



Contracts & PURCHASING NEWS Procurement

September 2013

WERE YOU AWARE OF THIS WEB TOOL? LIST OF PURCHASING FORMS



A comprehensive list of purchasing forms is available on the Contracts & Procurement website. [Access a list of Purchasing Forms.](#)

Please note: templates for [RFPs](#), [RFCs](#), and [RFBs](#) are located on the solicitation information pages.



PROCUREMENT CARD TRAINING WEDNESDAY, SEPTEMBER 18 - 11:00 AM

Come learn about the benefits 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.



SURPLUS SALE – SEPT 28

A Sale will be held at the Warehouse (4474 S Main) Saturday, Sept 28, from 9:00 AM - 12:00 PM

PEOPLESOFT UPDATE – SEPTEMBER 2013

August was another busy month with lots of progress with PeopleSoft! The implementers of the Purchasing Module are in the process of setting up the proper security needs for Requesters and Approvers and will be contacting you shortly to ensure that your information is set up correctly.



Training materials are being prepared, and Salt Lake County will be using a product from Oracle called UPK (User Productivity Kit). UPK is a fun new method of training which is an innovative and effective way to learn the new system. More details regarding training will be available soon.

As part of PeopleSoft training, a new glossary of terms will be created. Below are a few examples of terms in AMS and the associated term used in PeopleSoft:

<u>AMS Term</u>	<u>PS Term</u>
Vendor	Supplier
Agency/Dept	Agency
Org/Unit	Dept
Activity	Program
Object	Account

If you have questions or concerns regarding procurement or contracts in PeopleSoft, please contact [Tony Jolley](#).

DEADLINES TO ENCUMBER 2013 FUNDS

A budget encumbrance is made after a vendor has been selected and a purchase order or contract has been executed identifying the final cost.



For purchases and contracts to encumber 2013 funds, please submit approved requisitions, specifications, and/or vendor-signed contracts to Contracts and Procurement by the due dates that follow. Requests received after these dates will not be processed for 2013 budget encumbrance and will be held until they can be entered in PeopleSoft in 2014.

- Request for Proposals 9/3/13
- Request for Bids 10/11/13
- Capital Improvement Bids 10/11/13
- Contracts that Encumber 2013 Funds 11/27/13

To reduce duplication of data entry and allow time to successfully convert data from AMS to the new system, you must enter your 2013 encumbrances in AMS prior to 12/18/13. After this date, new encumbrances (requisitions, DOs, small cost POs) will NOT be allowed to be entered in the AMS procurement system.

Mayor's Finance will continue to process PRC and GAX documents through the month of December. All valid 2013 and earlier encumbrances should be paid before the end of the year. Approved encumbrances entered in AMS prior to 12/18/13 that must carry forward into 2014 will be manually entered into PeopleSoft. Please cancel unnecessary encumbrances as soon as possible.

Agencies may continue to make small cost purchases using a p-card through the end of the year.

COPIER PURCHASE AND MAINTENANCE

The Les Olsen color copier/maintenance state contract #CZ13301S (AR653) expired on August 30, 2013. The State of Utah has indicated that they will soon enter into a contract for Sharp copiers and maintenance. The contracts for color copiers with Canon # CZ13304S and CZ13307S (AR398) and Les Olsen #CZ11510S (AR402) have expired. If you are unable to use these contracts, please use other purchasing methods as appropriate.



SURPLUS WAREHOUSE DATES

The Warehouse will be open September 5, 12, & 19
The Warehouse will be closed on Sept 26



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](#).

THE PEOPLESOFT PROJECT WEBSITE

A new website has been created to provide employees with information regarding the PeopleSoft project, such as key dates, documents, FAQs, fact sheets, etc. [Access the PeopleSoft website.](#)



TAX EXEMPT INFORMATION



As a reminder, Salt Lake County is exempt from paying Sales Tax. When making purchases, please provide the vendor with a copy of the tax exemption certificate.

Salt Lake County's tax exemption certificate (TC-721) can be located on the [Accounts Payable section](#) of the [Mayor's Financial Administration website](#).



CONTRACT UPDATES

NEW COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Expiration
CW13313S	Mountain West Precast	Precast Concrete Barriers, Remove, Relocate, and Supply on as needed basis	5/26/15

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Expiration
CW04314S	Green Source LLC	Fertilizer/Seed	9/23/18
CW07542S	Mity-Lite Inc	Lightweight tables (rectangular-round-oval)	9/30/15
CW04213S	Utah State Dept/Admin Services	Novell software	9/30/15

EXPIRING COUNTYWIDE CONTRACTS

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

Contract #	Vendor	Description	Expiration	Additional Information
CW10103C	Electrical Wholesale Supply	Electrical Supplies, Materials and Components. Primary	9/2/13	Extending – Will be Rebid
CW10104C	Codale Electric Supply Inc	Electrical Supplies, Materials & Components. Secondary Vendor	9/2/13	Extending – Will be Rebid
CW10116C	Western Disposal	Trash Removal Services	9/6/13	Expiring – Will be Rebid
CZ08214C	Codale Electric Supply Inc	Data Cables, patch panels, cords, misc. communication	9/30/13	Expiring – Will be Rebid
CZ08215C	Graybar Electric Co Inc	Data Cables, patch panels, cords, misc. communication	9/30/13	Expiring – Will be Rebid
CW13401S	Nicholas & Co Inc	Cases of bottled water	9/30/13	Renewal is available
CZ12385S	Airgas Intermountain Inc	Welding Gases/Supplies	9/21/13	Renewal is available
CZ12386S	Air Liquide America	Welding Gases/Supplies	9/21/13	Renewal is available

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](#).