



# PURCHASING NEWS

## January 2013

### AGENCY RECOMMENDED VENDORS

Agencies who release solicitations may notice that our office asks you to provide a list of suggested vendors; these are vendors that we ensure receive an invitation to respond to your solicitation.

When releasing a solicitation, it is very helpful for your agency to provide the names of vendors that provide this product or service to notify them of the opportunity to do business with Salt Lake County. Please provide the vendor/business name, complete address (including city, state, zip), email address, phone number, and a contact at the organization (first & last name). Your assistance is greatly appreciated.



### PROCUREMENT CARD TRAINING

WEDNESDAY, JANUARY 16 - 11:00 AM

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

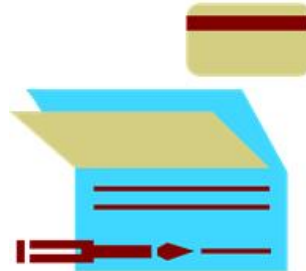


### SMALL COST BLANKET ORDERS

In September 2012, the County Council approved revisions to [Policy 7021: Small Cost Purchasing Procedures](#). This new revised policy states that **small cost blankets will only be established if the vendor does not accept a purchasing card for payment.**

Agencies requesting small cost blankets for 2013 that had blankets in 2012 for the same vendor below \$2,000 or no expenditures made on them, may not be approved without contacting the buyer with justification. Please review your blanket requests and do not request a new one if it wasn't used in 2012. In addition, please be sure that you do not request blankets for any vendor that accepts the purchasing card, as your request will not be approved.

When entering in the dollar amount for your blanket request please review your blanket history and expectation for the upcoming year. Blanket requests for 2013 should be entered in 2013. When entering an RQM for a blanket request, be sure to enter the Procurement Type ID of 18 on the Header, and remember that all RQM documents need at least one accounting line.



If you would like a list of your agency's 2012 Small Cost Blankets, please contact [Michelle Roach](#).

## ADVANTAGE HELPFUL HINTS

### Create a new document by copying an existing document

Requisitions can be copied from an old RQS to a new RQS, or an old RQM to a new RQM.

From the “Document Catalog” type the number of the document you wish to copy in the “ID” field of the Document Identifier section (example: “NP13110”). Click on the hyperlink to bring up the document you are copying.



On the Action Menu in the upper right corner, click “Edit” and then “Copy.”

Type in the “Department Code,” “Document Unit Code” and “Document ID,” which would be the new alphanumeric identifier for your new requisition number (example: “NP13100”). Click the “Copy Document” hyperlink at the bottom of the page.

Check all information for accuracy, as some information does not copy to your new document or you may need to update what was copied. Note: some fields do not copy over, including the Record Date and Procurement Type ID on the Header, General Information section.

Change information in the fields as necessary on the Header Page, Vendor Page, Commodity Page and Accounting Page to reflect different procurement types, vendors, commodity codes and descriptions, amounts, dates, etc.

Validate and submit the new document. When you close the new requisition, the original requisition will be open on your screen. Close this document. The copy function is complete

## DRAFT DOCUMENTS

In the Advantage purchasing system there are a lot of old draft requisitions, and delivery order documents (RQS/RQM/DO). These are documents that have been started and not submitted, or documents that have been modified or discarded and not submitted. These documents may just need to be submitted if needed, or discarded if not needed. If you are replacing someone in your agency, please check that user’s draft documents also.

Users can search for Draft documents by doing the following:

Go in Advantage to the Document Catalog.

1. Under Document Identifier, in the ID field type your ID prefix with an \*, such as NP\*.
2. Under the Document State, in the Phase field select Draft and click on Browse.
3. Searches may also include additional information, such as:
  - a. Under Document Identifier in the Code type RQS, RQM, or DO. This will show the Draft documents for your department that have not gone anywhere.
  - b. Under User information, in the Create User ID field, enter in your User ID
  - c. Use any of the fields on this page to search with.

Draft documents need to be submitted to take effect. This is true even for cancellation documents in the Draft mode. **PLEASE REVIEW ALL DRAFT RQS/RQM/DO DOCUMENTS FOR YOUR AGENCY.**

## SIRE WEBCENTER CHANGES

The software that the Contracts and Procurement Division uses to scan and store contracts has recently been upgraded. One result of that upgrade is that the document viewing options have changed a bit on the [SIRE Web Center](#) that is available to county employees to search contract documents.

The upgrade now allows for an indexed view of the documents. The green arrow will bring up an indexed list of the documents rather than downloading the entire PDF of the scanned document.

If you want to download the entire PDF of the scanned document, hover your mouse over the black drop-down arrow and choose "download" from the list of options. The magnifying glass (SIRE Viewer) will open a new window with the indexed list of folders and a viewing pane of each document. Please see the screen shot below for an example.

Please contact [Pat Iverson](#) or [Heidi Gager](#) with any questions about navigating the Sire Web Center.

The screenshot shows the SIRE WebCenter 6.0 interface in Internet Explorer. The browser address bar shows the URL: <http://slcsire/sire/documents/results.aspx?searchtype=Simple&option=folder&cabinets=CONTRACTS&value=staples>. The page title is "SIRE WebCenter: Documents - Internet Explorer, optimized for Bing and MSN". The navigation menu includes "Home" and "Documents". The search results section shows "Found 2 Folder(s) in : CONTRACTS" with a table of results:

CONTRACT_NUMBER	VENDOR_NAME	DESCRIPTION
CZ0002C	STAPLES INC formerly (Corporate Express - A Buhrmann Company)	SEE NEW CZ10102S//NAME CHANGE to Staples - STATE EXTEND to 12-31-2009 / see first page/change of address -MA-1596 Office Supplies and other items/non-capitalized acquired through the underlying Statewide contract
CZ10102S	Staples Inc & Subsidiaries	Office Supplies with State of Utah's WSCA Contract. 2/1/10 to 1/31/13

A dropdown menu is open for the 'CZ10102S' row, showing options: Open, SIRE Viewer, Download, Print, Add To FolderPack, and Remove Bookmark. A red arrow points to the 'Download' option. The footer of the page reads "WebCenter Powered by SIRE Technologies © 2012".



## SURPLUS WAREHOUSE

Please note: The Surplus Warehouse will be open on January 3<sup>rd</sup>, 17<sup>th</sup>, and 31<sup>st</sup>  
 The Warehouse will be closed on January 10<sup>th</sup> and 24<sup>th</sup>

Hours of operation are 9:00 AM - 11:00 AM on selected Thursdays, unless noted otherwise.  
 Please contact [Brian Anderson](#) to make an appointment to drop off surplus items. To view available items, visit the Purchasing website or [click here](#).



# CONTRACT UPDATES

### RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Extended to
CW11411S	Utah Correctional Industries	Work Apparel	10/31/17
CW08500S	Lefavor Envelope & Printing Co	Envelopes, Plain & Printed	2/28/13
CZ12301S	Econolite Control Products Inc	Traffic Control Systems and Components	11/4/13
CW11303S	Precision Power Inc	Generator Set Preventive Maintenance	12/30/14
CW10501S	Intermountain Drug Testing	Substance Abuse Testing Services	1/10/15
CZ11354S	Mountain States Supply	Irrigation Equipment & Sprinkling Systems and Supplies	2/23/13
CW09386S	Union Metal Corporation	Standard Traffic Signal, Luminaire, and CCTV Camera Poles	7/19/13
CW08604S	Salt Lake Wholesale Sports	Ammo and related items	1/23/18
CW04413S1	Emi Filtration Products	Air Filters/ Media Filters	1/31/15

## NEW COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Expiration
CZ12300S	Pacific Office Automation	Konica Minolta Black & White and Color Copiers/Consumables/Supplies	6/30/14
CW12399S	Wesco Distribution	Traffic Signal Wire	12/9/14
CW13401S	Nicholas & Co	Nestle Pure Life Bottled Water	9/30/13



## EXPIRING COUNTYWIDE CONTRACTS

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

Contract #	Vendor	Description	Expiration	Additional Information
CW08100C	Al's Auto Parts	Small engine/lawn equipment maintenance & repair	1/2/13	See MO12841C
CW08101C	Speed's Power Equipment	Small engine/lawn equipment Purchases	1/2/13	See MO12836C
CW09402S	Aire Filter Products, Utah	Air Filters/ Media Filters	1/31/13	State has not yet extended the date
CW05014S	Utah Correctional Industries	Printing Services	1/31/13	Expected to extend
CW10307S	Am Signal Inc	Astro-Brac Traffic Signal Brackets	1/31/13	Renewal option is available
CW11359S	Intermountain Drug Testing	Substance Abuse Testing Services	1/10/13	See CW10501S
CZ10502S	Linguistica International	Interpreting & Written Translation Services	1/26/13	Pending Award by the State
CZ11503S	Pentskiff Interpreting Service	Face to Face Interpreting & Written Translation Services	1/26/13	Pending Award by the State
CZ11504S	CommGap	Face to Face Interpreting Services	1/26/13	Pending Award by the State

The full text of County-wide contracts is available on the [Purchasing Employee Connect site](#). Click on "Contract Information" and "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 [Michelle Roach](#).