

WERE YOU AWARE OF THIS WEB TOOL? ONLINE CONTRACT SEARCH - SIRE



A database of all Salt Lake County contracts is available on the [Contracts & Procurement website](#). From the website, click on "Purchasing" and then "Current Contracts." Click to [view the current contracts](#). (Network Login required). Please remember to click "Log Out" once the session is over, in order to allow other users to access the system. If you have any questions locating contracts, please contact [Pat Iverson](#) or [Heidi Gager](#).

CUSTOMER SERVICE SURVEY



The Contracts and Procurement Division strives to provide professional, efficient procurement services for all county agencies. As part of our efforts towards continuous improvement and providing excellent customer service, we recently solicited your feedback on your interaction with our office in 2012. We sincerely appreciate those who took the time to complete our survey and give us suggestions for improvement. Your comments are critical in helping us improve our service. If you did not have a chance to submit your feedback through the survey and want to provide comments, please contact [Jason Yocom](#).

PURCHASING ETHICS

Each of us as employees of Salt Lake County Government should hold ourselves to the highest of professional standards. [Policy 1430: Professional Ethics and Conflict of Interest](#) sets forth standards of conduct for all employees and volunteers to encourage adherence to professional codes of ethics.

All County personnel who are in a position of buying are held to a strict standard of ethics. The ethics and purchasing codes require that NO GIFTS, including food and meals, may be accepted under any circumstances by employees involved in the purchasing process.



THINKING GREEN

Did you know that compact fluorescent light (CFL) bulbs contain mercury? Just like paint, batteries, thermostats, and other hazardous household items, CFLs should be disposed of properly. Salt Lake County provides a receptacle for disposal of the long fluorescent bulbs in the North Building Atrium. All Salt Lake County citizens are authorized to dispose of their bulbs here.



Visit www.earth911.org or www.lamprecycle.org, or call 1-800-CLEAN-UP for local disposal sites.

PROCUREMENT CARD TRAINING WEDNESDAY, APRIL 24 - 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 a spot in the class.



HOW PURCHASES ARE PRIORITIZED

Have you ever wondered how Contracts & Procurement prioritizes purchases? How can you ensure that your request is handled in time? How can you find about the request status?

So far this year, we have worked on or are working on 76 competitively bid solicitations, including Request for Proposals (RFPs), Request for Bids (RFBs), and Request for Contracts (RFCs) and 26 exception purchase requests have been received, such as Sole Source Requests and Standardization Requests.



We try to balance the workload as much as possible among our 6-person buying team. We normally work on purchase requests using the First-In First-Out (FIFO) process. Since all purchases are important, we prioritize them equally. If, when submitting a request, your priority can be lowered or should be increased, be sure to let us know and explain why.

Excellent customer service is a priority to us. We want to ensure that you understand how requests are handled. If you have any questions or concerns on the status of your request or solicitation, please [contact our team](#).

DRAFT REQUISITIONS & DELIVERY ORDERS

In the near future, we will be moving to the new purchasing system and converting existing data from our current system. There are many old draft requisitions, and delivery order documents (RQS/RQM/DO) in the current system. It is important that these be taken care of before transitioning to the new purchasing system. 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 office please check their 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.

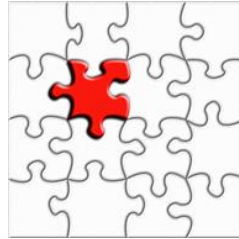
Draft documents need to be submitted to take effect. This is true even for cancellation documents in Draft mode.

PLEASE REVIEW ALL DRAFT RQS/RQM/DO DOCUMENTS FOR YOUR AGENCY

THE PEOPLESOFT PROJECT

Changes are coming! As many of you know, late in 2012, Salt Lake County selected Oracle's PeopleSoft software to replace the current purchasing, payroll, finance, and HR systems. Cherry Road Technologies was selected to partner with the County in the implementation process.

Work has already begun on developing the new Chart of Accounts and introducing the structure to Fiscal Managers. On the HR side, data tables are being created that will lay the foundation for position management.



What is the timeline for PeopleSoft Implementation?

Core Financial Management Implementation:

4/1/2013 – 1/31/2014

- General Ledger, Accounts Payable, Asset Management
- Purchasing, Supplier Contract Management
- Accounts Receivable and Billing
- Project Costing and Grants Management

Go-Live: January 1, 2014

Core Human Capital Management Implementation:

4/1/2013 – 1/31/2014

- Position Management
- Base Benefits
- Payroll, Time and Labor, Absence Management

Go-Live: January 1, 2014

Budgeting Implementation (Hyperion Planning and Budgeting):

11/18/2014 – 5/23/2014

How can I find out more about the PeopleSoft Project?

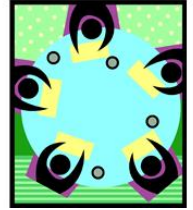
A PeopleSoft project website is in the process of being created. It will be linked from eConnect and will be updated as the project progresses. Check back often to find a glossary of terms, FAQs, and project updates.

- April 3, 2013 – Executive Kickoff Meeting
- April 15, 2013 – **Town Hall Meetings for all County employees to learn about PeopleSoft**
- Starting in May 2013 – Brown Bag Lunches to showcase PeopleSoft functions

Questions? Email PeopleSoft@slco.org

YOU ARE INVITED: TOWN HALL MEETING

Mark your calendar! **All County employees** are invited to attend a town hall meeting on April 15, 2013, to learn about the PeopleSoft Project. You are invited to attend one of these three meetings:



- April 15, at 8:30 AM – Council Chambers, Gov't Center
- April 15, at 10:30 AM – Council Chambers, Gov't Center
- April 15, at 2:00 PM – Viridian Event Center, West Jordan

COPIER CONTRACTORS NAME CHANGE

Canon and Oce have been providers for Canon and Oce Copiers/Consumables/Maintenance and have changed names. They are now Canon Solutions America and Canon Solutions America BPC (respectively). Although the names are similar, PBC has been added to the new name for what was Oce as shown on state contracts. Master Agreements have been made from these State of Utah contracts for copiers and maintenance:

Canon Solutions America (formally Canon Business Solutions) Contact Judy Peterson 801-461-7600	Canon Solutions America BPC (formally Oce) Contact Scott Herbert 801-736-4800	Description
CZ13310S Previously CZ09590S	CZ13306S Previously CZ12387S	Black & White Copiers, Related Software, Consumable supplies & Maintenance.
State Contract # AR2051		
CZ13307S Previously CZ11511S	CZ13304S Previously CZ11349S	Color digital copier equipment, maintenance & consumable supplies.
State Contract # AR398		
CZ13305S Previously CW09569S	CZ13308S Previously CW12387S	Maintenance & consumable supplies only for Canon & Oce discontinued copiers.
State Contract # PD1637		

SURPLUS WAREHOUSE

Please note: The Surplus Warehouse will be open every Thursday in April

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](#).



CONTRACT UPDATES

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS:

Contract #	Vendor	Description	Extended to
CZ11406S	Fulton Pacific	Tough White Woven Polypropylene Sandbags	4/30/14
CW10402S1	Justus Bag Company	Tough White Woven Polypropylene Sandbags	4/30/14
CZ11407S	Comade	Tough White Woven Polypropylene Sandbags	4/30/14
CW08559S	UPS Freight	UPS Freight	4/30/14
CZ10507S	Wall 2 Wall	Carpet Tile, Broadloom, Carpet, and Tile	4/4/15
CZ10508S	Flooring Services Inc.	Carpet & Tile	4/14/15
CZ11355S	Sprinkler World	Irrigation Equipment & Sprinkler Systems & Supplies	2/23/15
CW05013S	Graybar Electric Co	Small Batteries	3/4/15
CW08500S	Lefavor Envelope & Printing Co	Envelopes, Plain and Printed	3/31/13
CZ11101C	Hy-Ko Enviro Maint Products	Janitorial Chemicals & Supplies-Multiple Award	4/7/15
CZ11102C	Brady Industries of Utah	Janitorial Chemicals & Supplies-Multiple Award	4/7/15
CZ12654S	Hon	Hon Office Furniture	11/29/15
CZ11638S	Unique Automotive & Design	Auto Body Repairs	4/30/14
CZ11639S	Higgins Body & Paint Inc	Auto Body Repairs	4/30/14

NEW COUNTYWIDE CONTRACTS:MULTIPLE AWARD COUNTYWIDE AGREEMENTS HAVE "**CZ**" PREFIX

Contract #	Vendor	Description	Expiration
CZ13303S	World Medical Govt Solutions	Medical, Hospital, and Personal Care Items	5/31/14
CZ13304S	Canon Solutions America BPC	Canon Color Digital Copiers Equipment, Maintenance, and Consumable Supplies	6/30/13
CZ13305S	Canon Solutions America	Maintenance and Consumable Supplies only for Canon and Oce Discontinued Copiers	12/31/14
CZ13306S	Canon Solutions America BPC	Canon Black/White Copiers, Maintenance, Related Software and Consumable Supplies	12/31/14
CZ13307S	Canon Solutions America	Canon Color Digital Copiers Equipment, Maintenance, and Consumable Supplies	6/30/13
CZ13308S	Canon Solutions America BPC	Maintenance and Consumable Supplies only for Canon and Oce Discontinued Copiers	12/31/14
CZ13310S	Canon Solutions America	Canon Black/White Copiers, Maintenance, Related Software and Consumable Supplies	12/31/14

EXPIRING COUNTYWIDE CONTRACTS:

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

Contract #	Vendor	Description	Expiration	Additional Information
CW0806C	Sytek Company	Lektreiver Rotary Files	4/30/13	Renewable
CW10112C	SBR Technologies	Digital Reproduction Services	4/22/13	Currently out to bid
CZ09101C	Applied Geotechnical Engineering	Geotechnical Engineering	4/1/13	Will be renewed
CZ09102C	Intermountain Geo Environmental	Geotechnical Engineering	4/1/13	Will be renewed
CZ09103C	Kleinfelder Inc	Environmental Testing	4/1/13	Will be renewed
CZ09104C	Stantec Consulting Inc	Environmental Testing	4/1/13	Will be renewed
CZ09105C	Wasatch Environmental	Environmental Testing	4/1/13	Will be renewed
CZ09106C	Consolidated Engineering	Construction Materials	4/1/13	Will be renewed
CZ09107C	Professional Service Industries	Construction Materials	4/1/13	Will be renewed
CW09618S	Safelite Fulfillment, Inc.	Replacement Glass	4/16/13	Out to bid
CZ11405S	Safety Supply & Sign	Sandbags	4/30/13	Will not be renewed
CW08405S	Clean Harbors Disposal	Hazardous Material Services	4/1/13	Services being re-bid

Contract information 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 or its contents, please contact [Michelle Roach](#).