



Contracts & PURCHASING NEWS Procurement

March 2015



SURPLUS WAREHOUSE FOCUS GROUP

THANK YOU!

Our office is currently exploring ways we could improve the County's Surplus Program. One consideration is to operate surplus and facilitate internal reutilization without a physical warehouse location. To gain a better understanding about the needs of different agencies, our office invited representatives from around the County to discuss the program. The focus group was engaged and offered helpful insights as we move forward with future strategies. We'd like to express our gratitude to those that participated, especially those who travelled in the snow to attend, contributing valuable time out of their busy days to collaborate and share ideas.

USING THE PAYMENT CARD

The Payment Card is an incredibly efficient, cost effective tool for paying for goods and services under the \$5,000.00 small cost limit. With every swipe of the p-card the County saves money and time in payment processing. We encourage the use of the p-card for small cost purchases. If you are making a low-dollar payment on a contract that has a "not to exceed" or maximum limit; the payment must be made using the purchasing system linked to the contract. If you have questions about using your payment card, please contact [Angelina Harward-Collard](#).



PEOPLESOFT HELPFUL HINT: IDENTIFYING PURCHASE ORDER TYPE

An agency has delegated authority to make small cost purchases without a competitive procurement process. For this type of purchase please use "SM" on the PO Header Detail as the PO Type. The amount of the PO must be \$5,000 or less.

An agency may also enter a purchase order linked to an established supplier contract. For these PO's please use "CONT" on the PO Header Detail as the PO Type. There is no minimum or maximum for a PO linked to a supplier contract, just the limit of your budget funds. PO's that must be signed may only be signed by the purchasing agent.



PAYMENT CARD TRAINING WEDNESDAY, MARCH 18TH 11:00 AM - 12:00 NOON

Come learn about the benefits of using a payment 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 March 5, 12, 19 & 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](#).



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-PURCHASING INFORMATION PACKET FOR NEW REQUESTERS

We recently created a new packet for Requesters, called "PeopleSoft –Purchasing Information Packet for New Requesters (version 2.1)". This packet contains great information including:

- ❖ Requester/Mentor List
- ❖ New Requester Training PowerPoint Presentation
- ❖ Quick Reference Guides:
 - ✓ Small Cost Requisition
 - ✓ Solicitation Request
 - ✓ Link a Contract to a Requisition
- ❖ Best UPKs (User Productivity Kits) for New Requesters
- ❖ Most Often Used Queries
- ❖ Requisition Status Messages
- ❖ Purchase Order Status Messages
- ❖ Flowcharts
- ❖ Supplier/Customer Notification Forms
- ❖ Request for Access to PeopleSoft Purchasing System

We reviewed this packet in our New Requester Training classes. You may find this pack on our [website](#).



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 questions and/or problem. We will work together to get it resolved! These classes are held every Thursday at 3:00 PM, in the Contracts & Procurement Conference room (N4-600). The purpose of these meetings is to:

- ✓ Review any issue or challenge in PeopleSoft Purchasing
- ✓ Troubleshooting-bring your production issues!

New Requesters Training

Our next **New Requesters' Training Class** will be on March 11th at 10:30 AM in the Contracts & Procurement Conference room (N4-600). If you or anyone you work with would like to attend, please contact [Tony Jolley](#).

Advanced Requesters Training

Our next Advanced Requesters' Training Class will be on March 19th. Please let us know of any topics you would like discussed by sending suggestions to [Tony Jolley](#).

A Message from Mayor's Finance

Shanell Beecher from Mayor's Finance reviews the grant process for 2015 in this month's message.

Now is the time to make sure all of your grants are set up correctly in PeopleSoft. We will be automatically running the single audit query for 2015 and your grants will not be picked up if you don't follow all steps in the Standard Accounting Policy/Procedure for



Grants. You can find the procedure on our [website](#) titled "New Grants in PeopleSoft". This document will give you step-by-step instructions on all items necessary to properly set up your grant. Make sure to go through the checklist for all of your grants. Feel free to email [Shanell Beecher](#) with questions or call: (385) 468-7102.

CONTRACT UPDATES

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

NEW COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Expiration:
MA416	RMT EQUIPMENT	GOLF CARTS	4/12/18
MA2190	UNITED SERVICE AND SALES	GROUNDS MAINTENANCE EQUIPMENT	12/31/19
MA2181	STOTZ EQUIPMENT	GROUNDS MAINTENANCE EQUIPMENT	12/31/19
MA2180	RMT EQUIPMENT	GROUNDS MAINTENANCE EQUIPMENT	12/31/19
MA2188	TRUF EQUIPM & ARGONOMICS LLC	GROUNDS MAINTENANCE EQUIPMENT	12/31/19
MA185-1	CITADEL-CHAPMAN SECURITY	SECURITY GUARDS	10/1/17
UDOT-149589	MOUNTAIN STATES LIGHTING	LED LUMINAIRE FIXTURES	10/29/16
UDOT-159665	SENSYS NETWORKS INC	VEHICLE DETENTION SYSTEM	10/2/19
PD1068	UTAH INTERACTIVE LLC	PORTAL MGMNT SRVCS	6/5/16

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Extended to
MA1168	PORTER PAINTS	PAINT AND RELATED MATERIALS	2/24/16
MA1859	ADVANCED TRAFFIC PRODUCTS	TRAFFIC SIGNAL CONTROL SYSTEMS	2/6/16
MA977	LANGUAGE LINE SERVICES	TELEPHONE BASED INTERPRETER	2/15/16
MA208	PURCELL TIRE COMPANY	GOODYEAR TIRES	3/31/16
MA211-1	QUALITY TIRE COMPANY	NEW TIRES	3/31/16
0000000647	DIAMOND TREE EXPERTS INC	TREE TRIMMING/REMOVAL	2/4/20
AR182-1	KONICA MINOLTA BUSINESS	KONICA MINOLTA B&W COPIER	6/30/15
AR924	KIP AMERICA	WIDE FORMAT COPIERS	6/30/15
CW12102C	BUSINESS CLEANING SYSTEMS	WINDOW WASHING SERVICES	3/19/19
CZ13116C	BC SALES INC	SAFETY FOOTWEAR SAFETY SHOE	3/19/16
CZ13117C	INTERMOUNTAIN FARMERS ASSOC.	SAFETY FOOTWEAR/SAFETY SHOE	3/19/16
PD1920	GRAYBAR ELECTRIC CO INC	ELECTRICAL SUPPLIES	2/28/17

EXPIRING COUNTYWIDE CONTRACTS

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

Contract	Vendor	Description	Expiration	Additional Info
CW11105C	GREAT BASIN TURF PRODUCTS	HERBICIDE/FUNGICIDE	3/31/15	OUT TO BID
MA2046	GRACE GLOBAL CORPORATION	COMPUTERS	3/31/15	RENEWING
AR455	LES OLSON CO	SHARP COPIER, SUPPLY, MAIN	3/31/15	STATE NOT RENEWING
CW11104C	DIAMOND TREE EXPERTS INC	TREE REMOVAL/TRAIMMING	3/6/15	ENDED- USE CONTRACT 00647
CW11105C	GREAT BASIN TURF PRODUCTS	HERBICIDE/FUNGICIDE	3/31/15	OUT TO BID
CZ13113C	KILGORE CONTRACTING	LMCRS-2 EMULSION OIL	3/19/15	USE CONTRACT 0040 WITH PEAK ASPHALT
CZ13114C	GRANITE CONSTRCUTION CO	LMC4S-2 EMULSION OIL	3/19/15	USE CONTRACT 00641 WITH RNM TRANSPORTATION
CZ13115C	STAKER & PARSON COMPANIES	CATIONIC SLOW SETTING EMULSION CSS1	3/19/15	USE CONTRACT 00642 WITH PEAK ASPHALT
MA1137	DELL MARKETING LP	DELL COMPUTERS & RELATED PRODUCTS	3/31/15	CONTRACT ENDING
MA1917	LENOVO	IBM COMPUTERS/LAPTOPS	3/31/15	CONTRACT ENDING
MA2046	GRACE GLOBAL CORPORATION	GRACE GLOBAL COMPUTERS	3/31/15	CONTRACT ENDING
MA965-1	SIRIUS COMPUTER SOLUTIONS	COMPUTER MANUFACTURER DIRECT	3/31/15	CONTRACT ENDING
WSCA1715	CANON SOLUTIONS AMERICA	LEASE CANON COPIERS	3/31/15	CONTRACT ENDING

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](#)