



Contracts & Procurement PURCHASING NEWS

April 2014

SPECIAL THANKS TO OUR WEBSITE FOCUS GROUP!



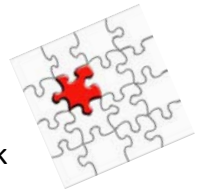
Contracts & Procurement would like to extend a thank you to Javaid Lal, Jeff Gwilliam, Lana Bryner and Ryan Henrie for participating in the Website Focus Group meeting. They took time out of their schedule to help us understand how agencies currently use our website and contributed wonderful insight to improve our website and other communication tools offered to agencies. As a result of the meeting, our office will be working on several improvements to our website, newsletter and the tools available within each. As an office, we are currently working on revising all of our process flow charts to incorporate PeopleSoft. They will be available on the website very soon. If you have suggestions or comments, please email [Angelina Harward-Collard](mailto:Angelina.Harward-Collard).

SPECIAL RECOGNITION FOR ANTIGONE CARLSON



We'd like to recognize Antigone Carlson (Tiggy), our Contracts Coordinator that accepted the position last December. She came on board and was extremely proactive in learning PeopleSoft. Many of you have come to her for assistance in navigating and troubleshooting PeopleSoft. She has helped out in just about all of the workshops as well as answering questions when agencies call in for assistance. She's even taken time out of her very busy schedule to assist requestors at their own desk. Thank you, Tiggy, for all that you've done to help agencies learn to be comfortable in PeopleSoft, while always having a smile!

PEOPLESOFT UPDATE



We are making great progress! Thank you for your feedback and help as we have been live on the new system three months!

One of the most effective ways of learning anything new is by practice. Many of you have become quite familiar with navigating the new system. Several Requesters only enter Requisitions once a month. It is more of a challenge to get comfortable with the system when you are not frequently entering Requisitions and Purchase Orders.



PROCUREMENT CARD TRAINING
WEDNESDAY, APRIL 16TH
11: 00-12 NOON

Come learn about the benefits of using a purchasing card for small cost purchases. If you have submitted an [application](#), you will need to attend training before a card will be issued. Please RSVP to [Cynthia Carrington](#) to reserve a spot in the classroom.

In our last newsletter we discussed ideas on how we can improve our efficiencies with the system. The ideas identified were:

- **Requested Feedback from You**
Please continue to let us know of issues you are seeing or ideas you have to make the system better.
- **Helpful Hints on Reoccurring Issues**
Based on feedback, we will continue to send updates and ideas to optimize your experience with the new system. If you have a topic you would like covered, let us know.
- **Production Labs**
Based on feedback, we are moving the weekly labs to a less frequent schedule. **Our next scheduled Production Lab is Tuesday, April 8th from 1:30 – 3:30 pm.** Let us know how frequently you would like to see these labs. We also invite Ryan Noyce, or someone from the Accounts Payable team, to be at our labs to help with any AP question.
- **Training Classes for Requesters**
We are setting up regular training classes for new Requesters. We will be scheduling these classes on a monthly basis. The first class is scheduled for **Tuesday, May 6th 1:30 – 3:30.** More details will be coming! Let us know any feedback or ideas you would like for these classes.
- **Mentors for New Requesters**
We hope to build a team of mentors to help those new to the system. This will be a great way to get PeopleSoft and Procurement experience and to help others in the county with the system. If you are interested in helping as a Mentor, let us know. Our first mentor meeting will be **Wednesday, April 23rd at 10:00 AM.**

If you have Procurement or Contract questions or concerns in PeopleSoft, please contact [Tony Jolley](#).

CAN YOU GUESS??



How many countywide requisitions have been entered since PeopleSoft has been in place?

Email your answers to [Contracts & Procurement](#). The closest answer will win a prize!

SURPLUS WAREHOUSE

Open April 3rd, 10th & 24th
Closed April 17th



Hours of operation are from 9:00 -11:00 am, unless otherwise noted. Please contact [Brian Anderson](#) to make an appointment to drop off or pick up surplus items. To view available items please visit the [Purchasing website](#).



THINKING GREEN

Did you know that compact fluorescent light (CFL) bulbs contain mercury? Just like paint, batteries, thermostats, and other hazardous household items, CFLs should be disposed of properly. Salt Lake County provides a receptacle for disposal of the long fluorescent bulbs in the North Building Atrium. All Salt Lake County citizens are authorized to dispose of their bulbs here.

Visit www.earth911.org or www.lamprecycle.org, or call 1-800-CLEAN-UP for local disposal sites.

**PURCHASING CARD
DEADLINE CHANGES**



Each month the statement for the purchasing cards closes on the 22nd, unless it falls on a weekend or holiday and then it closes the next business day. In the past, divisions have had 8 calendar days to complete the approval and reallocation process. We are exploring the effects of changing the deadline for approvals/reallocations to be closer to the statement closing date. This change will help facilitate the integration of the US Bank P-Card program with PeopleSoft. Please send any feedback on how this change will affect your current agency p-card processes to [Angelina Harward-Collard](#)

**WERE YOU AWARE OF THIS
WEB TOOL?
LIST OF COUNTYWIDE
CONTRACTS**



A list of all current County-wide contracts is available on the [Contracts & Procurement website](#). From the website, click on "Purchasing" and then "Current Countywide Contracts."



CONTRACT UPDATES

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS:

Contract #	Vendor	Description	Extended to
0000000233	Codale Electrical Supply Inc.	Data Cabling Supplies	9/13/2017

NEW COUNTYWIDE CONTRACTS:

MULTIPLE AWARD COUNTYWIDE AGREEMENTS HAVE "CZ"

Contract #	Vendor	Description	Expiration
0000000218	Ballard Supply Inc	CZ-Electrical Supplies	9/13/2017
0000000217	Graybar Electrical Supplies	CZ-Electrical Supplies	9/13/2017
MA375	Safety Supply & Sign Company	CW-Driver Feedback Sign	1/31/2018

EXPIRING COUNTYWIDE CONTRACTS:

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

Contract #	Vendor	Description	Expiration	Additional
CZ10110C	Refrigeration Supplies Dist	CZ-Refrigeration supplies	4/11/2014	Will be put out for Bid
CZ11101C	Hy-Ko Enviro Maint Products	CZ-Janitorial Chemicals & Supplies	4/7/2014	Will be renewed
CZ10111C	Gustave A Larson Co	CZ-Refrigeration Supplies	4/12/2014	Will be put out for Bid
CZ11102C	Brady Industries of UT	CZ-Janitorial Chemicals & Supplies	4/7/2014	Will be renewed
MA058	Fulton Pacific	CZ-Polypropylene Sandbags	4/30/14	Will be renewed
MA059	Comade	CZ-Woven Polypropylene Sandbags	4/30/14	Will be renewed
MA1552	Flint Trading Inc	CZ-Pavement Marking	4/11/14	Renewed to 4/11/17
CW11106C	TNT Auction Company	CW-Surplus Auctioneer Services	4/21/14	Expiring
CW0806C1	Sytek Automation LLC	CW-Lektreiver Rotary Files	4/30/14	Expiring

Contract information is 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, please contact [Angelina Harward-Collard](#)