



PURCHASING NEWSLETTER

The Mission of Salt Lake County Contracts and Procurement is to provide professional, efficient purchasing services, promoting fair and open competition to attain the best value for the County.

JANUARY 2017

2017 PROCUREMENT PROJECTS

COUNTY-WIDE AMAZON
BUSINESS ACCOUNTS

IMPORTANT PURCHASING CARD
DATES

FAREWELL BRENT MCDUGAL
(BUYER)

OUR VISION

- ▶ Be proactive in our communications
- ▶ Be a valued partner to county agencies
- ▶ Find solutions

QUICK RESOURCES

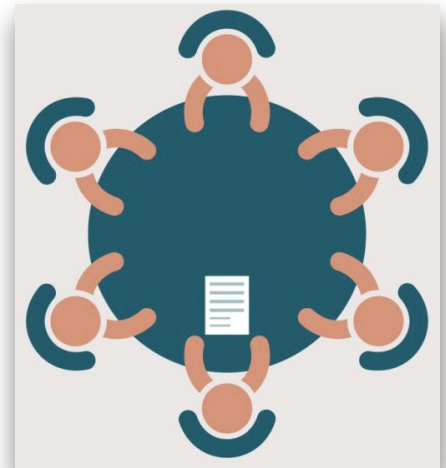
[P-Card Resources](#)
[PeopleSoft eProcurement](#)
[Quick Forms](#)

[CONTACT US](#)

2017 PROCUREMENT PROJECTS

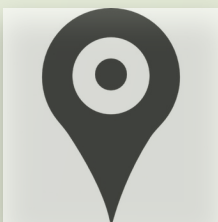
As we close out 2016 and look forward to 2017, Contracts and Procurement would like to plan for your procurement projects for the coming year and get them scheduled and assigned as early as possible.

Our objective is to build a yearly project plan that will help us be more proactive in serving your procurement needs. We'll be scheduling customer service visits with your agency over the next couple months and look forward to talking about your upcoming procurement needs and how we can serve your offices most effectively. Thank you for your help and continued partnership in county procurement. Please let us know if you have any questions.



*"What we do
today can
improve all of our
tomorrows"*

~Ralph Marston



DID YOU KNOW?

All of your division's solicitation projects can be tracked as they move along the process by accessing the Project Tracking Tool on our website! You can check up on the status of your project at your convenience!

COUNTY-WIDE AMAZON BUSINESS ACCOUNTS



We are excited to announce that Salt Lake County has selected to set up a Countywide **Amazon Business** account for small cost purchases (under \$5,000) made with the purchasing card. This countywide account will allow for additional discounts exclusive to the Business account, Sales tax exemption information distributed across the account (with the exception of some third-party vendors), consolidated account overview, new approval workflows, reporting and commodity tracking to see where the county may pursue future contracts based on spend analytics- not to mention free Prime 2-day shipping (on orders over \$49).

In addition to saving time and improving order management, workflow approvals and purchase controls reduce risk by ensuring spend on Amazon Business aligns with agency-specific processes and policies.

Cardholders and fiscal managers have been sent an email invitation from Amazon Business, on behalf of Salt Lake County, to join Amazon Business as an authorized buyer for Salt

Lake County. *Note: if you receive this email please take prompt action as invitations expire after 7 business days.*

Once your Amazon Business account is set up you may attach your purchasing card information to the account for quick check out. Please do not share accounts. If a staff member in your office requires an Amazon Business account they can be set up with their own credentials.

Be aware that the Amazon Business account has been set up for **county purchasing only**. Do **not** order personal items on your account and/or attach your personal payment methods to your account.

If you have any questions about setting up your account or general questions about Amazon Business please contact Angelina Harward.

AMAZON BUSINESS PERKS



BUSINESS DISCOUNTS
FROM 2%-15%



TAX EXEMPTION STATUS
ALREADY SET-UP



CUSTOMIZED APPROVAL
WORK FLOW FOR EACH
DIVISION AND USER

ALREADY SET UP AN AMAZON BUSINESS ACCOUNT?

If you currently have an Amazon Business account associated with your County email please follow this link to [de-register](#) your account as soon as possible so that you can be invited to the countywide account.

PURCHASING CARD TRANSACTIONS FOR 2016



The December 22nd billing cycle for the purchasing card has closed and those transactions have posted to the 2016 Budget. However, the remaining transactions between December 23 – 31st (transaction date **NOT** posting date) required that final approval be completed by January 9th. This will assist in expediting the transactions for 2016 in PeopleSoft.

The billing cycle for January will close on January 23rd and the remaining transactions will need to be reallocated and approved by January 31st. Any transaction(s) that need to be accrued back to 2016 will need to have a journal entry completed.

Please contact Angelina Harward if you have any questions.

NEED MORE INFORMATION ON P-CARD TRANSACTIONS?

Each month all p-card master files are uploaded onto the Contracts and Procurement's website. These files contain information in an excel file that includes cardholder names and descriptions, as well as presenting a collective list of transactions that can be filtered through. You can find these files here.

JANUARY P-CARD DEADLINES

STATEMENT CLOSING:
JANUARY 23RD

ALL FINAL APPROVALS DUE:
JANUARY 31ST



FAREWELL TO BUYER: BRENT MCDOUGAL



Senior Buyer, Brent McDougal has left the Contracts and Procurement team to pursue a career outside of the county. We wish him the best in his new adventure and thank him for his service over the past year and a half.

Purchasing Card Training

Wednesday, January 18th, 2017 11:00 am- 12 noon

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.

CONTRACT UPDATES

NEW COUNTYWIDE CONTRACTS

For a complete list of Countywide Contracts visit our [website](#) **RENEWED OR EXTENDED**

Contract #	Vendor	Description	Expiration
000000001326	Honey Bucket	Portable Restrooms	12/13/2021
MA119	Wasatch First Aid	First Aid Kits	10/31/2021
MA343	Janisan Inc	Janitorial Supplies	2/28/2016
MC1136	Design Type Service	Graphic Artist Design	11/8/2019

EXPIRING COUNTYWIDE CONTRACTS

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

Contract #	Vendor	Description	Expiration
AR2139	KNOWLEDGE SERVICES	CW- IT Consulting Services	1/14/2017
MA338	BRADY INDUSTRIES OF	CW Janitorial Supplies	2/28/2017
MA339	HY-KO ENVIRO MAINT	CW Janitorial Supplies	2/28/2017
MA1619	CATE RENTAL CO INC	CW - Heavy Equipment Rental wi	1/1/2017
PD146	LEGACY EQUIPMENT	CW - Street Sweeper Rental	1/1/2017
PD2009	PFCOMAC INC	CW Portable Two-Way Batteries	2/1/2017
MA2083	AIRE FILTER PRODUCTS	CW-Air Filters/Filter Media	2/28/2017
-CZ12836C	SPEEDS POWER	CZ - small lawn equip and repa	2/13/2017
MA049	CODALE ELECTRIC	CZ Fluoresent Lamps...	2/28/2017
MA042	GRAINGER INC	CZ Industrial Equip./Supplies	2/28/2017
MA043	FASTENAL COMPANY	CZ Industrial Equip/supplies	2/28/2017
MA1949	INDUSTRIAL SUPPLY	CZ Industrial Equip/supplies	2/28/2017
-CZ12841C	ALS AUTO PARTS AND	CZ small lawn equip and repa	2/13/2017

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](#)

