just doesn't exist anymore; which is a good thing. The *new* schedule for the PeopleSoft Troubleshooting Workshop is the first and third Thursdays of the month, from 3:00 – 4:00 p.m. in the conference room in Contracts & Procurement, N4-600. The only exception is there will **not** be a workshop the third Thursday of February, due to a schedule conflict.

The purpose of these workshops is to offer an opportunity to work out any issues or questions that you are currently experiencing with requisitions or POs in PeopleSoft. The group setting allows for collaborative problem solving and the sharing of tips and tricks learned along the way.



SURPLUS WAREHOUSE

As of January 1st, 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](#).

FEATURED QUERY!

[SLC_CUST_CNTRCT_EXPIRING]

This query will look up revenue contracts that are expiring and will yield results from all Business Units, it is an all-inclusive, countywide list for the indicated time frame you enter.

SLC_CUST_CNTRCT_EXPIRING - Customer Contracts Expiring DT

End Date From: 01/01/2015
End Date To: 12/31/2016

Download results in: Excel Spreadsheet CSV Text File XML File (122 kb)

Unit	Agency Name	Contract	Amount	Descr	Sold To	Name	Start Date	End Date	Comments
1	SLC01 Clark Planetarium	0000000744	0.000	CLP Connect Pass	SLC1000475	visit Salt Lake	04/14/2015	03/31/2016	CLP - Connect Pass Marketing and Venue Agr to offer discounted admission into County's ATK, BSA Theater and Hansen Dome. SLC will reimburse the County 70% for each Connect Pass redeemed at the Planetarium. Term to 3/31/2016
2	SLC01 Animal Services	0000000035-1	0.000	AHS-PetSmart Charities Grant	SLC1000488	The Humana Society of the United States	10/19/2015	10/18/2016	AHS- \$50,750 grant from PetSmart Charities in conjunction with The Humana Society of the United States state contract 0000000035 for various purposes: spay/neuter, parasite treatment, transportation expenses, collars etc. Term 12 months to 10/18/2016
3	AGE01 Aging and Adult Services	AGE140107	14979.280	AGE Service Coordinator	SLC1000117	Episcopal Management Corp	07/01/2014	06/30/2016	AGE140107 - Service Coordinator at Episcopal Management Corp of Salt, UT via 98 Month. Mktg/acc. REVENUE amount to County RTE #14,979.28. Term 7-1-2014 to 6-30-2015. AMO #14001 \$15,238.43 term to 6/30/2016

The best way to sort the query, once you have it in Excel, is to sort on the "Agency Name" field, not the "Unit" field because, for example, there may Aging and Adult Services contracts in the Unit "SLC01" and "AGE01".

You may find a list of other useful queries by going to our [website](#).

STATE CONTRACTS FOR OFFICE SUPPLIES



Recently, Contracts & Procurement has received reports of office supply companies contacting agencies with aggressive sales pitches. You are welcome to listen to the sales pitches, if you'd like, and make small cost purchases from these companies. However, we wanted to highlight the state contracts that are currently available for office supply purchases, these contracts may offer the best value to your agency:

- MA142 with Office Depot
- MA1596 with Staples Inc. & Subsidiaries
- MA2077 with Metro Office Solutions Inc.



PAYMENT CARD TRAINING
WEDNESDAY, FEBRUARY 17
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 February P-Card Statement closes on
February 22nd.

All approvals and reallocations need to be completed by **Tuesday, March 1st.**

There are NO extensions on the deadline



SUSTAINABLE PURCHASING

Contracts and Procurement's website has a page dedicate 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!

Reduce Tip

Get yourself a battery charger. Rechargeable batteries can replace up to 1,000 standard alkaline batteries.



SLC SALT LAKE COUNTY RECYCLING

CONTRACT UPDATES

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

NEW COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Expiration
MA016	Legacy Equipment Co	Mechanical Sweeper	9/26/2020
MA2003	Stertil-Koni USA, INc	Vehicle Lifts	6/20/2016
MA2003-1	Southwest Lift Equipment Inc	Vehicle Lifts	6/20/2016
MA415	Highland Golf Carts Inc	Golf Carts	4/12/2018
0000001095	Metro Group Inc	Recycling Scrap Metal	1/11/2021

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Extended to
UDOT129179	Ennis Paint	Traffic Paint	Renewing
PD2009	PFCOMAC Inc	Portable Two-Way Batteries	02/01/2017

EXPIRING COUNTYWIDE CONTRACTS

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

Contract #	Vendor	Description	Expiration	Additional Info
CZ12836C	Speeds Power Equipment	Small lawn equipment/Repair	2/13/2016	None
CZ12841C	ALS Auto Parts and Service	Small lawn equipment/Repair	2/13/2016	None
CW12124C	Sidewalks Plus USA	Concrete saw cutting	2/12/16	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](#)