



Contracts & PURCHASING NEWS Procurement

November 2013

WERE YOU AWARE OF THIS NEAT WEB TOOL? P-CARD ACCESS ONLINE TRAINING

A comprehensive list of user guides and tutorials related to navigating the P-card Access Online website is available on the [Contracts & Procurement website](#). There are self-training guides for every process in Access Online, including viewing your transaction list, reallocating a transaction, approving a transaction, and more! [View the P-card Info Page](#).

COMPARE PRICING/ SHOP AROUND ON SMALL COST PURCHASE ORDERS

If your agency is utilizing a small cost purchase order to purchase an item or service is less than \$5,000, please remember that you, as the agency, have the authority to conduct discussions with potential suppliers and shop around to find the best pricing.



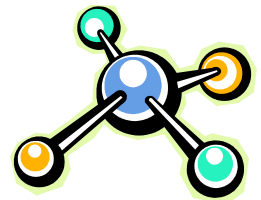
It is generally necessary to research information as a purchase is anticipated. Effective tools can be Internet searches, phone calls, or discussions with suppliers but please remember to research multiple sources and to maintain a fair process, never share a vendor's pricing information with other vendors.

If you are writing specifications or a proposal, discontinue corresponding with vendors while specifications or documents are being written. Once a bid, quote, or RFP solicitation has been released, communication with vendors should be directed to the named buyer.

ePROCUREMENT REQUESTOR TRAINING

PeopleSoft eProcurement Requestor training is intended for those who will be creating purchase requisitions and purchase orders. There will be nine sessions available.

The class will introduce eProcurement, demonstrate how to create and manage requisitions and purchase orders, and introduce the online training tool "User Productivity Kit" (UPK) that enables you to train at your own pace.



The class will demonstrate how to practice at your desk to build your proficiency in using the system and continue to learn its features. If you are a requester and have not received an invitation to a class, please contact [Tony Jolley](#).

ePROCUREMENT APPROVER TRAINING

Approver training is intended for those approving purchase requisitions and purchase orders. Approvers can attend class on either December 16th or January 6th. Details will be sent shortly. The class will introduce eProcurement, demonstrate how to approve Requisitions and Purchase Orders, and introduce the online training tool "User Productivity Kit" (UPK) that enables you to train at your own pace.

We are close to implementation! Please close out encumbered contracts, purchase orders and delivery orders before the end of year. If you have procurement or contract questions or concerns in PeopleSoft, please contact [Tony Jolley](#).

AUDIOVISUAL CONFERENCING SERVICES

The new VOIP phone system has some exciting functionality for conferencing in additional callers. Each VOIP handset will allow a user to conference in six callers at no additional cost.

The new phone system will also allow for up to ten callers in an audio conference. This is called the "Meet Me" conference. Please contact [Information Services](#) or call 385-468-0700 to set up this functionality. The cost of the "Meet Me" conference is the same cost of a phone.

For those that would like to take conferencing to the next level of web conferencing, Information Services offers a hosted solution called WebEx that has the ability to share desktops, applications etc. The current WebEx licensing allows for up to 25 attendees into a single conference session. Please contact [Information Services](#) or call 385-468-0700 to have an account set up for this service. The WebEx licensing is \$53 per month.



CenturyLink Audio Conferencing is an option as well; this is an 800-number that is given to conference participants with a conference code. There are costs associated with this service. Please contact [Information Services](#) or call 385-468-0700 to set up this functionality.

Please note: Technology, availability, and costs may be subject to change. Please contact [Information Services](#) or call 385-468-0700 for information.

UPS AND FEDEX CONTRACTS

Does your UPS or FedEx invoice show a Service Charge for pickup? It shouldn't. If your account shows a weekly service charge for pickup, you may end up saving \$1,000.00 a year per account by removing the charge. In August of 2011, the State of Utah negotiated "no charge" for parcel pick-up. If your office is being invoiced a weekly pick-up fee, please contact the vendor's account representative and have the fee removed from the account.

Does your UPS or FedEx invoice contain Next-Day or 2-Day line item charges for in-state deliveries? It shouldn't. Both UPS and FedEx Ground Delivery service ship next day to in-state addresses. So next time you ship a package in-state, choose Ground delivery and save money.

Your agency ships UPS or FedEx but you are not using the State contract? You should. The State of Utah's savings off of published rates are Next Day Air 70%; 2-Day 65%; 3-day 55%; International 55%; and Ground 45% off. To set up a UPS account, email a request to WSCA@UPS.COM. To set up a FedEx account, call FedEx government customer service at 800-645-9424. The FedEx National Account Number for the State of Utah is 7046.

Please direct any questions regarding these contracts to [Carleen Durant](#).

SURPLUS WAREHOUSE

The Warehouse will be open Nov 7th & 21st
The Warehouse will be closed Nov 14th & 28th

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](#).



GREEN TIPS FROM SALT LAKE COUNTY PRINTING SERVICES

When buying paper for your printing and copying needs there are some certification marks and logos to look for that will help you stay **GREEN**.

The foremost marking is the SFI which stands for the Sustainable Forestry Initiative. Paper coming from this program is certified based on a comprehensive system of principles, objectives, and performance measures developed by professional foresters, conservationists and scientists that combines the perpetual growing and harvesting of trees with the long-term protection of wildlife, plants, soil and water quality.



Under the Sustainable Forestry Initiative program, participating North American companies plant or grow more trees than are harvested each year. Over one million acres with 620 million trees are reforested each year under the SFI program.

Another marking to look for is FSC. This stands for the Forest Stewardship Council.

The FSC is an international organization whose mission is to promote responsible management of the world's forests. FSC is the global



benchmark for responsible forest management. The intent of the FSC is to shift the market to eliminate habitat destruction, water pollution, displacement of indigenous peoples and violence against people and wildlife that may sometimes accompany logging.

According to the American Forest and paper Association, 57% of the paper consumed in the U.S. in 2007 was recovered for recycling. This equates to nearly 360 pounds of paper for each man, woman and child in the US!



**FOR YOUR GREEN PRINTING NEEDS,
USE SALT LAKE COUNTY PRINTING SERVICES
385-468-0780
South Building Government Center, Lower Level**



CONTRACT UPDATES

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS:

Contract #	Vendor	Description	Extended to:
CW09620S	Metech Inc	E-waste recycling of surplus electronic items	11/30/14
CW11643S	Semi Service Inc	Snow Plows, Accessories, and Spreaders	9/21/18
CZ11513S	American Sign language Communications	Sign Language Interpretation Services	7/14/14
CZ12385S	Airgas Intermountain	Cylinder Gases and Welding Supplies	9/21/18
CW09619S	Thomas Petroleum	Oil and Grease	11/17/16
CW12652S	Vehicle Lighting Solutions	OEM Whelen/Havis Shield Emergency Products	11/2/17
CW11502S	Nation Wide Shelving	Shelving & Filing Sys, Mobile & Stationary	11/30/15



EXPIRING COUNTYWIDE CONTRACTS:

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

Contract	Vendor	Description	Expiration	Additional Info
CW10106C	Epic Engineering, PC	On Call Engineering Services	11/30/13	Will Expire – see CZ13101C-CZ13107C
CW10122C1	Crawford Door Sales Co	Overhead Door Parts/Repairs-Primary Vendor	11/30/13	Will Expire
CW10123C	Vortex Doors	Overhead Door Parts/Repairs-Secondary Vendor	11/30/13	Will Expire
CW04337S	Water & Energy Systems	Water Treatment/Services	11/30/13	
CW09392S	Muzak LLC	Music on Hold Service	11/25/13	Will Expire
CZ11348S	Gades Sales Co Inc	TS-2 Traffic Control Systems and Components	11/4/13	Will Expire
CZ12301S	Econolite Control Products, Inc.	Ts-2 Traffic Control Systems and Components	11/4/13	State Contract Expiring

Countywide contract details are available on the [Purchasing Website](#). Click on *Purchasing 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, please contact [Michelle Roach](#).