



Contracts & Procurement PURCHASING NEWS

August 2014

REVENUE CONTRACT NUMBERS IN SIRE



When searching for revenue contracts in SIRE that were assigned the longer, auto-generated number from PeopleSoft, you'll notice that the complete contract number appears only in the "Description" portion. The reason for this is that SIRE will not allow the full 15 characters as the contract number, it only allows 10 characters. As a result, we removed five zeroes when naming the contracts in SIRE. We are working on a longer term solution and will keep you informed of any progress. We have just finished going through SIRE and adding the full contract numbers to the "Description" so that you can find your revenue contracts when you put the contract number in. If you have any questions or concerns, please contact [Antigone Carlson](#).



PROCUREMENT CARD TRAINING WEDNESDAY, AUGUST 20TH 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.

END OF YEAR DEADLINE



We are fast approaching the deadline for having a Request for Proposals (RFP) released and a contract entered using 2014 funds. When an RFP is issued, and all goes well with the selection process and contract preparation, it is a 90 days process. A budget encumbrance is made after a contract has been executed and a purchase order dispatched to encumber the funds.

Please submit approved requisitions and the draft RFP document to Contracts and Procurement by **August 31st** to ensure 2014 funds are encumbered.

Featured Query!

[[SLC_REQUISITION_BY_REQUESTER](#)]

This query is used to list all of the requisitions any specific requester has created. You may find other useful queries under the "Requester" folder under Reporting Tools>Query>Query Viewer in PeopleSoft.



CAN YOU GUESS??

On what date will the 10,000th Purchase Order be created in PeopleSoft?

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



PEOPLESOFT TRAININGS

The PeopleSoft system has been live for seven months now and we are rapidly getting close to our 10,000th Requisition and Purchase

Order!

We are planning a class for **Advanced Requesters** this month. The date and time for the class is Wednesday, August 20th at 2:00 PM in the Contracts & Procurement Conference Room (N4513).

Our current agenda includes:

- Queries for Requesters – Where are they? How do I use them?
- How to close a Purchase Order
- What is the Batch Process and how does it work?
- UPKS- What do we need to change? How do we make it work better?

We are also holding **New Requester Training** on August 13th at 11:00 AM.

We have scheduled our monthly **Brownbag for Requesters** on August 13th at 12 noon. This is an informal meeting to discuss any issues or ideas. In our meeting last month we discussed:

- How to cancel Reqs & Purchase Orders
- How to look at Payments
- Troubleshooting Purchasing questions
- How to use Requesters’ or Buyers’ Workbench
- Expediting a Purchase Order after the Requisition was approved
- How to see how much money has been spent on a Contract

Mentors, of course, are also invited to all the classes. 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 more familiar with the system.

If you would like to attend any of these trainings please contact [Tony Jolley](#).

SURPLUS WAREHOUSE

Open August 7, 14, 21 & 28



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](#).

INTERPRETING SERVICES



Did you know that for as little as .98 cents per minute your agency can obtain interpreting services? A

crucial part of engaging diverse populations is communication, as detailed in the recent employee Diversity Training. Salt Lake County has several active contracts that offer an array of interpreting products in various languages. Visit our [website](#) for additional information.

THINKING GREEN

When making purchases, seek out businesses and companies who offer Energy Star-certified products and provide products that meet the standards for energy consumption.



Even the simplest actions can make a difference when multiplied by many. If only 2% of the U.S. population turned on kitchen and bathroom faucets to a fraction of full blast when washing their hands, nearly 12 million gallons of water could be saved every day. A small change can have a huge impact

CONTRACT UPDATES

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS:

Contract #	Vendor	Description	Extended to
CZ12100C	READY MADE CONCRETE	CZ-CONCRETE READY MIX	8/29/15
CZ12101C	GENEVA ROCK PRODUCTS INC	CZ-CONCRETE READY MIX	8/29/15
CZ12102C	ALTAVIEW CONCRETE INC	CZ-CONCRETE READY MIX	8/29/15
MA928	WILBUR-ELLIS COMPANY	CZ-HERBICIDES	8/3/15

NEW COUNTYWIDE CONTRACTS:

MULTIPLE AWARD COUNTYWIDE AGREEMENTS HAVE "CZ"

Contract #	Vendor	Description	Expiration
MA026	Monsen Engineering Inc	CZ-Survey GPS Trimble	10/31/2015
MA599	Professional Systems Technology	CW- Security Cameras	9/12/2014

EXPIRING COUNTYWIDE CONTRACTS:

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

Contract #	Vendor	Description	Expiration	Addtl. Info.
MA1137	DELL MARKETING LP	CW DELL COMPUTERS	8/31/14	STATE WILL RENEW
MA1917	LENOVO	CW-IBM COMPUTERS/LAPTOPS	8/31/14	STATE WILL RENEW
ND13115S	IBM CORPORATION	COMPUTERS-MANUFACTURER	8/31/14	STATE WILL EXTEND
MA2046	GRACE GLOBAL CORP	CZ-GRACE GLOBAL COMPUTERS	8/31/14	NO RENEWALS
MA065	UNITED PARCEL SERVICE	CZ-SMALL PACKAGE DELIVERY	8/27/14	STATE WILL RENEW
MA454	FEDERAL EXPRESS	CZ-SMALL PACKAGE DELIVERY	8/27/14	STATE WILL RENEW
CW10102C	MELDRUM SCALE COMPANY	CW-MOTOR TRUCK SCALE MAINT.	8/8/14	OUT TO BID

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](#)