



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.

JUNE 2017

A DEEPER LOOK INTO P-CARD DATA

SIRE: ACCESS & TIPS

CONTRACTING

PURCHASING CARD DEADLINES

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

A DEEPER LOOK INTO P-CARD DATA

As the County's purchasing card program expands, so do the safeguards that are put into place. Some cardholders and approvers may remember from training the topic of "Level III data". This data is the highest level of information that a merchant can transmit to the bank, and is invaluable when trying to break down the actual line items within a transaction. Not all merchants transmit Level III data. To find out, look at the cardholder's transaction list and in the "Detail" column there will be one, two or three lines within a circle. If there are three lines, they are sending Level III data.

	Amount	Detail	Purchase ID
	\$243.48	Ⓞ	1776740
T	\$50.00	Ⓞ	055928
A	\$22.88	Ⓞ	46840002

Approvers are able to verify receipts and detailed purchases by clicking on Level III transactions and going to the "Transaction Line Items" tab. From there, they will be able to verify the breakdown of the total transaction, including the quantity of each line item. This audit task is important as it is one way to prevent cardholders from falsifying receipts or for those occasional receipts that may go missing.

For more information on Level III data, please contact Angelina Harward.

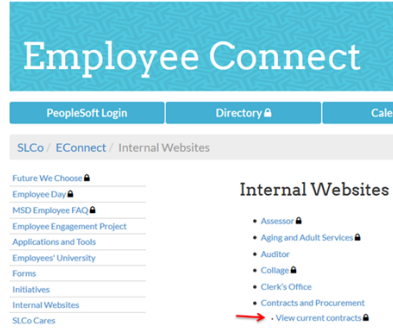


REMINDER: DO NOT FAX CARD INFORMATION

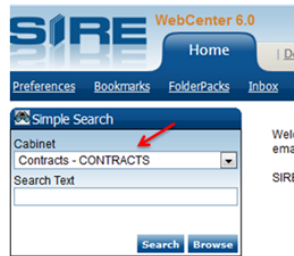
There are occasions where purchasing cardholders are requested to send their card information via fax. This should NOT occur. We have become aware of several cases where cardholders are unknowingly transmitting their card information. As a work-around, cardholders should complete the authorization forms, leaving out the card number, and after the form has been faxed, the merchant should be given the card information over the phone.

SIRE: ACCESS & TIPS

SIRE is the repository for all county contracts (among other things). All county employees have access to SIRE. To navigate to SIRE go to the Employee Connect on the intranet, and click on "Internal Websites". From there click on "View current contracts" located just below Contracts and Procurement:

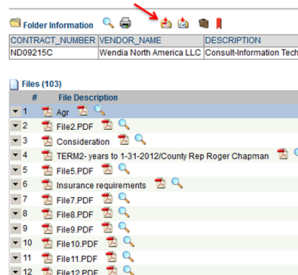


You will then log in with your county username and password (if the authentication box appears a second time, you can click "Cancel" and it will let you in). Once you are in SIRE you can begin searching, be sure you are searching in the "Contracts" Cabinet:



You can search on contract number, Supplier/Vendor name, or key words that describe the contract. *Please note: we enter the descriptions of the contracts into SIRE, if there is a specific key word or acronym that you would like us to use for your ease in searching your agency's contracts please let Bibi or Tiggy know and we can easily accommodate your needs.

SIRE can be frustrating when you come across a folder/contract that has a lot of pdfs in it; some were even scanned with each page being a separate pdf. To avoid the hassle of opening each pdf individually, you can click on the "Download Folder as PDF" icon to consolidate everything into one pdf:



If you have any questions contact Tiggy or Bibi.



PURCHASING CARD CLOSING DATES: JUNE - AUGUST

JUNE

Statement Closing:

- Thursday, June 22nd

Last Day to Reallocate:

- Friday, June 30th

JULY

Statement Closing:

- Monday, June 24th

Last Day to Reallocate:

- Tuesday, August 1st

AUGUST

Statement Closing:

- Tuesday, August 22nd

Last Day to Reallocate:

- Wednesday, August 30th

CONTRACTING



Remember: You should **never** sign a contract (MOU, amendment, change order, PO etc.) on behalf of the County unless you have been delegated that authority through a Mayoral Executive Order, or delegation letter if the Executive Order gave another person delegating authority. According to Ordinance [3.16.050](#) "No department, office, advisory or policy board, or other agency of county government, nor any officer or employee thereof, shall be empowered to execute any purchase order or contract except as specifically authorized in this chapter and Chapters [3.20](#) through [3.36](#). All contracts in violation of this provision are considered void, and may result in the personal obligation and liability of persons at fault for such violations."

Contracts should be routed through Contracts & Procurement to process and obtain Mayor/Designee signature (exceptions are noted in Ordinance [3.28.020.E](#)). In order to process contracts, the following is required:

- 1) The contract **must** be approved as to form by the DA's Office.
- 2) Council Resolution approved as to form and completed Council Agenda Item Request Form, if council approval is required.
- 3) In most cases, the contract should be signed first by the Supplier/Customer (there are few cases where the supplier/customer will not sign first, but this is rare, and is usually in the case of supplier/customer-prepared contracts).
- 4) Division/Department approval, if applicable (there will be a signature line if it is needed).
- 5) Attachments or exhibits to the contract **must** be with the contract.
- 6) The Supplier/Customer ID number and who the contract should be returned to when fully executed. An easy resource is the [Supplier](#) and [Customer](#) Contract Notification Forms. Please note that Supplier/Customer ID #s are needed on **every** contract, even if no monies will be exchanged; refer to the "[Supplier IDs for No-Cost Contracts](#)" article in our August 2016 newsletter.

Per ordinance, ***the division of contracts and procurement shall act as a repository for all county contracts and purchase orders.*** All contracts, even those exempted by ordinance from processing through Contracts & Procurement, shall be sent to Contracts & Procurement to be filed in the contract repository. If you have any questions about the contacting process, please ask. Our Contracts Administrator, [Antigone \(Tiggy\) Carlson](#), or our Contracts Coordinator, [Bibi Whitehead](#), are great resources.

PURCHASING CARD TRAINING: JUNE- AUGUST

Come learn about the benefits of using a payment card for small cost purchases. If you have submitted a Purchasing 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.

Trainings are held the third Wednesday of every month in N4-600 from 11 am- 12 noon.

Schedule:

- June 21st
- July 19th
- August 16th

PERSONAL PURCHASES ON COUNTY P-CARD

In the Spring, H.B. 431, Government Employees Reimbursement Amendments, was passed by the state legislature. As a result, if a government employee in Utah were found to intentionally make a personal use expenditure on a purchasing card they would incur a fine in the amount of

50% of that of the transaction.

If a Salt Lake County purchasing cardholder is found to intentionally violate policy and use their card for personal use they will be issued said fine and face disciplinary action.

If you would like to learn more about H.B. 431 please click on this link.

CONTRACT UPDATES

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

NEW COUNTYWIDE CONTRACTS

Contract #	Vendor	Description	Expiration
MA2616	REDMOND MINERALS INC	CZ Snow and Ice Melt	2/16/2022
MA1732-1	SITEONE LANDSCAPE SUPPLY	CZ Snow and Ice Melt	2/16/2022
MA965-2	SHI INTERNATIONAL CORPORATION	CW - Computer Equipment/hardwa	3/31/2020
PD2400	BOB BARKER CO	CW tube socks	9/3/2019
0000001544	COPY TECH	Multiple Printing Source	5/24/2022
0000001545	THE DATA CENTER	Multiple Printing Source	5/24/2022
0000001546	PRINTING EXPRESS AND AMERICA DIRECT MAIL	Multiple Printing Source	5/24/2022
0000001547	SEAGULL PRINTING SERVICES INC	Multiple Printing Source	5/24/2022
0000001548	SKYMAIL INTERNATIONAL	Multiple Printing Source	5/24/2022

EXPIRING COUNTYWIDE CONTRACTS

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

Contract #	Vendor	Description	Expiration
BH13185C	Copper Grill LC	CW Clark Planetarium Catering	See CP17031
BH13186C	Cuisine Unlimited	CW Clark Planetarium Catering	See CP17032
BH13187C	Culinary Crafts	CW Clark Planetarium Catering	See CP17033
BH13188C	Have Party Will Travel	CW Clark Planetarium Catering	See CP17035
BH13189C	Le Croissant	CW Clark Planetarium Catering	See CP17036
CW12112C	Ute Cab Co Inc	CW Transport-Variou County A	No Renewals
CZ13126C	Geneva Rock Product	Sand & Gravel	Waiting for Vendor
MA250	RBM Services	Carpet and Upholstery	5/23/17
BH13174C	An Exquisite Affair Catering Inc	CW Catering at the Planetarium	5/31/2017
MA257	SHI INTERNATIONAL CORPORATION	CZ - Computers and related equ	6/30/2017
MA258	EN POINTE TECHNOLOGIES	CZ - Computers and related equ	6/30/2017
MA259	GOVCONNECTION INC	CZ - Computers and related equ	6/30/2017
PD1411	AMERIGAS	CW - Propane and propane tank	7/24/2017
MA087	LOWES HOME IMPROVEMENT WAREHOUSE	CW Building supplies,	8/1/2017
PD090	CXT INC	CW- Concrete Vaulted Toilets	7/27/2017
MA1703	SMITH POWER PRODUCTS INC	CW- parts/services for Detroit	7/11/2017
MA2204	HENRY SCHEIN INC	CZ - CW Medical/Personel item	7/31/2017
CZ13130C	BELFOR PROPERTY RESTORATION	CZ - Emergency/disaster recove	8/17/2017
CZ13127C	SERVPRO OF SOUTH JORDAN	CZ Emergency/disaster recovery	8/17/2017
CZ13129C	UTAH DISASTER KLEENUP	CZ Emergency/disaster recovery	8/17/2017

RENEWED OR EXTENDED

Contract #	Vendor	Description	Expiration
AR1884	MOTOROLA CORPORATION	CW - Communication equip.	6/26/2019
CW13125C	Hajoca Corp	CW - Outdated Plumbing Parts &	5/30/2018
CW13126C	FERGUSON ENTERPRISES INC	CW - Outdated Plumbing Parts &	5/30/2018
CW13127C	FERGUSON ENTERPRISES INC	CW - PRIMARY-PLUMBING FIXTURES	6/11/2018
CW13128C	Hajoca Corp	CW - SECONDARY-PLUMBING	6/11/2018
MA1658	3M	CW Reflective Sign Sheeting	8/9/2021
MA256	VLCM	CZ - Computers and related equ	6/30/2017
MA264	MEDLINE INDUSTRIES INC	CZ - CW Blanket- Medical, Hosp	2/28/2018
CZ13124C	LAKEVIEW ROCK PRODUCTS INC	CZ - SAND&GRAVEL AWARD 2" ROCK	5/30/2018
CZ13118C	THE COOK GROUP	CZ Real Estate Appraisal Servi	5/22/2019
CZ13120C	INTEGRA REALTY RESOURCES - SLC	CZ REAL ESTATE APPRAISAL Servi	5/22/2019
CZ13121C	J PHILIP COOK & ASSOCIATES LLC	CZ REAL ESTATE APPRAISAL Servi	5/22/2019
CZ13119C1	VALBRIDGE PROPERTY ADVISORS	CZ REAL ESTATE APPRAISAL Srvc	5/22/2019
CZ13123C	GRANITE CONSTRUCTION CO	CZ SAND AND GRAVEL	5/30/2018
CZ13125C	ASPHALT MATERIALS INC	CZ SAND and GRAVEL	5/30/2018

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](#)