



Contracts & PURCHASING NEWS Procurement

June 2013

NEW PURCHASING FORMS/TEMPLATES

The Contracts & Procurement Division has updated all of our forms and templates, and these forms are now posted on the [Purchasing Website](#). Please discard any older versions of these forms or templates that may be saved to your computer, as they are now out of date. You are encouraged to download these new documents directly from our site:



- [Conference Speaker Request Form](#)
- [GRAMA Records Request](#)
- [Purchasing Card Application](#)
- [Sole Source Request](#)
- [Standardization Request](#)
- [Request for Bid with Resulting Contract \(RFC\) Template](#)
- [Request for Bid \(RFB\) Contract Template](#)

PROCUREMENT CARD TRAINING WEDNESDAY, JUNE 12 - 11:00 AM



Come learn about the benefit of using a p-card for small cost purchases. If you have submitted a P-Card Application, you will need to attend training before your card will be issued. Please register

with [Cynthia Carrington](#).

PREPARING FOR THE FUTURE SYMPOSIUM

The 2013 *Preparing for the Future* Symposium will be held on Thursday, June 13, 2013 at the Viridian - West Jordan Library & Event Center.



The Symposium will feature:

- ✘ A presentation from Mayor Ben McAdams about the future of Salt Lake County
- ✘ A presentation from Pamela Perlich, Ph.D. (University of Utah) regarding Utah's demographic, social, and economic trends
- ✘ A wide variety of informative and engaging breakout sessions
- ✘ Networking opportunities

Advance registration is required. [Please see e-connect for more information.](#)

ADVANTAGE HELPFUL HINTS

To copy and paste text: Highlight the information you need to copy. Hold down the "Ctrl" key and while holding, press the "c" key to copy the highlighted information. Put the cursor in the field where you want to paste the information. Hold down the "Ctrl" key and press the "v" key to paste the information. This Windows shortcut works well in AMS application. Press "Ctrl c" to copy and "Ctrl v" to paste



ERGONOMIC OFFICE PRODUCTS



Ergonomical desktop office products and accessories are now available from Telcomm Government Sales on Countywide Contract #CW13655S. The following are some of the items available on contract:

Keyboard Tray

Under-desk keyboard tray systems take your keyboard and mouse off of your work surface and place them in a more comfortable, low-risk position that can easily be adjusted.

Monitor Arms

A monitor arm lifts the monitor above the desk to allow for proper ergonomic viewing your screen and to free up needed space for papers or document holders.

Ergonomical Mouse

Ergonomic mouse devices are designed with a specific purpose in mind: to enhance the comfort of the user while mousing and to help prevent serious injury from long-term daily computer use. The contract has four varieties from which to choose.

Humanscale Switch Mouse



Evoluent VerticalMouse 4 Right: (for right handed)

Evoluent Vertical Mouse 4 Left: (for left handed)



Phone Headset

Headsets help users avoid Telephone Neck Syndrome (TNS). Below are some items available on the contract.

Plantronics Wireless Headset CS530



Plantronics Wireless Headset HW251 Surplus Headset, Monaural over the head:



Also available is a handset lifter which lifts a phone off the hook for an incoming call answered by a headset.

Document Holders

An ergonomic document holder keeps your work directly in front of you, eliminating the need for repetitive lateral head movement. There are two document holders available on this contract.



Further Information

For a complete listing of available products and pricing, please see www.telcomm.com/gov or contact [Gary Dupaix](#) at 801-747-0404.

SURPLUS WAREHOUSE

Please note: The Surplus Warehouse will be open on June 6, 13, and 27
The Warehouse will be closed on June 20

Hours of operation are from 9:00 AM until 11:00 AM, unless noted otherwise. Please contact [Brian Anderson](#) to make an appointment to drop off or pick up surplus items. To view available items, please visit the [Purchasing website](#).



CONTRACT UPDATES

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS:

Contract #	Vendor	Description	Extended to
CW04412S1	Veolia ES Technical Solutions	Household Hazardous Waste Removal and Disposal	4/30/18
CZ11638S	Unique Automotive & Design	Auto Body Repairs	4/30/16
CZ10512S	TV Specialists	LCD & DLP Projectors	5/18/14
CW11345S	Merck Sharp & Dohme Corp	Pharmaceuticals	6/30/15
CW10401S	Hy-Ko Enviro Maint Products	Janitorial Supplies/Poly/Plastic Bags/Trash Bags	8/6/13
CW04418S	Waxie Sanitary Supply	Poly/Plastic Bags/Trash Bags	2/6/15
CW08405S	Clean Harbors Disposal Services	Special Waste Removal and Disposal	4/30/18
CW09401S	Columbus Secure Shredding	Collection and shredding documents	3/31/18
CW10311S	Step Saver Inc	Salt, Bagged and Bulk	5/18/14
CW04302S	Reliance Steel & Aluminum	Steel Products	5/23/14
CZ09393S	Dialight Corporation	LED Signal and PED Modules	5/20/15
CZ09394S	Gades Sales Co	LED Signal and PED Modules	5/20/14
CW08616S	D & J Towing Service	Towing	6/21/14



NEW COUNTYWIDE CONTRACTS:

MULTIPLE AWARD AGREEMENT(S) COUNTYWIDE BEGIN WITH "CZ" PREFIX

Contract #	Vendor	Description	Expiration
CW13655S	TelComm Government Sales	Office Worksite Products	4/30/18

EXPIRING COUNTYWIDE CONTRACTS:

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

Contract #	Vendor	Description	Expiration	Additional Info
CW07807C	The Cook Group	Appraisal Services for Real Estate	6/11/13	See CZ13118C
CW07808C1	J Philip Cook & Associates	Appraisal Services for Real Estate	6/11/13	See CZ13121C
CW07809C	Free & Associates	Appraisal Services for Real Estate	6/11/13	See CZ13119C
CW07810C	Fortis Group	Appraisal Services for Real Estate	6/11/13	See CZ13118C CZ13119C CZ13120C CZ13121C
CW11107C	CEM Aquatics	Pool Chemicals-Primary Vendor	6/7/13	
CW11108C	Intermountain Aquatech	Pool Chemicals-Secondary Vendor	6/7/13	
CZ09111C	Modern Display	Rental of Event Equip (Multiple Award CZ09112 & CZ09113)	6/30/13	
CW09104C	Work Care Clinic	Occ Medicine Serv- PhysicalExams	6/6/13	
CW08106C	Evans & Sons Auto & Towing	Light Duty Towing Services Primary Vendor	6/23/13	See CZ13108C, CZ13109C, CZ13110C
CW08107C	Cal Brown Body Shop	Light Duty Towing Services	6/23/13	See CZ13108C, CZ13109C, CZ13110C
CW12109C	Valley Landscape/Snow Rem.	Snow Plowing & Snow Shoveling	6/4/13	
CW12110C	Valley Services Inc.	Snow Plowing & Snow Shoveling	6/4/13	
CZ11349S	Oce North America	Color Copier Supplies	6/30/13	Expiring
CZ11510S	Les Olson Co	Sharp Color Digital Copiers Maint & Supplies	6/30/13	Expiring
CZ11511S	Canon Business Solutions	Color Copier Supplies	6/30/13	Expiring
CW11345S	Merck Sharp & Dohme Corp	Pharmaceuticals	6/30/13	Extended 6/30/15
CZ11203S	En Pointe Technologies	Software Value Added Reseller	6/2/13	Extended 6/2/14
CZ11204S	SHI International Corporation	Software Value Added Reseller	6/2/13	Extended 6/30/15
CZ11350S	Pacific Office Automation	Toshiba Digital Color Copier Maint & Supplies	6/30/13	Expiring
CZ13304S	Canon Solutions America BPC	Canon Color Copiers	6/30/13	Expiring
CZ13307S	Canon Solutions America, Inc.	Canon Color Copiers	6/30/13	Expiring

The full text of County-wide contracts is available on the [Purchasing Website](#). Click on *Purchasing Information* and *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 [Michelle Roach](#).