



Contracts & PURCHASING NEWS

Procurement

May 2014



eProcurement Mentor Group

We had our first eProcurement Mentor's meeting on April 23rd. The purpose of the meeting was to:

- Brainstorm ideas on how to be effective as an eProcurement Mentor
- Prepare for our new Requesters meeting scheduled for May 6th
- Discuss ideas on additional training we can provide for all Requesters to help us become more efficient

We had active participation and great ideas in the meeting! There were nine people in attendance. We appreciate all the ideas. Please let us know if you would like to be part of the mentor's group.

The discussion focused on how to be an effective ePro Mentor. Some ideas were:

- Keep it simple.
- Be responsive and follow up in a timely manner.
- Don't be afraid to say "I do not know, but I will find out."
- Help establish familiarity with the UPKs.
- Show how to use the Quick Reference Guides.
- Match the mentor's agency to a similar agency for the new requester. Is it a Project or a Program organization?
- Mentor Collaboration - email forum
 - Discuss successes and issues
 - Consistency
- Help requestors to use the correct terminology.

PeopleSoft Training for Requesters



Training for new requesters will be held on May 6th in N4513 from 1:30 pm - 3:30 pm. This training will introduce new requesters to the PeopleSoft environment, logging into the system and working through common tasks together.

Training for advanced requesters will be held periodically. If you are interested in attending the advanced or the new requester trainings please contact [Tony Jolley](#).

Use Your P-Card for Small Cost Purchases



Mayor's Finance should only be sent invoices for payments on "not-to-exceed amount" contracts or for payments over the \$5,000 small cost/capitalization limit. Unless your small cost purchase (under \$5,000) from a contract is on a "not-to-exceed amount" contract, save yourself, Accounts Payable, and the supplier the trouble of paying small cost invoices by using your p-card. All our county Master Agreements based on state contracts are set up as unlimited contracts and invoices can be paid using a p-card if the invoice amount is under \$5,000. So next time you need to pay a \$200 invoice to Office Depot, save time and money by using your p-card.



Home Depot and Lowe's Discounts

Home Depot and Lowe's are members of the US Communities Alliance, which now offers discounts and incentives for Salt Lake County purchases made with the p-card. Home Depot offers a rebate of 3% on annual purchases and .5% quarterly gift cards. The gift cards would be routed back to the agencies that did the spending that quarter. All of the p-cards used for Salt Lake County business have been registered, and there is not a requirement for agencies to do anything to earn these benefits. Home Depot also offers a 20% off discount for paint and primers. Purchasers must use the phone number 385.468.0303 to receive the paint discount at the time of purchase.

Lowe's has offered Salt Lake County employees the option of using a key-fob that takes 5% off on all items at the time of purchase. We currently have 100 of these key-fobs. If you would like to request one for yourself or your agency please contact [Angelina Harward-Collard](#).



CAN YOU GUESS??

The *first* person to answer last month's question- "How many requisitions have been entered since PeopleSoft has been in place?" is Cherie Root! Congratulations Cherie! Last month the number of requisitions entered was about 4,500 (depending on what day you looked it up). As of today, there are 6,942 that have been entered into PeopleSoft!

Contract Renewal Process Change



In an effort to expedite the renewal process, we have moved to a "regrets only" approach to the emails we send out advising that contracts are expiring. Instead of letting us know which contracts an agency wishes to renew, we are asking that you let us know which contracts you DO NOT want to renew. The new language in this email notification is "Contracts and Procurement will process renewal options after 5 days if we have NOT received direction from the agency". Please make a note that if we have not received a response **within 5 days**, we will start the renewal process on those contracts that have renewal options left. If you have any questions please contact [Antigone Carlson](#) or [Pat Iverson](#).



Contracts **NO LONGER** Encumber Funds

In PeopleSoft, contracts **do not** encumber funds, purchase orders do. Yes, this is a complete deviation from what we've been used to, but it's true! If you need to encumber funds from one year to the next, you'll need to get an "Amount Only" PO (referencing the contract) dispatched *before* the start of the new year for the contract amount to be encumbered. Record the PO number on the invoices you send to Accounts Payable (remember for AP to make partial payments on POs, they must be designated as "Amount Only").



**PROCUREMENT CARD
TRAINING**
WEDNESDAY, MAY 21st
11:00 AM- 12 noon

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
May 1, 8, 15 & 22

The Warehouse will be closed
May 29

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

Contract #	Vendor	Description	Expiration
MA2096	Certified Sales & Service Inc	Carpet, Tile Broadloom	4/14/2015
AR171	TNT Auction Company	Auction Services	12/05/2014
PD640	Victory Supply	Slip on Canvas Shoes	04/25/2019
PD382	AM Signal Inc	Programmable Traffic Signals	02/18/2018

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Expiration
MO12814C	Steve Regan Company	Agricultural Tools	5/1/2015
PD067	Gades Sales Co Inc	Magnetometer Detection System	5/15/2016

EXPIRING COUNTYWIDE CONTRACTS

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

Contract #	Vendor	Description	Expiration	Additional
MA784	Troxell Communications Inc	LCD & DLP Projectors	5/18/2014	No Renewals
MA795	TV Specialists	LCD & DLP Projectors	5/18/2014	No Renewals
CW0737651	Satcom Global Inc	Satellite Equipment	5/31/2014	Not Renewing. See MA249
LI13195S	Cache Valley Electric Co	Data Communication Equip	5/30/2014	Not Renewing. See AR233-1
MA2013	World Medical Gvt Solutions	Medical Hospital & Personal Equipment	5/31/2014	Renewable
MA2013-1	PSS World Medical Inc.	Medical Hospital & Personal Equipment	5/31/2014	Renewable
MA264	Medline Industries	Medical Hospital & Personal Equipment	5/31/2014	Renewable
MA825	Gades Sales Co Inc	LED Signal & Ped Modules	5/20/2014	State is Rebidding
ND13111S	Cache Valley Electric Co	Data Communication Equip	5/30/14	State is Rebidding
ND13112S	Qwest	Data Communication Equip	5/31/2014	State is Rebidding
ND13113S	Mountain States Networking	Data Communication Equip	5/30/2014	State is Rebidding
SF12009C	BIO-Med Engineering Inc	Medical Equip Maintenance	5/14/2014	Expiring
NF10148C	Tech Connect	Uninterruptible Power Supply	5/20/2014	Renewable
NF11129C	US Air Conditioning Dist	OEM HVAC Parks	5/4/2014	Renewable
NF11134C	Wilson Mohr, Inc	Heating/Air Conditioning	5/03/2014	Renewable
NF11146C	Control Equipment Co	Heating/Air Conditioning	5/3/2014	Renewable
PD489	Reliance Steel & Aluminum	Steel Products	5/23/2014	Renewable
SF11109C	Alliance Laundry Equipment	Jail Commercial Laundry	5/19/2014	Renewable

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](#).