

Canon Color Copier Toner

(Please note, the vendors listed below are all authorized Canon resellers under the state of Utah Purchasing contract #AR457. Additional quotes are not required. Because the companies are very competitive with each other, I suggest you send out a request. If you are in an urgent situation and do not have time for a quote, Imaging Concepts and Canon have provided the lowest cost on the last several quote processes.)



Please use the GSD Quote form (<https://www.graniteschools.org/purchasingwarehouse/> right hand side under Purchasing Forms) to obtain a quote from two or more of the vendors listed below. When you send out your request, make sure to specify you would like educational pricing and that the price must include shipping. **Please make sure to specify the product must be original (OEM) Canon product.**

Remember, we don't allow "price matching" during a quote process. A vendor is expected to provide its best pricing at the time it submits a quote.

After obtaining quotes, if the dollar amount is low enough, you can place the purchase on a PCard or Pay Voucher OR if the dollar amount is too high or you are using funds that require approval, you can enter a requisition into QSS and email Julie the quote form and quote(s) received.



AUTHORIZED CANON DEALERS	
Imaging Concepts Eric Bird, Vice President ebird@imagingutah.com (801) 886-2679	Canon CSA - Consumables Representative Brian K. McKenzie, Supervisor, Consumables Sales bmckenzie@csa.canon.com (847) 706-3714
toner@vlcmtech.com (801) 214-9861 VLCM	Pacific Office Automation Mari Markham, Supply Account Rep ma-ri.markham@pacificoffice.com (801) 990-4001

COPIER F.A.Q.

Q: Will the district pay for my copier replacement?

A: Please reach out to Diana Pennington to determine if district condemnation funds are available to your school.

Q: Where do I purchase toner for the copier I just purchased?

A: See article re: Color Copier Toner. Black toner is stocked at the GSD Warehouse.

Canon 4545 & DX4745 (after Feb 2017) **Older Canon 4245** (prior to Feb 2017)

Toner GPR-57 #182262

Toner GPR-42 #182260

Staples P1 #182263

Staples J1 #182261

There are also some Sharp toners stocked in the GSD Warehouse. See Section 18

Sharp color toner and toner not stocked at the GSD Warehouse, can be purchase from Les Olson using state of Utah Purchasing Contract AR455. Please reach out to Jason Olson for a quote (at (801) 864-1105 or jasono@lesolsoncompany.com)

Q: My copier was condemned, why hasn't a new copier arrived?

A: You must enter a requisition into QSS to order a new copier. Condemning a copier doesn't automatically order you a new copier.

Q: Where can I locate information about the standard district copier?

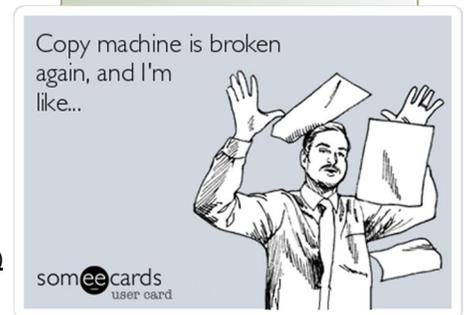
A: Information about the copier and options can be found at the GSD contract site at <https://www.graniteschools.org/purchasingwarehouse/contracts/> search "copier" or "AR457" using the mid-page search field.

Nitrile Gloves

Nitrile gloves are back in stock in Section 25 of the GSD Warehouse.

Please note our vinyl gloves (Section 23) are very similar to nitrile. They are form fitting and smooth.

As a reminder, please do not stockpile gloves in your schools. Pricing is still high, so we will not be ordering as many.



ESSER Funds for Furniture

Many schools have used their Esser funds to purchase up-graded Audiovisual Technology for instructional spaces. In addition to these purchases, classroom furniture and cafeteria tables are also available for purchase under these funds. Our state contracts provide an excellent resource for researching furniture options for your classroom and cafeteria spaces.

Here is a list of state-contracted vendors:

- ◇ Edutek Corp MA667 –Jan Weaver JWeaver@edutekcorp.com
- ◇ Hertz Furniture MA670 – Heather Gropp heather@hertzfurniture.com
- ◇ Meteor MA664 – Kim Sorensen ksorenson@meteoreducation.com
- ◇ School Outfitters- MA3236 Molly Patrick – molly.patrick@schooloutfitters.com
- ◇ School Specialty-MA675 Patty Giannopoulos patricia.giannopoulos@schoolspecialty.com Jeanette Mendenhall Jeanette.Mendenhall@schoolspecialty.com, or Mike Schwab mike.schwab@schoolspecialty.com
- ◇ Virco- MA3241, PD3142 Mark Van Leeuwen – markvanleeuwen@virco.com
- ◇ Workspace Elements- PD3341- Jacque Todd - jtodd@workspaceelements.com

The Purchasing website also has an additional resource for furniture purchases:



P&W Home Amazon Business Buying Guides Contracts District Mail Services Emergency Purchases Fundraisers Legislative Supply Funds Newsletter

Policy and Procedure Purchasing Card Information Safety Data Sheets Staff Student Travel Surplus Vendor Information Warehouse

[Granite School District](#) > Purchasing & Warehouse

Purchasing & Warehouse

Website Search

Search website...

[ESSER Furniture/Technology Purchasing Processes](#) ←

(continued on next page)

ESSER Funds for Furniture (cont.)

Next, click on any of the links:

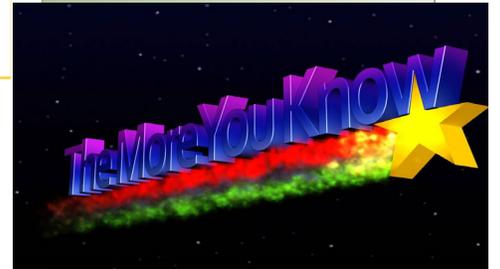
**Furniture: contact person, Maile Larsen
x4552**

Step 1. Select items from furniture links below.

Step 2. Contact vendor(s) for a quote. Request freight and installation to be included in quote.

Step 3. Submit requisition(s) and quote(s) to the Purchasing department.

School Specialty
Workspace Elements
Meteor Education
Edutek



These links give a brief overview of the variety of products our vendors offer. These furniture guides are intended to be a quick overview but do not represent the entire product line. Browse through these furniture guides and find the products and quantities you are interested in purchasing. Then, contact the company's sales representative and request a quote that includes the product, freight, and installation. Once you have received your quote, submit a requisition with the quote to the Purchasing department, and we will get the furniture process started.

Not all state-contracted companies have submitted their furniture buying guides, but their furniture options can be viewed at hertz-furniture.com, schooloutfitters.com, and Virco.com.

Please visit the Organizational Effectiveness Intranet site for more information on ESSER and other funding sources. Purchasing furniture will be approved as long as there is a tie-in to improving instruction or facilitating social distancing. USBE hasn't approved new teacher furniture (i.e. replacing a teacher's desk with another teacher's desk) because this doesn't meet the "necessary" prong of ESSER. But if the school is splitting a classroom and hiring a new teacher to help social distance, then new furniture for that teacher can be purchased under ESSER.

Sole Source Vendors

You already know we maintain an extensive list of current district contracts on our Purchasing Website, but did you know you can also find sole source vendors at the same place? Sole Source vendors are listed at the end of the list of district contracts, on the **Contracts** page of the Purchasing & Warehouse internet site.

To find these forms, which are actually called, *Award of Contract Without Engaging in a Standard Procurement Process Request Form*, just scroll towards the bottom of the page or you can use the page search function by entering a vendor name in the search box.

So, before you fill out a sole source form, you may want to check to see if one is already on file.

The screenshot shows the Granite School District website. At the top is the Granite School District logo and a navigation menu with links: Students & Families, Community, Schools, District, Calendar, Contact. Below this is a blue navigation bar with links: P&W Home, Amazon Business, Buying Guides, Contracts, District Mail Services, Emergency Purchases, Fundraisers, Legislative Supply Funds, Newsletter. A second blue bar contains: Policy and Procedure, Purchasing Card Information, Safety Data Sheets, Staff, Student Travel, Surplus, Vendor Information, Warehouse. The breadcrumb trail reads: Granite School District > Purchasing & Warehouse > Contracts. The main heading is "Contracts". Below it is a blue button labeled "State Contract Lookup →". A link reads: "For more information on state contracts go to the bottom of this page." The "District Contracts" section explains that these contracts are used for recurring needs for certain products and services. It states that Granite School District policy requires the use of District Contracts when available, and they should be utilized after first searching the district warehouse catalog. If the product is not available from the warehouse, then district contracts are to be utilized. To find State contracts, users are directed to click on the button above or at the bottom of the page. On the right side, there is a "Website Search" section with a search box and a "Search" button. Below that is a "Contact Us" section listing the Director, Jared Gardner, and the Administrative Secretary, Rose Elkins, with their phone numbers: 385.646.4562 and 385.616.4209. At the bottom right, there is a "Purchasing Forms" section with a link to "Change Order Request Form (works best when Internet Explorer)".

Of course, district policy and procedures still need to be followed when making any purchase using district or school money. If you have questions about utilizing a sole source vendor, please contact the Purchasing Department.

Have Funds for New Custodial Equipment?

The State of Utah has multiple contracts for Custodial Supplies and Equipment. The following is a list of companies with current contact information and contract number.

Waxie Sanitary Supply MA354

Ann Williams awilliams@waxie.com
801-886-3700 ext. 428

Bell Janitorial Supply MA336

Robin Jensen rjensen@bellclean.com
801-814-5605

Brady Industries MA338

Matt Johnson
matt.johnson@bradyindustries.com
801-366-0977

Hyko Supply MA339

Ron Starr rong@hyko.com
801-433-5059

Veritiv Operating Co MA2662

Brody Patterson brody.patterson@veritivcorp.com
801-209-0675

Staples Commercial MA2663

Scott Valdez scott.valdez@staples.com
801-656-3255



Depending on the equipment you are looking for will determine which of the vendors should be contacted for price quotes. Vendors provide equipment based on distribution contracts with manufacturers.

Please contact Skip Foster, ext. 5678, if you have any questions or need assistance purchasing equipment for your location.

Ordering Radios/Walkie Talkies

XPR7550e



After research, supply chain issues and an actual emergency situation at one of our schools, it was determined that we needed to make a change with the radios used in our district. The radios that you can purchase from Walmart or Amazon are considered FRS (Family Radio Service) which is a non-licensed open platform system. That means anyone who buys an FRS radio can listen to your conversations if they are on the same frequency. They also will not communicate with the district serviced radios; they have a different frequency. The district does not support that type of radio.

Currently, we are purchasing radios from State of Utah Contract MA3213 with McIntosh Communications. It was determined that school administrators, at least the head custodian and the head secretary should carry the XPR7550e radio which has more channels. Secretaries, aides, or other custodial staff members should carry the XPR3500e.

- Motorola XPR7550e radio, digital/analog, VHF, 5 watts, 1000 channel capacity, Bluetooth. \$862.00
- Motorola XPR3500e radio, digital/analog, VHF, 5 watts, 128 channel capacity, Bluetooth. \$522.00

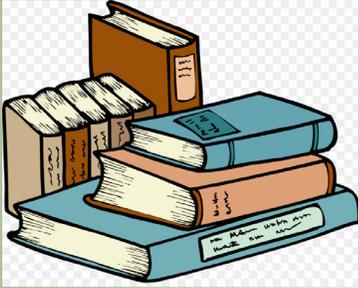
XPR3500e



Orders take approximately 2-4 weeks to receive from the vendor. They must be shipped to maintenance electronics, location 0920. Our maintenance electronics technician is responsible for making sure that the correct frequency is set on the radio. After the frequency has been installed, your radio(s) will be delivered to your location.

Don't forget to use function 2400 and object code 0650 in your budget.

Surplus Textbook Processes

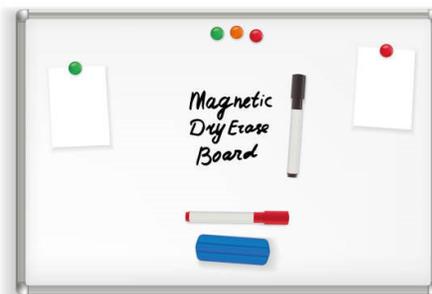
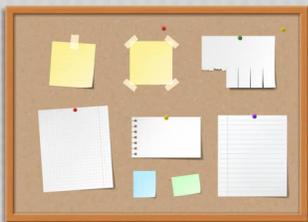


The process disposing of surplus textbooks will have a slight modification this summer. In previous years the pickup from Follett typically occurred soon after school let out. This year there will be two pick-up windows that your school will be able to work with July 18th-22nd and August 8th-12th. Please begin to discuss how you will have your books ready for the pickup. More details will be sent near the end of the school year.



Ordering tack boards or marker boards

When ordering tack boards or marker boards, please be aware that it takes time to get the necessary approvals to process an issue. If you have other items on an issue for a marker board or tack board, those items are delayed while waiting for the approval on the boards. When your locations request a tack board or marker board, please put it on its own issue so other items will not be delayed.





Looking for Help?

Sometimes it can be confusing figuring out which buyer to call for questions. This is a list of general product assignments:

Debbie Smith – ext. 4565

- Ice machines, surplus disposal contracts, and school foods.

Dean Pope – ext. 4563

- Computers, iPads, marquees, relo's, scanners, tree trimming, new construction and warehouse catalog sections 40, 50-51.

Rose Elkins – ext. 4562

- Books, magazines, DVD's

Skip Foster – ext. 5678

- Batteries, carpet, custodial, fire extinguishers, lamps, pest control, tires, transportation equipment, upholstery, vehicles, warehouse catalog sections 30-35, 60-94.

Julie Fisher – ext. 4309

- Arts & crafts, blinds, copiers, markerboards, office supplies, printers, security, software, stage drapes, trophies, warehouse catalog sections 15-18, 22-25.

Maile Larsen – ext. 4552

- Appliances, athletics, audio/visual, furniture, lockers, lunchroom tables, music, planners, playground equipment, printing, science, warehouse catalog sections 10-14, 19-21, 26, 48 and 52.

Danielle Kitchen – ext. 8454

- Travel, student travel.

You can view a complete list on our web page by clicking on this link:

[Buyer Responsibilities](#) (Printable Directory)

What Do You Think? . .

What kind of information would you like to see in future issues? We want this to be useful to you, so please send your comments and/or suggestions to

ajpennington@graniteschools.org

Thanks for reading!