



Contracts & PURCHASING NEWS

Procurement

July 2014



PURCHASING ORDINANCES AND POLICIES

Ordinances and policies pertaining to contracting and procurement processes in Salt Lake County were recently revised and went into effect on June 25, 2014.

Marked-up versions of the policies, along with a [summary document](#) explaining the changes can be found on the Contracts and Procurement [website](#).

Here are a few highlights to be aware of:

- The formal solicitation limit (known as the “bid limit”) has been established as \$50,000. This means that any procurement over \$50,000 will require a formal, advertised procurement process, typically a Request for Bids (RFB), Request for Bids Resulting Contract (RFC), Request for Proposals (RFP), unless an exemption applies. Procurements under \$50,000 still require competitive processes, but may be conducted by less-formal methods, such as gathering quotes. Procurements under \$5,000 are considered small cost and may be conducted by the agency.
- The Expedited RFP limit is \$50,000.
- We added a definition for “transitional costs” as a circumstance that may justify sole source procurement. What has been known as “standardization” is now a reason to justify a sole source procurement, rather than its own exemption to competitive procurement.
- Sole source requests over \$50,000 will be publicly noticed for seven days before the sole source request will be approved.
- Agencies **should** have their attorney review solicitation documents (RFBs, RFCs, RFPs) prior to advertising and **shall** send their solicitation documents to their attorney if the procurement is over \$100,000. The attorney is not required to approve the solicitation documents as to form, but should advise the agency if there is a concern with the documents that would inhibit the attorney from drafting a contract resulting from the solicitation.
- Purchase orders may be designated a standard form contract, meaning the PO can be a fill-in-the-blank contract that does not require individual approval as to form by the attorney. The attorney has approved the PO to be a standard form contract for purchases under \$50,000 where the county’s standard terms and conditions apply and are un-altered. Approval as to form is not required where the PO is used as an ordering or payment mechanism under the terms and conditions of a current, approved and executed contract.
- The expedited RFP process can be used for grant partnerships and grant expenditures at any amount, only if time does not permit a full RFP process.
- The minimum advertising time for RFBs and RFCs is ten (10) calendar days. The minimum advertising for RFPs is twenty (20) calendar days, and expedited RFPs is five (5) calendar days.
- RFPs will not be issued until the RFP has been approved by the Department Director or Elected Official or their designee. Directors, officials, or attorneys shall review RFPs within seven (7) calendar days of receiving the RFP.



2014 PURCHASING PROJECTS

The year is more than half way over, and new budget requests are being prepared for 2015. Please submit purchasing projects that need to be completed in 2014 early so there is time to complete the process. If the buyer assigned is presented with a project too late into the year, there is a risk of it being redirected into 2015. Please help us to plan our workload to best serve your agency.

Contracts & Procurement Customer Service Survey



Our office is currently working on an online customer service survey that will be sent out to Salt Lake County agencies in July. Please take some time to share your thoughts with us. We welcome your feedback and suggestions as we continue to work towards providing excellent customer service.



PROCUREMENT CARD TRAINING WEDNESDAY, JULY 16 11:00 AM – 12:00 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.

SURPLUS WAREHOUSE



Open July 3, 10 & 30
Closed July 17 & 24

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](#).



BUSINESS UNITS IN PEOPLESOFT

Currently in the Purchasing and Accounts Payable modules, contracts are set-up with the general business unit SLC01. Business units are an operational subset of an organization that tracks and maintains its own set of requisition and purchase orders. PeopleSoft Purchasing business units share supplier, purchase order, and receiving information with PeopleSoft Payables business units.

Some Agencies have requested their agency contracts be limited to purchasing for their agency only. The purchasing and payables modules will be set-up with business units.

The set-up needed is on “The Next Generation” list. This is the PeopleSoft project list of items that need to be corrected or improved over the next six months (or beyond). Some advantages of using business units:

- When a contract has a “not to exceed” dollar limit, the Agency will have the full amount available to the Agency only.
- Separate business units will allow Accounts Payable to limit access to vouchers that contain sensitive information.
- The general ledger will continue with only one business unit: SLC01
- The projects/grants module is already using business units so many agencies already have a defined business unit.

Please contact [Tammy Stewart](#) or [Sharon Pierce](#) if you have any concerns with this change.

Featured Query!

[**SLC_ENCUMB_OUTSTANDING**]

This query is used to identify any outstanding encumbrances for your agency. You may find a list of other useful queries by going to our [website](#).



LOWE'S DISCOUNT KEY FOBS



The current key fobs that offer a 5% discount at the time of purchase for all Salt Lake County Purchases will expire the end of July. Please email [Angelina Harward-Collard](mailto:Angelina.Harward-Collard) with the number of new key fobs you would like sent, or if you are interested in this discount for your division.

PEOPLESOFT ePROCUREMENT BROWNBAG

Thank you for the ideas last month to expand New Requesters Training and eProcurement Brownbag meetings. These new classes meet an important need for the County with training and becoming more efficient in PeopleSoft.



Our next class for New Requesters' Training is Wednesday, July 9th at 11:00 AM. The New Requester training will be held the 2nd Wednesday of every month at 11:00 AM. The purpose of this class is to help anyone new with the PeopleSoft system to get familiar with the procurement process. The training will be in the Contracts & Procurement Conference room. Mentors, of course, are also invited!

The next eProcurement Brownbag will be Wednesday, July 9th at noon. These Brownbags will be held the 2nd Wednesday of every month at noon. The purpose is for anyone to come and get help with challenges he/she is having with eProcurement. The Brownbag lab will be in the Contracts & Procurement Conference room N4513. If you would like to submit topics or questions in advance, please let us know by sending it to [Tony Jolley](mailto:Tony.Jolley). Here is a list of topics for us to discuss in our Brownbag meetings.

- How to cancel Reqs & Purchase Orders?
- How to look at Payments?
- Troubleshooting purchasing questions
- How to use queries?
- What are some queries that will help me?
- How and why should I use Requesters' Workbench?
- How and why should I use Buyers' Workbench?
- What can't I expedite a purchase order after my requisition was approved?
- How do I see how much money has been spent on a contract?

We would like to extend a special thank you to all the mentors for their work in helping others to get familiar with PeopleSoft! Being a mentor is a great way to learn the system and help others get familiar with the system!



Top 10 Requesters

We all work very hard, and we thought we would spotlight just how much work you are all doing. Here are the top 10 requesters for Salt Lake County and the number of requisitions they've entered since January 1, 2014:

Requester	Number of Reqs
Arla Vivona	1,375
Lorraine Krause	1,122
Sylvia Garcia	816
Heidi Gager	601
Ina Fisher	580
Linda Blake	447
Theresa Christensen	359
Jackie Paul	354
Bea Shaw	349
Rosalie Grip	343

CONTRACT UPDATES

NEW COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Expiration:
MA440	Vehicle Maintenance Program Inc	Child Safety Seats	2/26/2018
AR233-2	Mountain States Networking	Data Communication Equipment	8/31/2014
MA965-1	Sirius Computer Solutions	Computer Manufacturer	8/31/2014



RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Extended to
PZ11135C1	Electrical Wholesale	Street Lighting Supplies	7/10/2015
MO11826C	Turf Equipment & Argono	OEM Toro Equipment Parts	7/26/2015
MO11830C1	Stotz Equipment	OEm John Deere Parts/Rep	7/22/2015
MO12843C	Great Basin Turf Products	Bid Ferstilizer	7/25/2015
PM10185C	Peterbilt of Utah Inc	Peterbilt OEM Repair Service	7/11/2015
PM11185C	Wheeler Machinery Company	OEM Caterpillar Heavy Equipment	7/19/2015
PM13170S	Legacy Equipment Company	Legacy Equipment	7/20/2015
NE11108C	Kone Inc	Elevator/Escalator Maintenance	7/21/2015

EXPIRING COUNTYWIDE CONTRACTS

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

Contract	Vendor	Description	Expiration	Additional Info
PM08218C	Forbush Progressive Metals	Communication Equipment	7/28/2014	Expiring
PZ11135C	Electrical Wholesale	Street Lighting Supplies	7/10/2014	Expiring
MA310	McKesson Medical Surgical	Medical & Personal Care	7/31/2014	Renew available
MA1531	Skaggs Public Safety Uniforms	Body Armor	7/31/2014	Expiring
MA1703	Smith Power Products Inc	Parts/Service for Detroit	7/11/2014	Expiring

PM09276C	Rasmussen Equipment Company	Bomag Equipment Repair	7/26/2014	Expiring
MA1070	Interwest Interpreting Inc	Sign Language Interpret	7/14/2014	Renew available
MA880	American Sign Language	Sign Language Interpret	7/14/2014	Renew available
MA884	Kajika Interpreting Services	Sign Language Interpret	7/14/2014	Renew available
NE08125C	ServicePoint	Janitorial Services	7/14/2014	Extended pending RFP award
PD092	Tabb Textiles Co	Sheets, Pillowcases	7/31/2014	Renew available
PG12121C	Safeway Sign Company <i>(previously Safety Supply & Sign)</i>	Materials & Parts for Signs	7/29/2014	New contract number: 0000000325 Expires 4/20/2016

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](#)