

WERE YOU AWARE OF THIS NEAT WEB TOOL? CURRENTLY OPEN SOLICITATIONS



A current list of open solicitations is available on the Contracts & Procurement website. This list is searchable by description and links potential vendors to the appropriate place for submitting a

bid or proposal. [Please click here to view list of current open solicitations.](#)

AMS ADVANTAGE HELPFUL HINTS SEARCHING FOR A VENDOR OR VENDOR NUMBER IN INFOADVANTAGE

- Login into InfoAdvantage reporting software (user license required)
- Click on "Public Folders, then "Corporate Documents" (sub)folders
- Click on & open the "Accounts Payable" folder
- Scroll down and click on "Vendor Search"
- Click "Refresh Data"
- Enter all or part of vendor name with the % sign before and/or after as a wild card.
- Click "Run Query"
- Vendors are listed in alphabetical order
- Scroll down looking for the company name and correct address and Vendor Code.



COPYING DOCUMENTS IN AMS ADVANTAGE

Many requisition clerks have noticed the ease of copying documents in AMS Advantage, but users need to pay special attention when copying requisitions and other documents. When a document is copied, the entire budget information is copied, including the appropriation unit, and that information may or may not be correct. Requisition clerks should take special care to delete the appropriation unit in the copied requisition so that they can enter the correct budget information, and the appropriation unit will automatically populate.



PROCUREMENT CARD TRAINING WEDNESDAY, AUGUST 21 - 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.



NEW VENDOR/SUPPLIER FORM

A new Vendor management form (also known as a substitute W9) has been created to use when setting up a new vendor for payment in the purchasing system. This new form has been developed in conjunction with the implementation of the PeopleSoft system; however, the new form should be utilized immediately.



The new [Supplier/Vendor Management Form](#) is available on the Mayor's Financial Administration website. Please begin using this form immediately for new vendor setup in AMS Advantage.

Beginning immediately, please send vendor code requests to Tanya Anderson in Mayor's Financial Administration for processing. Send to Suite N4100 or fax to 385-468-7203.

Please contact [Ryan Noyce](#) with any questions.

THINKING GREEN

When making purchases, seek out businesses and companies who offer Energy Star-certified products and provide products that meet the standards for energy consumption.



Even the simplest actions can make a difference when multiplied by many. If only 2% of the U.S. population turned on kitchen and bathroom faucets to a fraction of full blast when washing their hands, nearly 12 million gallons of water could be saved every day. A small change can have a huge impact.

APPROVED VENDOR LIST

On occasion, Contracts & Procurement receives inquiries from vendors asking how they can be added to an approved vendor list. **Contracts & Procurement does not keep an approved vendor list**; the vendors are generally asking about a list of suppliers that hold Countywide Contracts, many of which are based on State Cooperative Contracts.

How does a supplier receive a State Cooperative Contract?

First, the supplier must register BidSync. BidSync is a third party vendor through which the State of Utah posts formal bids or solicitations. Signing up with BidSync is completely free for all vendors. As they sign up, vendors associate themselves with certain commodities and all vendors who have selected that commodity will receive an email notification letting them know that there is a solicitation available.

The next step in getting a State Cooperative Contract is to submit a bid, follow the instructions in the solicitation, and upload all the required documentation to BidSync.



The final step to gaining a State Cooperative Contract is winning the bid. The vendor who wins the bid receives the contract. The simple fact is that if a vendor does not bid and/or does not win a contract, they do not hold a State Cooperative Contract.

This information is available through the State of Utah Division of Purchasing. The official [State of Utah Vendor Guide](#) directs potential suppliers to BidSync and explains the procurement process.

Salt Lake County Contracts & Procurement also publishes a formal guide to doing business with Salt Lake County, which is available online. Click to access the [Contracts & Procurement Vendor Guide](#).

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

SURPLUS WAREHOUSE

The Warehouse will be open August 1, 15, 22, 29

The Warehouse will be closed on August 8

Hours of operation are 9:00 AM-11:00 AM on selected Thursdays, unless noted otherwise. Contact [Brian Anderson](#) for an appointment to drop off surplus items. To view available items, visit the [Purchasing Website](#).



PEOPLESOFT UPDATE – AUGUST 2013

Great progress was made with regards to the PeopleSoft project in terms of Procurement in July! All users were invited to a Brownbag meeting on the Procurement module from PeopleSoft, called *eProcurement*. During the Brownbag, the following topics were covered:



- New terms and definitions with PeopleSoft
- Business Process flows comparing our current system with the new PeopleSoft system
- Demonstration on eProcurement that showed:
 - A Small Cost Requisition from beginning to end
 - Purchasing goods from an Existing Contract

****A special thanks to Melani Martinez for demonstrating the new eProcurement module!****

The PeopleSoft Implementation Team visited several agencies and documented several issues to ensure that ideas can be incorporated into the new system. Special thanks to procurement specialists from Public Works, Fleet, Youth Services, Facilities, Health, and the Library for their input and review of the system.

Please look for updates on the testing, training, and turnover plans for the new system. If you have Procurement/Contract questions or concerns with regards to PeopleSoft, please contact [Tony Jolley](#), the Purchasing Subject Matter Expert (SME).



CONTRACT UPDATES

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS:

Contract #	Vendor	Description	Extended to
CW12202S	Legacy Equipment Company	Rentals of Elgin Street Sweepers	1/1/14
CZ10511S	Troxell Communications Inc	LCD & DLP Projectors	5/18/14
CZ11518S	KI	KI Office Furniture	1/31/14
CZ12100C	Ready Made Concrete	Concrete Ready Mix	8/29/14
CZ12101C	Geneva Rock Products Inc	Concrete Ready Mix	8/29/14
CZ12102C	Altaview Concrete Inc	Concrete Ready Mix	8/29/14
CW09392S	Muzak LLC	Music On Hold Service	11/25/13
CW11643S	Semi Service Inc	Services Body/Parts	8/15/14
CW06132S	Utah Correctional Industries	Office Furniture	8/31/14
CW08500S	Lefavor Envelope & Printing Co	Envelopes, Plain & Printed	5/31/18

NEW COUNTYWIDE CONTRACTS:

MULTIPLE AWARD COUNTYWIDE AGREEMENTS HAVE "CZ" PREFIX

Contract #	Vendor	Description	Expiration
CZ13311S	Kip America	Kip Wide Format Color Copier Software, Maint., & Consumable Supplies	6/30/14
CZ13312S	RMT Equip	Golf Irrigation Products and Sprinkler Systems & Supplies	2/23/15

EXPIRING COUNTYWIDE CONTRACTS:

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

Contract #	Vendor	Description	Expiration	Additional Information
CZ10112C	RMT Equipment	Golf Course Accessories	8/15/13	Term is Ending
CZ10113C	Eagle One Golf	Golf Course Accessories	8/15/13	Term is Ending
CW10102C	Meldrum Scale Company	Motor Truck Scale	8/8/13	Potential Renewal
CZ13301S	Les Olson Co	Sharp Copier	8/30/13	No extensions remaining
CW10401S	Hy-Ko Enviro Maint Products	Poly/Plastic Bags/ Trash Bags	8/6/13	Currently out to 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 love to hear! If you have any feedback about the newsletter, please contact [Michelle Roach](#).