



# Contracts & PURCHASING NEWS Procurement

## October 2014

AND THE WINNER IS...

*Jackie Paul!*



Congratulations to Jackie Paul from Public Works Operations for guessing the date the 10,000<sup>th</sup> purchase order would be created! On September 25<sup>th</sup> Lorraine Krause entered in number 10,000 and that is the exact guess that Jackie submitted. When asked how she picked the right answer, she said it was her sister's birthday and seemed like a good date. Enjoy your prize, Jackie!

### Purchase Order Milestones



Number	Created by	Date
10,000	Lorraine Krause	9/25/14
9,000	Melani Martinez	8/25/14
8,000	Meridee Syme	7/25/14
7,000	Arla Vivona	6/25/14
6,000	Brandie Mercer	5/27/14
5,000	Debbie Haggard	4/30/14
4,000	Sylvia Garcia	4/03/14
3,000	Kathy Christiansen	3/10/14
2,000	Marlene Osoro	2/13/14
1,000	Vicki Bourns	1/22/14

### END OF YEAR ENCUMBRANCES

Attention: ePro Requesters, Approvers, Fiscal Managers and Directors



A reminder: To encumber 2014 funds as we transition to the 2015 budget year, a PO must be entered and DISPATCHED in PeopleSoft prior to the end of the year - 12/31/2014. Contracts do not encumber budget funds in PeopleSoft.

If there is an approved contract in the system, you may enter and dispatch a PO linked to the contract, which will encumber funds from the budget year in which the PO is dispatched.

The deadlines for procurement projects that will result in a PO or contract are:

- ~~Request for Proposals (RFP) 9/3/14~~
- Request for Bids (RFB, RFC) 10/10/14
- Capital Improvement Bids 10/10/14

These deadlines will ensure there is time to complete the procurement processes for a PO to be entered and dispatched or contract to be executed from which a PO may then be entered and dispatched. You may continue to request procurement projects after these deadlines, but the projects that must encumber 2014 funds will take priority. If we receive procurement project requests after these deadlines, we cannot guarantee we will complete the procurement process in time for a 2014 encumbrance.

Please [contact us](#) if you have any questions.



## Troubleshooting PeopleSoft Purchasing Class

If you are having any troubles with PeopleSoft Purchasing – don't sweat it, come to the Thursday classes and bring your question and/or problem. We will work together to get it resolved! We have been holding these classes weekly for the past several weeks with great response in helping to resolve issues and concerns. These classes are held every Thursday at 3:00 PM, in the Contracts & Procurement Conference room (N4513). Contact [Tony Jolley](#) if you'd like to have an invitation sent.

## New Requesters Training

Our next **New Requesters' Training Class** will be on October 8th at 11:00 AM in the Contracts & Procurement Conference room (N4513). If you or anyone you work with would like to attend, please contact [Tony Jolley](#) by EOD October 6<sup>th</sup>.

## Advanced Requesters Class

The next **Advanced Requesters' Class** will be on November 19th at 2:00 PM in the Contracts & Procurement Conference room (N4513). During the last class, we reviewed queries built for the Requesters. We showed where they are and how to use them.

This class is meant to serve your needs, so contact [us](#) if you would like to cover specific topics or to reserve a spot in training.

Possible Agenda Items for the next class:

- Requester's/Buyer's workbench
- Managing requisitions & POs.
- Batch Processing - what, when, why?
- The Purchasing to Accounts Payable link.
- Matching issues – what are they and how do we fix them?
- How do you change a Supplier ID on a PO when the contract you are looking for does not come up?

## Payment Card Focus Group

Contracts and Procurement and Accounts Payable facilitated a focus group on the payment card (P-card) program. We were able to identify many reporting and functional needs; and many of them had easy solutions. One solution was completed immediately. Agencies are now able to view the master p-card excel file for each month by visiting [Mayor's Finance's website](#). Many of the remaining solutions will be put into place within the next few months. A special thanks to Ann Stoddard, Heidi Gager, Liz Anguiano, Kathy Christiansen and Cheryl Crook for joining us and collaborating on creating efficiencies. If you would like to participate in a future P-card focus group, please contact [Angelina Harward-Collard](#).



## FEATURED QUERY!

[ SLC\_AP\_PAID\_VOUCHERS ]

This query is used to find the list of paid vouchers from Accounts Payable. You may find a list of other useful queries by going to our [website](#).

## PROCUREMENT CARD TRAINING WEDNESDAY, OCTOBER 15 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 October 2, 9, 16, 23, 30th**

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](#).

**CUSTOMER SERVICE WEEK**

Come visit us at our booth during Salt Lake County Customer Service Week. Tuesday, October 7<sup>th</sup> and Wednesday, October 8<sup>th</sup> from 11:00 am-1:30 pm Contracts & Procurement will have a booth in the North Government Building lobby. Come and discuss your procurement questions or just to say hello to the team.

## CONTRACT UPDATES

### NEW COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Expiration
PD683	Steadmans	CW-ATV Purchases	5/31/2019
UDOT109138	Steve Regan Co	CW-Storage Tanks	12/13/2014
MA414	Intermountain Golf Cars Inc	CW- Golf Carts	4/12/2018
MA291	RMT Equipment	CW-Kawasaki Mule	10/17/2017
MA2095	Commercial Mechanical System	CW-Carpet, broadloom, tile	4/14/2015
000000432	Americom Technology	CW-Cable Install Labor (multiple award)	9/30/2020
000000433	Cache Valley Electric Co	CW Cable Install Labor(multiple award)	9/30/2020
000000434	Concrete and Asphalt Removal	CW Snow Removal	9/30/2020

### RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Extended to
CW10626S	Chapman Security & Invest.	Security Guards (NOW MA185)	10/1/2015
HE12319C	Industrial Container Srvs Inc.	Containers for Hazardous Waste	9/12/2015
MA186	Confidential Background	Security Guards	10/1/2015
MA591	Utah Yamas Controls Inc.	Security Guards	10/31/2015

CW12122C	Interstate Barricades	Rental & place barricades	10/15/2015
CW12123C	Wasatch Barricade	Rental and Place Barricades	10/15/2015
MA982	Streamline Supply Inc	Snow/Ice Melter (See MA303)	10/23/2017

### **EXPIRING COUNTYWIDE CONTRACTS**

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

<b>Contract #</b>	<b>Vendor</b>	<b>Description</b>	<b>Expiration</b>	<b>Additional Info</b>
CW08105C	UCS Wireless	Communication Equip	10/14/2014	Expiring

Contract information is available on the [Purchasing Website](#). (Click "Contract Information" & "Current Contracts").

State contracts can be viewed at: [www.purchasing.utah.gov](http://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](#)