

Contracts & PURCHASING NEWS Procurement January 2014

PEOPLESOFT IS HERE

We are now live on PeopleSoft! A big thanks to the Super User team who spent many hours testing and retesting to help us get the system ready! This group includes: Arla



Vivona, Scarlett Andrew, Rosalie Grip, Kathy Christiansen, Lorraine Krause, Jackie Paul, Beth Harrell, Ann Stoddard, Diane Okumura, Jodi Ballif, Theresa M Christensen, Tiffany Stock and Melani Martinez.

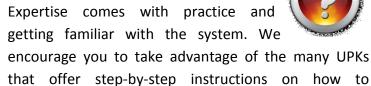


We would like to especially thank Melani Martinez for her efforts in helping us get the system ready. Melani was a key presenter in all of our ten Requester Training classes and did an

outstanding job. Over the course of ten three-hour classes we introduced the new PeopleSoft system to 135 requesters!

Lastly, we'd like to thank Tony Jolley, our Contracts and Procurement Subject Matter Expert (SME). He has put in many hours of work on the implementation and preparing and presenting the trainings for the County team. We'd also like to thank Joni Larson, the SME from Cherry Road for the supplier contracts and purchasing modules of the PeopleSoft project.

PEOPLESOFT PURCHASING SUPPORT



accomplish tasks in the PeopleSoft.

In the event that you still have questions *after* referring to the available UPK's, you may call our office for assistance at 385.468.0300 or you may email <u>Tony Jolley</u>. We hope to be able to address reported issues within 48 hours, unless a higher priority is indicated. We ask for your patience as everyone adjusts to using the new system.

PEOPLESOFT PURCHASING WORKSHOPS



We will be offering four sessions of a hands-on lab for anyone who needs additional help or training. Laptops and instructors will be set up and ready to process the work you bring for all of us to walk through the system together. The labs will be in conference room N4017. Registration is not required.

Workshop dates and times:

- Tuesday, January 7th (afternoon)
- Wednesday, January 8th (morning)
- Tuesday, January 14th (afternoon)
- Thursday, January 16th (morning)

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PROCUREMENT CARD TRAINING WEDNESDAY, JANUARY 15TH - 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 WAREHOUSE DATES

The Warehouse will be open January 9, 16, 23 & 30

The Warehouse will be closed January 2

Hours of operation are 9:00 AM-11:00 AM, unless otherwise noted. Contact <u>Brian Anderson</u> for an appointment to drop off surplus items. To view available items, visit the <u>Purchasing Website</u>.

CONTRACT UPDATES

NEW COUNTYWIDE CONTRACTS

~No New Contracts ~

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

| Contract # | Vendor | Description | Expiration |
|------------|----------------------------------|---|------------|
| CW10103C | EWS, A Division of Border States | Electrical Supplies, materials and components | 04/02/2014 |
| CW10103C1 | EWS, A Division of Border States | Electrical Supplies, materials and components | 04/02/2014 |
| CW10104C | Codale Electric Supply Inc | Electrical Supplies, materials and components | 04/02/2014 |
| CW04214S | Cate Rental Co Inc | Heavy Equipment Rental w/out Operator | 1/1/2015 |
| CW05213S | Wheeler Machinery Company | Heavy Equipment Rental w/out Operator | 1/1/2015 |
| CW11630S | Mountain West Truck Center | Large Truck Repairs and Parts | 1/31/2015 |
| CZ11518S | KI | Office Furniture | 5/31/2015 |
| CW10200S | Honnen Equipment | Heavy Equipment Rental w/out Operator | 1/1/2015 |
| CW12202S | Legacy Equipment Company | Street Sweeper Rental | 1/1/2015 |

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EXPIRING COUNTYWIDE CONTRACTS

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

| Contract # | Vendor | Description | Expiration | Additional Information |
|------------|--------------------------------|--|------------|---------------------------|
| CW04337S | Water & Energy Systems Tech | Water Treatment/Services | 01/31/2014 | Extending – Will be Rebid |
| CZ10502S | Linguistica International | Interpreting & Written Translation Services | 1/31/2014 | Renewal is available |
| CZ11503S | Pentskiff Interpreting Service | Face to Face Interpreting & Written Translation Services | 1/31/2014 | Renewal is available |
| CW09392S | Muzak LLC | Music on Hold Service | 1/25/2014 | Expiring |
| CZ11504S | Commgap | Face to Face Interpreting Services | 1/26/2014 | Renewal is available |
| CZ08201C1 | Supply Link | Computer Printer Parts/Repair | 1/14/2014 | Expiring |
| CZ08202C | Advance Business Equipment | Computer Printer Parts/Repair | 1/14/2014 | Expiring |
| CZ08203C | Metro Laser Ince | Computer Printer Parts/Repair | 1/14/2014 | Expiring |

Contract information available on the <u>Purchasing website</u>. (Click "Contract Information" & "Current Contracts")

State contracts can be viewed at: <u>www.purchasing.utah.gov</u>

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 Angelina Harward-Collard.

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