



# Contracts & PURCHASING NEWS Procurement

## November 2014



### THANK YOU FOR A GREAT PURCHASING YEAR!

Earlier this year Contracts and Procurement met with the purchasing teams from each Agency to discuss upcoming solicitations for 2014. Our office then created a project plan to spread the work out over the year. The solicitation deadlines for 2014 were early October and we found that because the upcoming projects were communicated we were able to prioritize and get a head start on those projects. Thanks to the Agencies for getting their requisitions in and draft solicitation documents to us in a timely manner! This helps with a smooth year-end so Agencies can get their purchase orders dispatched and encumber funds as needed. We like being part of a team with you and working together for purchasing needs.

### FREEING UP ENCUMBRANCES

Closing out purchase orders that your agency no longer needs so that you may free up the encumbrance is not a “year-end task” and should be done throughout the year, although the issue tends to get compounded towards the end of the year. We recently sent out a Helpful Hint, “Closing POs & Freeing up Encumbrances”, to help you through this process in PeopleSoft. Thank you to those who offered valuable feedback on the creation of this Helpful Hint. You may also find a copy of this document on our [website](#).



### RENEWAL OF CONTRACT BY PAYMENT

All contract renewals must be processed for approval by the Mayor or designee to authorize the renewal of the contract for Salt Lake County.



If your agency has a contract that automatically renews upon payment and your agency pays by P-card, please notify the Contracts office so we can make sure the contract is properly processed for approval and that there is a record of the renewal.

After the approval signature, the agency may make payment on the active contract through requisition, sourced to a purchase order and dispatched, OR by P-card.



### PROCUREMENT CARD TRAINING WEDNESDAY, NOVEMBER 19TH 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 November 13<sup>th</sup> & 20<sup>th</sup>  
Closed November 6<sup>th</sup> & 27<sup>th</sup>



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](#).

## Featured Query!

[ SLC\_SUP\_CNTRCT\_DESC\_SRCH ]

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



## PEOPLESOFT ePROCUREMENT UPDATE

### Year-End Processing

Are you getting ready for 2015? We will be sending out a guide soon on helpful hints and steps to follow for year-end processing.

### Troubleshooting PeopleSoft Purchasing Class

Although Tony is no longer full-time on the PeopleSoft project, the Contracts and Procurement team is committed to ensure that your PeopleSoft purchasing and contracts questions and problems are addressed.

If you are having any troubles with PeopleSoft Purchasing – come to the Thursday classes and bring your questions and/or problems. We will work together to get them resolved! These classes are held every Thursday at 3:00 PM, in the Contracts & Procurement Conference room. The purpose of this meeting is:

- ✓ Review any issue or challenge you are seeing in PeopleSoft with Contracts & Procurement
- ✓ Troubleshooting – Bring your production issues

### New Requester Training Class

Our next New Requesters' Training Class will be on November 12th at 11:00 AM in the Contracts & Procurement conference room (N4513). If you or anyone you work with would like to attend the New Requester Training Class, please email [Tony Jolley](#) by November 10<sup>th</sup>.

### Advanced Requester 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. The list of queries for Requesters is now available on the [Contracts and Procurement web site](#).

We are working on the agenda for the next meeting. Here are some possible agenda items. If you have other topics you would like to review, let [us](#) know.

Possible Agenda Items for the next class:

- Requesters' and Buyers' Workbench
  - Closing, Cancelling, and Budget Checking Requisitions and Purchase Orders
- Batch Processing - what, when, why?
- The Purchasing to Accounts Payable link.
  - Matching issues – what are they and how do we fix them?
  - How do we get faster payment to vendors?
- How do we change a Supplier ID on a PO when the contract you are looking for does not come up?

If you have Procurement or Contract questions or concerns in PeopleSoft, please send an e-mail to our general box at [SLCo-Purchasing.org](mailto:SLCo-Purchasing.org) or contact [Tony Jolley](#).



## CONTRACT EXPIRATION NOTICES FROM PEOPLESOFT

With various notices being emailed out of PeopleSoft, it can become easy to dismiss them without paying attention to what they are. **Please pay attention to the notices about expiring contracts!** This notification is your reminder that a particular contract is expiring, and soon this will be your *only* notification. Contracts and Procurement will no longer send reminders, as the system does this automatically.



**WHAT AMOUNT SHOULD I ENTER ON A REQUISITION FOR AN RFC/RFP??**

Keeping in mind that a requisition in PeopleSoft pre-encumbers funds (unlike AMS, that pre-encumbrance actually “sets aside” that amount of money making it no longer available in your budget) it may be tricky to determine what dollar amount you should enter on a requisition for an RFC or an RFP. We’d like you to consider a few things when making your determination:

- ✓ If the resulting contract is FULLY FUNDED in the current budget year, you should enter the full contract amount on your requisition.
- ✓ If the resulting contract is NOT fully funded in the current year, but will require to be budgeted for in future years, you should enter the amount you will spend on the contract in the current budget year.

- ✓ Finally, if the resulting contract will not have a Maximum Amount, but is an “as-needed” contract, you may enter \$1 on the requisition as the subsequent POs will encumber the funds as purchases are made from the contract.

Please keep in mind that after the RFC or RFP solicitation process is complete upon the execution of a contract, the Buyer assigned to your project will cancel your requisition which will free up the pre-encumbrance.

Please join us on Thursdays at 3:00 pm in Contracts and Procurement for our eProcurement Troubleshooting meeting. You may bring your questions or eProcurement issues to the meeting to get help.

**CONTRACT UPDATES**

*Visit our [website](#) for a complete list of countywide contracts*

**NEW COUNTYWIDE CONTRACTS**

<b>Contract #</b>	<b>Vendor</b>	<b>Description</b>	<b>Expiration:</b>
0000000438	Earthworks Landscaping Services	Snow Removal	10/1/2019
0000000436	Western Sun Landscape	Snow Removal	10/1/2019
MA385	Henriksen Butler Design Group Inc	Healthcare Furniture	3/14/2018
PD2147	Victory Supply	Men’s and Women’s Briefs	9/1/2019
PD089	Bob Barker Co	Women’s Bras	7/31/2016
PD2155	Clark Wholesale Inc	Appliances	9/30/2019
0000000446	Salt Lake Blind Cleaning	Blinds and Cleaning	10/2/2019



**RENEWED OR EXTENDED COUNTYWIDE CONTRACTS**

<b>Contract #</b>	<b>Vendor</b>	<b>Description</b>	<b>Extended to</b>
MA185	Chapman Security & Investigations	Security Guards	10/1/2017
CW111111C	Harmon & Sons Lawn Care	Pest Control	10/11/2015
CW12108C	Mountain View Landfill	Disposal of Construction/Demolition Material	10/30/2015
CW12125C	Pepsi Cola Bottling Co	Electrolyte Replacement	10/17/2015
MA1950	State Fire Sales and Service	Fire Extinguishers	10/30/2016
MA1952	Utah Fire & Equipment	Fire Extinguishers	10/30/2016
CW10124C	CSR Environmental	Removal of Bio-Hazardous Waste	12/14/2015
MA11404C	Le Bus	Bus Transportation for Ski Program	11/7/2015
MA11403C	Brighton Ski Resort	Ski/Snowboard Lessons	11/27/2015
MA2041	22 <sup>nd</sup> Century Technologies	Temporary Employment Services	11/24/2015
MA2042	US Tech Solutions	Temporary Employment Services	05/14/2015

**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>
CW11112C	D&L Supply	Street Manhole Lids	10/07/2014	Rebidding
MA722	Econolite	Traffic Control System	11/04/2014	State extending while rebidding
MA723	Gades Sales	Traffic Control System	11/04/2014	State extending while rebidding

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](#)