



Contracts & PURCHASING NEWS Procurement

June 2014

Kudos to Tony Jolley Customer Service Award!



Our very own Tony Jolley was awarded the Employee Customer Service Recognition Award for “Outstanding in the Field”! Mayor Ben McAdams presented Tony the award on May 20th for the amazing customer service he’s offered to agencies needing assistance in PeopleSoft eProcurement. *Way to go Tony!*

PeopleSoft New Requester Training

We had our New Requester training on May 20th. We were able to get much accomplished in two hours. Here is what we accomplished in the agenda:

- Role of the Mentors
- Practice – Logging in and out of the system
- Introduction to UPKs & Quick Reference Guides
- How to Create a Small Cost and SW Contract Requisition
- How to Create a Purchase Order
- Accounts Payable & Asset Management

We had great participation and great ideas in the meeting! There were 15 people in attendance. If you or anyone you work with would like to attend the New Requester training, please contact [us](#).

Advanced Requesters’ Training

Beginning in the month of June, we will reserve the noon hour on the second Wednesday of every month for an informal brownbag for Requesters. The purpose of this brownbag will be for anyone to come and get help for any challenges he/she is experiencing with procurement. The brownbag lab will be in the Contracts & Procurement Conference room N4513. If you would like to submit questions in advance, please let us know by sending them to [Tony Jolley](#). The brownbag lab will be held on June 11th this month.



Here are some items we have been requested to review in this month’s meeting:

- How to cancel Reqs & Purchase Orders
- How to look at Payments
- Troubleshooting
- How to use Queries

If you have PeopleSoft questions, please contact [Tony Jolley](#).

Featured Query!

[[SLC_SUP_CONTRCTS_EXPIRING](#)]

This query is used to find expiring contracts. You may find a list of other useful queries by going to our [website](#).



Introducing Vickie Orlando

Vickie Orlando has joined our team while Antigone Carlson is on leave until July 9th. We are excited to have her on board! She will be assisting in the Contracts Coordinator duties and will be working 9 am – 3 pm. If you come into our office before or after this timeframe, please ring the bell for service if there isn't someone at our front desk.



Batch Processing Emails

Requesters may occasionally receive emails from Tjolley@slco.org with the time of a 7:00 PM or later. Although Tony works hard, he normally is not here in the office at 7:00 PM to send these emails! They come from automatic batch jobs that run every night to help maintain the system. For example, we have jobs that do "Budget Checks" of closed Purchase Orders and Requisitions that have not been touched in 90 days to take the unused funds out of an "Encumbered" or "Pre-Encumbered" state. We also have an automatic process that looks at all contracts and notifies you if your contract is within 90 days to expire or is within a specified tolerance of hitting the maximum amount.

If you receive one of these emails and do not understand what it means, feel free to forward it to us and we will help research it for you!

PROCUREMENT CARD TRAINING WEDNESDAY, JUNE 18 11:00 AM



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.

How to Handle Fraud on your Purchasing Card

We received a helpful guide from Sharlee Capes in Aging and Adult Services on advising p-card users how to handle fraudulent charges. We liked what she prepared for her team so much that we wanted to share it with everyone else. Thanks Sharlee!

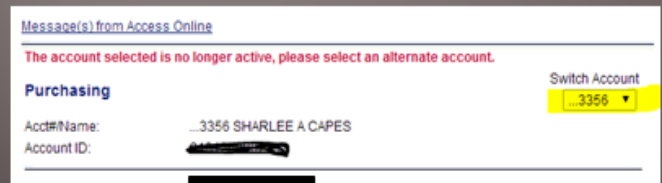
P-Card Fraud Quick Guide

When you encounter fraud on your card:

1. Call US Bank Fraud Dept Immediately- 1.800.523.9078
 - a. Report all fraudulent charges
 - b. Get name and case number from US Bank Fraud Liaison
2. Email [Angelina Harvard-Collard](#) and report the case.
 - a. cc email to your supervisor and fiscal manager
3. The new card will be sent to Angelina and she will email you when it arrives.

Helpful Advice

1. Your card will be closed at the time of calling US Bank, but you will still be able to login using your previous credentials.
2. Your visa number will change and you will need to select the new number from the dropdown box:



SURPLUS WAREHOUSE

Open June 5th, 12th, 19th & 26th

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](#).

NEW COUNTYWIDE CONTRACTS:MULTIPLE AWARD AGREEMENT(S) COUNTYWIDE BEGIN WITH "CZ" PREFIX

Contract #	Vendor	Description	Expiration
CZ03254-1	Vortex Doors	Overhead Door Repair and Parts	5/1/2019
CZ03254-2	Crawford Doors Sales Co	Overhead Door Repair and Parts	5/1/2019
PD594	Turf Equip. & Agronomics LLC	Toro Maintenance Equipment	12/6/2018
MA1157	Evenflo Company Inc.	Child Safety Seats	2/27/2018
AR233-2	Mountain States Networking	Data Communication Equipment	5/30/2014
129179	Ennis Paint	Traffic Paint	11/30/2015

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS:

Contract #	Vendor	Description	Extended to
AR182	Pacific Office Automation	Konica Minolta B&W Printer	3/31/2015
AR924	KIP America Inc.	Wide Format Copiers	03/31/2015
NT11014C	Xerox Corporation	Maintenance Parts & Supplies	06/30/2017
NT11999C1	Ricoh USA Inc	High Speed Digital Production	6/30/2015
PZ11136C	AM Signal Inc	Traffic Detector Wire	6/3/2015
AU12016C	Skymail International	Printing Mailing Notices	6/13/2015
MO10402C	Tower Sports	Athletic Shirts/Silk Screen	6/7/2015
MO010404C	AdWear	Athletic Shirts/Silk Screen	6/7/2015
MO12381C	Fitlogistix	Group Cycles Spin	6/20/2015
NP12195C	Good Day Baked Goods	Food for Emergency	6/10/2015
NP12114C	Cuisine Unlimited	Food for Emergency	6/10/2015
NP12115C	Vie Gourmet	Food for Emergency	6/10/2015
CW11107C	CEM Aquatics	Pool Chemicals	6/7/2015
CW11108C	Intermountain Aquatech	Pool Chemicals	6/7/2015
TR11001C	IC Group Inc	Check Stock & Deposit	6/19/2015
AN12321C	Stericycle Inc	Remove/Dispose Small	6/12/2015
MO11823	RMT Equipment	OEM Jacobsen Parts	6/27/2015
PM11182C	Holland Equipment Co	Variety of Composting Equipment	6/8/2015

EXPIRING COUNTYWIDE CONTRACTS:

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

Contract #	Vendor	Description	Expiration	Additional Info
AR457-1	Canon Solutions America Inc.	Canon Copiers	6/30/2014	Expiring
AR918	Ricoh US Inc	Ricoh Prod Color & Wide	6/30/2014	Expiring
AR918-1	Printelligent, Inc	Ricoh Prod Color & Wide	6/30/2014	Expiring
AR918-2	Automated Business Products	Ricoh Prod Color & Wide	6/30/2014	Expiring
AR921	Xerox Corporations	Xerox Maintenance &	6/30/2014	Expiring
CZ09111c	Modern Display	Rental of Event Equipment	6/30/2014	Expiring
CZ09112C	Diamond Rental & Sales	Rental of Event Equipment	6/30/2014	Expiring
CZ09113C	JP Display LLC	Rental of Event Equipment	6/30/2014	Expiring
MA095	En Pointe Technologies	Software Reseller	6/2/2014	Eligible for Renewal
MA096	SHI International Corp.	Software Reseller	6/2/2014	Eligible for Renewal
MA477	Cardinal Health Co	Medical Hospital &	6/30/2014	Expiring
PD1637	Canon Solutions America Inc	Maintenance & Supplies	6/30/2014	Expiring
PD1637-1	Canon Solutions America	Maintenance & Supplies	6/30/2014	Expiring
PD1643	Les Olson Co	Sharp B&W Copier	6/30/2014	Expiring
PD1645	Xerox Corporation	Xerox B&W Copier	6/30/2014	Expiring
AE13221C	Garden Terrace Alzheimers	Nursing Facility Respite	6/30/2014	Eligible for Renewal
LI04229C	Tech Logic Corp	Radio Frequency	6/30/2014	Eligible for Renewal
NT2025C1	Xerox Corporation	Xerox Service and Maint.	6/30/2014	Eligible for Renewal
EL10010C	Moore Wallace	Election Supplies	6/30/2014	Expiring
MA1658	3M Company	Reflective Sign Sheeting	6/30/2014	Eligible for Renewal
PD074	Uniforms Manufacturing	Men's White Socks	6/30/2014	Eligible for Renewal
CW12109C	Valley Landscape & Snow Removal	Snow Plowing/Shoveling	6/5/2014	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](#)