



# Contracts & PURCHASING NEWS Procurement

## March 2013

### 2013 PURCHASES

As the end of the first quarter is coming up quickly, this is a good time to reflect that the year will most likely pass quickly (as time often does). Many agencies wait to make purchasing decisions until the end of the year, but this can be a problematic approach.



Past experience indicates that our workload can be heavy during the later months of the year. As a reminder, requests of our division are generally processed on a first-come, first-serve basis.

If your agency plans to make purchases that require releasing a bid or proposal, we strongly recommend that you begin the process now by contacting the appropriate buyer within our agency to get started. Please start your solicitation project early. A contact list for our agency and purchasing team is located on the [Contracts & Procurement website](#).

### WERE YOU AWARE OF THIS NEAT WEB TOOL? ONLINE COMMODITY CODE SEARCH



A comprehensive list of commodity codes is available on the [Contracts & Procurement website](#). The list is searchable by description and notes the appropriate buyer. Click to [view the Commodity Code List](#). (Network Login may be required).

### ADVANTAGE HELPFUL HINTS

Small Cost POs that have not been paid may be cancelled by the agency requisition clerk in AMS. Open the small cost PO from the document catalog. *Click* on the "Action Menu" tab in the upper right side of the screen. From the drop down menu, *click* on the first menu choice "Edit." Another drop-down menu appears with two options, "Copy" or "Discard." Select "Discard." This will change the header of this Small Cost PO (SM) to read: **Example: "SM- 600- NP13222- 2-Cancellation Draft."** *Click* "Validate" and "Submit" to finalize the cancellation. Unit Managers may need to approve the cancellation of a small cost PO (SM). It is not complete until the Cancellation is in the "Final" Phase. Purchase Orders over the small cost threshold of \$5000.01 must be cancelled by Contracts & Procurement.



**Once a PO has been cancelled, the RQS must also then be cancelled.** This is done by repeating the same process to the "RQS." *Click* on the "Action Menu" and continue with the steps above. It is not complete until the RQS shows Cancellation Final. Unit Managers may need to approve the cancellation.

Cancellation of contracts requires justification and must be processed by Contracts and Procurement. The Mayor's signature is required on all contract cancellations.

## SURPLUS WAREHOUSE

Please note: The Surplus Warehouse will be open on March 7<sup>th</sup> and 21<sup>st</sup>  
 The Warehouse will be closed on March 14<sup>th</sup> and 28<sup>th</sup>

Hours of operation are from 9:00 AM until 11:00 AM on selected Thursdays, unless noted otherwise. Please contact [Brian Anderson](#) to make an appointment to drop off items. To view available items, visit the [Contracts & Procurement website](#).



# CONTRACT UPDATES

### NEW COUNTYWIDE CONTRACTS:

ANY MULTIPLE AWARD AGREEMENT(S) COUNTY-WIDE WILL BE **"CZ"**. THE AGENCY NEEDS TO KEEP DOCUMENTATION ON FILE WHEN ORDERING AND NOTE HOW THE VENDOR WAS SELECTED.

Contract #	Vendor	Description	Expiration
CZ13302S	McKesson Medical-Surgical Minnesota Supply, Inc	Medical, Hospital, and Personal Care Items	7/31/14





**RENEWED OR EXTENDED COUNTYWIDE CONTRACTS:**

<b>Contract #</b>	<b>Vendor</b>	<b>Description</b>	<b>Extended to:</b>
CW09387S	Valley Glass Corp	Architectural Window Glass	1/31/18
CZ11504S	CommGap	Face to Face Interpreting Services	1/26/14
CZ11503S	Pentskiff Interpreting Service	Face to Face Interpreting Services & Written Translation	1/31/14
CW04418S	Waxie Sanitary Supply	Poly/Plastic Trash Bags	5/6/13
CZ10502S	Linguistica International	Interpreting and Written Translation Services to include Face to Face Interpreting, Translation, and Over the Phone Interpreting	1/31/14
CW10401S	Hy-Ko Enviro Maint Products	Poly/Plastic Trash Bags & Janitorial Services	5/6/13
CW09560S	Bob Barkers Co	Slip-on Canvas Deck Shoes	2/28/14
CW05014S	Utah Correctional Industries	Printing Services Including Newsletters	1/31/18
CW09402S	Aire Filter Products, Utah	Air Filers/Filter Media	1/31/15
CZ11364S	Gades Sales Co Inc	Vehicle Traffic Signals	2/23/15
CZ11362S	Turf Equipment & Irrigation	Golf Irrigation Products and Sprinkler Systems and Supplies	2/23/15
CZ11354S	Mountain States Supply Inc	Irrigation Equipment and Sprinkling Systems and Supplies	2/23/15
CZ11356S	Sprinkler Supply	Irrigation Equipment and Sprinkling Systems and Supplies	2/23/15
CW11105C	Great Basin Turf Products	Herbicide/Fungicide	3/31/14
CW11104C	Diamond Tree Experts, Inc	Tree Removal & Trimming	3/6/14
CW08608S	Semi Service Inc	Parts & Repairs of Service Bodies and Platform Bodies without Sides	1/8/18
CZ08206C1	Morgan Asphalt Inc	Big Cottonwood Sand & Gravel	5/31/13
CZ08207C	Geneva Rock Products Inc	Sand & Gravel	5/31/13
CZ08208C	Lakeview Rock Products Inc	Sand & Gravel	5/31/13
CZ08209C	Bland Recycling LLC	Sand & Gravel	5/31/13
CZ08210C	Hadco Construction, LLC	Sand & Gravel - Multiple Award	5/31/13
CZ08211C	Granite Construction Co	Sand & Gravel - Multiple Award	5/31/13



### EXPIRING COUNTYWIDE CONTRACTS:

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

Contract	Vendor	Description	Expiration	Additional Information
CW1222C	Perpetual Storage Inc	Record Storage Backup Vault - in Mountain	3/31/13	Renewable
CW10115C	#1 Concrete Lifting Company	Concrete Paving Raising	3/9/13	Renewable
CW11103C	Bland Tree Experts Inc	Tree Removal and Trimming	3/6/13	Will not be Renewed
CZ10105C	Asphalt Materials Inc	Asphalt Mix for Roads	3/25/13	Will be Rebid
CZ10106C	Geneva Rock Products Inc	Asphalt Mix for Roads	3/25/13	Will be Rebid
CZ10107C	Granite Construction Co	Asphalt Mix for Roads	3/25/13	Will be Rebid
CZ10108C2	Kilgore Contracting	Asphalt Mix for Roads	3/25/13	Will be Rebid
CZ10109C	Staker & Parson Companies	Asphalt Mix for Roads	3/25/13	Will be Rebid
CW08106C	Evans & Sons Auto & Towing	Light Duty Towing Services	3/23/13	Currently out to Bid
CW08107C	Cal Brown Body Shop	Light Duty Towing Services	3/23/13	Currently out to Bid
CW12102C	Business Cleaning Systems	Window Washing Services	3/19/13	
CW05013S	Graybar Electric Co Inc	Small Batteries, AAA, AA, C, D, 9v, NIMH, Etc.	3/4/13	Renewable
CW08384S	Valmont Coatings/Intermountain	Powder Coating of Galvanized Signal Equip	3/31/13	State will Rebid
CW09401S	Columbus Community Center	Document Shredding	3/31/13	Not Renewable
CW09561S	More Prepared	One Person 72-Hour Emergency Kits	3/31/13	Will be Renewed

The full text of County-wide contracts is available on the [Purchasing website](#). 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](#).