



Contracts & Procurement PURCHASING NEWS

July 2016



REMEMBERING CARLEEN DURANTOS

It's been one year ago this month that Carleen Durantos passed away. She passed quickly after learning she had been battling an aggressive cancer. Our office was in shock at the time and we did not recognize her service to Salt Lake County in this newsletter last year as we were grieving. Carleen worked for Salt Lake County for 23 years and was always warm and friendly. She forged close relationships while working as a buyer for our office and we miss her every day. We are grateful for her service to Salt Lake County and for the years we were able to work with her and enjoy her presence.



SUSTAINABLE PURCHASING

Contracts and Procurement's website has a new page dedicate to [sustainable purchasing](#). You can find tips on reducing your office's waste, green office supply purchasing and a list of environmentally preferred/Energy Star State contracts. If you have resources that you believe could be included on this webpage please feel free to send them to [Angelina Harward](#). Remember, it **IS** easy being green!



USING YOUR P-CARD FOR ONLINE AUCTIONS

As a reminder, purchasing card holders need to obtain authorization from the Purchasing Agent for any online auction transactions. Policy 7035 states:

4.1.6 Internet Auction Purchases. Use of the P-Card for purchases of county goods and services using internet auction sites are prohibited by this policy unless specifically authorized by the county purchasing agent.

Please email [Angelina Harward](#) if you have any questions or would like to discuss use of county p-cards.

SURPLUS WAREHOUSE

The Warehouse is now open by appointment only. Contact [Brian Anderson](#) for an appointment or to discuss items for surplus. To view available items, visit [GovDeals.com](#).






ACCOUNTS PAYABLE QUERIES

Just a reminder of the various AP queries that are available:

- MFA_AP_PAID_VOUCHERS – Listing of vouchers that have been paid by Accounts Payable, including check number.
- MFA_AP_PAID_VOUCHERS_BY_BU – Listing of vouchers that have been paid by Accounts Payable by Business Unit, including check number.
- MFA_AP_VENDOR_LISTING – Listing of all suppliers and their address ID.
- MFA_OUTSTANDING_INVOICES – Listing of invoices that have been entered into PeopleSoft pending payment. The query will also show the scheduled payment date.



PAYMENT CARD TRAINING WEDNESDAY, JULY 20TH 11:00 AM- 12: 00 PM N4-600

Come learn about the benefits of using a payment card for small cost purchases. If you have submitted a Payment Card Application, you will need to attend a training session before your card will be issued. Please RSVP to [Cynthia Carrington](#) to reserve a spot in the class.

**The July P-Card Statement closes on
July 22nd. All approvals and reallocations
need to be completed by
Friday, July 29th
THE FINAL APPROVAL DATE CANNOT BE CHANGED**

sciQuest
Empowering. Strategic. Procurement.

SciQuest: The Future E-Procurement System

What is SciQuest? It's the new e-Procurement system the State Division of Purchasing is moving to as a replacement to Bidsync. Over the course of the next year, the State Division of Purchasing will be working with SciQuest and a Steering Team of key members, including a representative from SLCo. C&P, to configure, test, and roll-out this new system.

While SciQuest will be a change, it is also an opportunity to move from a repository-type system to one that is more robust. SciQuest's Sourcing Director will provide an opportunity to automate the entire solicitation process, from creation of the solicitation document all the way through the evaluation process. This will help to streamline processing time and further improve the consistency of the solicitation process.

We'll continue to provide more information on SciQuest and the new e-Procurement system in each monthly newsletter. Please contact [Sharon Pierce](#) if you would like more information.

CONTRACT UPDATES

NEW COUNTYWIDE CONTRACTS

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

Contract #	Vendor	Description
AR918-2	AUTOMATED BUSINESS PRODUCTS	CZ - CW Ricoh Prod Color & Wid
AR918-3	RICOH USA INC	CZ Ricoh Prod Color & Wide
MA096	SHI INTERNATIONAL CORPORATION	CZ - software reseller
MA1225	UNIQUE AUTOMOTIVE & DESIGN DBA	CZ - Auto body repairs
MA250	RBM SERVICES INC	CW Carpet & Upholstery Cleanin
MA264	MEDLINE INDUSTRIES INC	CZ - CW Blanket- Medical, Hosp
MA431	HONNEN EQUIPMENT	CW Honnen Equip. OEM Parts
MA437	WHEELER MACHINERY COMPANY	CW Wheeler Mach. OEM Parts
PD756	GENEVA ROCK PRODUCTS INC	CW concrete Ready-Mix
UDOT169796	ENNIS PAINT	CW- Traffic Paint
CW09106C1	HYLAND SOFTWARE INC	CW - SIRE LICENSES
CW0451C	SYSTEM INNOVATORS	CW SystemSupportforCashiering
CW12102C	BUSINESS CLEANING SYSTEMS	CW - Window Washing Services
CW13127C	FERGUSON ENTERPRISES INC	CW - PRIMARY-PLUMBING FIXTURES
CW13128C	HAJOCA CORP	CW - SECONDARY-PLUMBING FIXTUR
CW13126C	FERGUSON ENTERPRISES INC	CW - Outdated Plumbing Parts &
0000000216	CODALE ELECTRIC SUPPLY INC	CZ Electrical Supplies
BH13185C	COPPER GRILL LC	CW Catering at the Planetarium
BH13186C	CUISINE UNLIMITED	CW Catering at the Planetarium
CW12117C	KRUSE LANDA MAYCOCK & RICKS	CW - Admin Law Judge Pool
CW12118C	HARWARD & ASSOCIATES LLC	CW - Admin Law Judge Pool
CW12119C	PARSONS KINGHORN HARRIS	CW - Admin Law Judge Pool

RENEWED OR EXTENDED COUNTYWIDE CONTRACTS

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

Contract #	Vendor	Description
MA095	EN POINTE TECHNOLOGIES	CZ - Software Value added resa

Contract information 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 or its contents, please contact [Angelina Harward](#).