



Contracts & Procurement PURCHASING NEWS

December 2015

REQUEST FOR APPLICATIONS ORDINANCE



Contracts and Procurement is excited to announce that the [Request for Applications ordinance Chapter 3.25](#) was adopted by the Salt Lake County Council on November 10th. The goal of this ordinance is to govern the use of an application process for programs administered by the county where the county is not the direct recipient of or directly procuring goods or services. For example, the Office of Regional Development administers the federal HUD grant programs (CDBG, SSBG, and HOME) where applications are solicited and reviewed in accordance with the various grant program requirements. These applications have historically been handled through the Request for Proposal process, which is not well-suited to the grant application process. This new ordinance provides guiding procedures for developing, publicly advertising and reviewing the Request for Applications. If you have any questions about the ordinance please contact [Jason Yocom](#).

PURCHASING BEFORE A CONTRACT IS IN PLACE



As a reminder, county divisions should not proceed in ordering from a supplier until the contract has been fully executed and is available within PeopleSoft. If you have any questions about this process please contact [Antigone Carlson](#).

POLICY HIGHLIGHT 7030 RFP Selection Committee Ethics



5.0 Selection Committee

5.1 Conferring with Respondents: once selection committee members are listed on a potential selection list or appointed to the selection committee, they will not have any ex parte communication with any respondents or prospective respondents. Selection committee members or potential committee members may only communicate with respondents or prospective respondents during the pre-proposal conference and oral interviews, product demonstrations, or on-site visits. The purchasing agent or designee may contact a respondent for clarification. If information or clarification regarding the RFP is needed, prospective respondents are to contact Contracts and Procurement.



PURCHASING CARD END- OF-YEAR REPORTING

Purchasing card transactions at the end of this year straddle two different billing cycles: November 24th-December 22nd and December 23rd – January 22nd. As a result, all transactions from December 23-December 31st will be accrued to 2015 budgets. For questions contact [Angelina Harward-Collard](#).

**PURCHASING CARD TRAINING
WEDNESDAY, DEC 16TH
11: 00-12 NOON**



Come and 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.

**The December P-Card Statement closes on
December 22nd. All approvals and
reallocations need to be completed by
Wednesday, December 30th.
THE FINAL APPROVAL DATE CANNOT BE CHANGED**



NEW SURPLUS PROCESS

As many of you are aware, we are changing the way county Surplus operates. We are now working through GovDeals.com to internally reutilize *online*. This means, if your division has items it would like to surplus those items would be listed on GovDeals.com and other divisions will be able to “shop” for materials needed online, rather than going out to the Surplus Warehouse. Recently, GovDeals sent asset managers, requesters and approvers user IDs and passwords to begin accessing the system. Please be sure to check your junk mail as many of these emails are being marked as “junk”. For questions, please contact [Brian Anderson](#) or [Angelina Harward-Collard](#).

SURPLUS WAREHOUSE

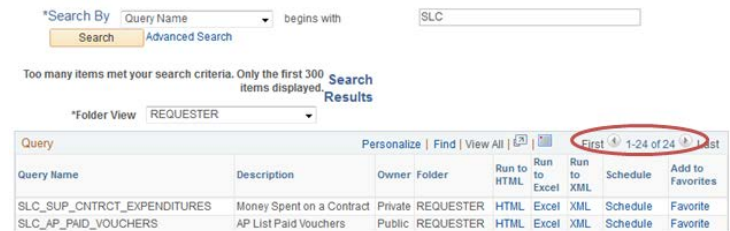
- **Open December 3, 10**
- **Closed December 17, 24, 31**

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](#).

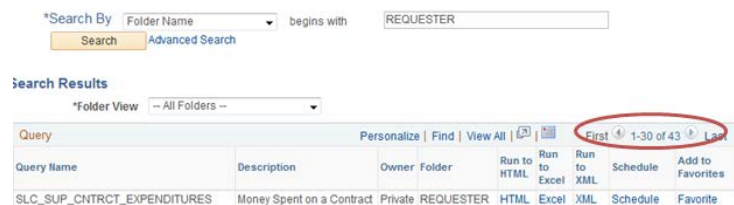


CAN'T FIND YOUR QUERY?

You may have noticed while searching for queries, that some seem to have disappeared. If you are looking for a query and type in “SLC”, click “Search”, then select the “REQUESTER” folder, you’ll notice that it says there are 24 results:



The reason our folders seem to be shrinking is that we are searching on “Query Name” in the Search By drop-down menu since that is the default, and now we have over 300 queries out there (notice the message that appears under the “Search” button – “Too many items met your search criteria...”). If you don’t know the name of the query you are looking for, but know what folder to find it in, the best way to search is to change the “Search By” criteria to “Folder Name”, then type in the folder name, in this case “Requester” (it is not case sensitive). By searching on the “Folder Name” you’ll have access to all the queries in that folder, notice that there are actually 43 queries in the “REQUESTER” folder:



Just to recap, search for queries by “Folder Name” instead of “Query Name” so that you can see all the queries in any specific folder (unless you know the full query name and want to type the whole thing in the search).

CONTRACT UPDATES

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS:

Contract #	Vendor	Description	Extended to
CZ12103C	Robert I Merrill Company	Door Locks, Keys Hardware, etc	12/13/16
CZ12104C	Clark Security Products Inc	Door Locks, Keys, Hardware, etc	12/13/16
CZ12105C	Intermountain Lock & Supply Co	Door Locks, Keys, Hardware, etc	12/13/16
MA2123-1	A Thomson Reuters Business	Online Legal Research	12/31/2020
CW12111C	Honey Bucket	Rental Portable Toilet	12/12/2020

NEW COUNTYWIDE CONTRACTS:

MULTIPLE AWARD COUNTYWIDE AGREEMENTS HAVE "CZ"

Contract #	Vendor	Description	Expiration
0000001019	ACM MEDICAL LABORATORY	CW Clinical Lab Services	11/18/2021
MA2075	ENERGY MANAGEMENT CORP	CW-Generators & Transfer Switc	12/31/2015
MA606	RUSH TRUCK CTRS OF UTAH INC	CW Cab/Chassis Trucks	2/10/2020
MA2255	REFUGEE AND IMMIGRANT CENTER	CW Interpreting & Translation	7/30/2020

EXPIRING COUNTYWIDE CONTRACTS:

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

Contract #	Vendor	Description	Expiration	Addtl. Info.
MA2199	East Birch Creek	Linen Services	11/25/15	
AR1910	Dominion Voting Systems Inc	Elections & Voter Goods & Supplies	12/31/15	Replacement contract may become available.

A current list of countywide contracts can be found on our [website](#).

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](#)