



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 re-testing 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

Expertise comes with practice and getting familiar with the system. We encourage you to take advantage of the many UPKs that offer step-by-step instructions on how to 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 [Tony Jolley](#). 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)

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 [Brian Anderson](#) for an appointment to drop off surplus items. To view available items, visit the [Purchasing Website](#).

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

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 [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 [Angelina Harward-Collard](#).