



Contracts & Procurement

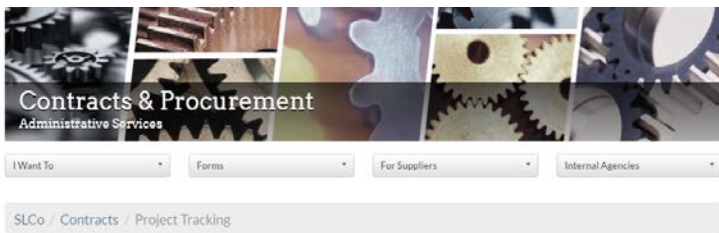
PURCHASING NEWS

August 2016



NEW PROCUREMENT PROJECT TRACKING TOOL!

Contracts and Procurement, in partnership with Information Services, has developed a tracking tool that allows agencies to follow the status of their various procurement projects. We are happy to announce that the tool is now ready and available on our [website](#). We hope that this new communication effort will be valuable to our customers. We welcome feedback on the new tool and look forward to future improvements. We'd like to offer our sincere appreciation to Dani Weigand and Thomas Yeung for helping our team to develop an idea into a product we are all very proud of.



Project Tracking

Project ID	Procurement Agent	Type	Description	Request Entered	Issue Date	Due Date	Award Date	Attorney Date	Mayor Date	Date Fully Executed	Comments
PAR30229	Brent McDougal	RFP	Concessionaire services at the Mick Riley Golf Course	07/21/16							
BV04238	Teresa Young	RFP	CDBG Funding	10/09/15	10/09/15	11/13/15	07/07/16	07/15/16	07/15/16	07/15/16	ORD000000 House of Hope
BV04222C	Teresa Young	RFP	CDBG Funding	10/09/15	10/09/15	11/13/15	06/29/16	07/14/16	07/14/16	07/14/16	ORD000000 The Road Home
BV04220	Teresa Young	RFP	CDBG Funding	10/09/15	10/09/15	11/13/15	07/08/16	07/14/16	07/14/16	07/14/16	ORD000000 Volunteers of America
BV04217C	Teresa Young	RFP	CDBG Funding	10/09/15	10/09/15	11/13/15	06/28/16	07/14/16	07/14/16	07/14/16	ORD000000 Catholic

NEW SURPLUS FORM



In an effort to guide agencies through the new Surplus listing process, Contracts and Procurement has developed a [template](#). Please use this template as you prepare items that may be reutilized or sold externally. This form will help gather the necessary information to expedite the listing of items on GovDeals.com. If you have any questions please contact [Brian Anderson](#).

COSTCO USING YOUR P-CARD AT COSTCO

As of June 20th, 2016 Costco has started accepting all Visa cards. This is a welcome change as the County p-card is Visa and is now accepted for Costco purchases. If your agency has a propriety card set up with Costco, we request you cancel the Costco Visa Card and use your County p-cards. This will assist in one system of approvals, as well as help to grow the rebate incentive the County receives from p-card spend. If you have further questions, please Contact [Angelina Harward](#).

PAYMENT CARD TRAINING WEDNESDAY, AUGUST 17TH 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.

The August P-Card Statement closes on
August 22nd
All approvals and reallocations need to be
completed by Tuesday, August 30th
There are NO extensions on the deadline

SUPPLIER IDs FOR NO-COST CONTRACTS



If the County is entering into a no-cost agreement and the supplier will not be receiving any funds from the County, instead of sending the “Supplier Vendor Management Form” to the Supplier to fill out, you can fill out the Supplier form without a TIN and indicate that no payments are going to be made, for example:

CONT vs SM CLASSIFICATION ON PURCHASE ORDERS

When classifying your POs please keep in mind that whenever a PO is linked to a contract, regardless of the amount, it should be classified as “CONT”, or Contract Purchase. The classification “SM”, or Small Cost, should only be used when the amount is under the small cost limit **and** it is not a contract purchase.

FEATURED QUERY!

[SLC_ITEM_CATEGORIES]

This query is to view all the categories set up in PeopleSoft. There will be times when your account number is *not* also the category number and it can throw you off, especially if your account code usually corresponds to a category code and you are used to that. Use this query to find the category that best fits your purchase, there are 90 category materials codes to choose from:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (23 kb)

[View All](#)

	Description	Code
1	Advertising and Marketing Services	613020
2	After School Program	665070
3	Ammunition, explosives and weapons	641030
4	Animal Services	311015
5	Architect and Engineering Services	607045
6	Art	679010
7	Art & Photographic Supplies	611030
8	Audio/Visual aids, photographic equipment & supplies	611026
9	Automobiles, Automotive parts, supplies and repairs	679015
10	Boats	611010
11	Building materials and Building Improvements (Construction)	133005
12	CDBG Pass Thru Grant	665095
13	Capital Furniture, Fixtures and Equipment	137005
14	Chemicals and gasses	619005
15	Cleaning equipment, supplies, services, paper products	607005

You may find a list of other useful queries by going to our [website](#).

SUPPLIER VENDOR MANAGEMENT FORM (PeopleSoft Financial System)
County Departments should have Sections 1, 3 & 5 (mandatory) & Sections 2 & 4 (optional) filled out prior to submitting this form to Mayors Finance. Once complete this form should be sent to suppliers@slco.org. For questions, call (385) 468-7100.

SECTION 1 – SUPPLIER (VENDOR) IDENTIFICATION (COMPLETE ALL APPLICABLE FIELDS)

SUPPLIER NUMBER: _____ SSN/TIN: _____
(Internal Use Only)

SUPPLIER TYPE: Corporation Medical Partnership/LLC Individual Exempt: Type _____

SUPPLIER NAME: Maryann Alston (DBA) Urban Farm and Feed

PAYMENT ALT NAME: (IF CHECK IS TO BE PAYABLE IN A DIFFERENT NAME) _____

PAYMENT ADDRESS: NO PAYMENTS PROCUREMENT ADDRESS: 867 S 700 E

CITY: _____ STATE: _____ ZIP CODE: _____ CITY: Sandy STATE: UT ZIP CODE: 84070

PHONE NUMBER: _____ FAX NUMBER: _____

EMAIL: _____

SECTION 2 (Optional) – BANK ACCOUNT INFORMATION (ATTACH COPY OF VOIDED CHECK OR EFT INSTRUCTION SHEET)

ROUTING # _____ BANK ACCOUNT # _____

Checking Savings

Check here if this account can only be used for a SPECIFIC purpose _____
(Indicate specific purpose for which this account can be used)

I authorize Salt Lake County to deposit payment for goods or services received into the provided bank account by the Automated Clearing House (ACH). I further acknowledge that this agreement is to remain in full effect until such time as changes to the bank account information are submitted in writing by the supplier or individual named above. I understand it is the sole responsibility of the vendor or individual to notify Salt Lake County of any changes to the bank account information.

(Supplier Printed Name) (Supplier Signature) (Date)

SECTION 3 – SPECIFY TYPE OF ACTION (CHECK ALL THAT APPLY)

New Supplier Employee Other (provide details in Sec. 4)

Classification Change _____ Add address TIN Change

Name Change _____ Change of Address: Address # _____ Supplier Deactivation

Bank Account Add Bank Account Change Bank Account Delete

Documentation for Supplier Name/TIN changes must include at least one of the following: TIN documentation (tax documents, FBI issuance letter, etc):

SIC CODES (CHECK ALL THAT APPLY)

Small Business Women Owned Veteran Minority Business Local

SECTION 4 – ADDITIONAL COMMENTS

On "open for ordering" put "no" - no payments from County will be made

SECTION 5 – SALT LAKE COUNTY CONTACT INFORMATION (OFFICE USE ONLY)

Requestor Name: Tiggy Carlson Date: 06/01/16

Email: acarlson@slco.org Phone: 80310 Fax: _____

CONTRACT UPDATES

For a complete list of Countywide Contracts please visit our [website](#).

NEW COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Expiration
0000001238	Vulcan Sign	Sign Faces & Traffic Signs	7/6/21

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Extended to
CZ13109C	Advanced Towing Service	Light Duty Towing Services	9/5/2017
MA893	D&J Towing Service	Light Duty Towing Services	8/22/2021

EXPIRING COUNTYWIDE CONTRACTS

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

Contract #	Vendor	Description	Expiration	Additional Info
0000000216	CODALE ELECTRIC	CZ Electrical Supplies	8/24/2016	
CW12119C	PARSONS KINGHORN	CW - Admin Law Judge Pool	7/2/2016	
CW12117C	KRUSE LANDA MAYCOCK	CW - Admin Law Judge Pool	7/11/2016	
PD756	GENEVA ROCK	CW concrete Ready-Mix	7/18/2016	
CW12102C	BUSINESS CLEANING	CW - Window Washing	7/19/2016	
MA294-1	DS SERVICES OF	CW - Bottled Spring Water &	7/31/2016	
MA310	MCKESSON MEDICAL-	CZ Medical & Personal Care	7/31/2016	
MA1531	SKAGGS PUBLIC SAFETY	CZ Body Armor	7/31/2016	
PD089	BOB BARKER CO	CW Women's Bras	7/31/2016	
PD092	TABB TEXTILES CO INC	CW Sheets, pillowcases and..	7/31/2016	
PA2161	GOVDEALS INC	CW On line Auction Services	8/20/2016	

0000000225	ELECTRICAL WHOLESale	CZ Electrical Supplies	8/24/2016	
MA454	FEDERAL EXPRESS CORP	CZ - Small Package Delivery	8/27/2016	
MA2204	HENRY SCHEIN INC	CZ - CW Medical/Personel	8/31/2016	
PD097	BOB BARKER CO	CW - Snag Free Blankets	8/31/2016	
0000000216	CODALE ELECTRIC	CZ Electrical Supplies	8/24/2016	

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](#)