

OCTOBER 2023

Inside this issue

New Person & Contract

2

Quotes & Vendor W9s

3

Purchasing Website

4

Document Burning

5

Obtaining Quotes

6

Purchasing Flow Chart

7

Copiers & Toner

8

Printer Toner

9

Color Copiers

10

“Submitted By” Field

11

Warehouse Fun

12

Notes from Julie

13

**Mountain State School-
book Depository**

13

Looking For Help?

14



We're Back (Back Again)

Tell your friends! After a full year, Purchasing is back with another exciting newsletter that you will hopefully have a moment to read in-between handling crisis after crisis of the back-to-school season.

For all of the new employees that have any kind of fiscal responsibility (p-card training, anyone?) or a hand in getting quotes, this newsletter is *especially* important. We promise you'll learn something from it and hopefully be a little entertained on the way!

Oops, We Did It Again!

Granite School District's Purchasing/Warehouse Department received the 2023 Annual Achievement of Excellence in Procurement Award by the National Procurement Institute for the NINTH year in a row! They've made it harder to get over time, we swear!

The Purchasing and Warehouse Department has been nationally recognized for acquiring products and services for our schools, students, staff, and faculty that are the best quality and value for our funds. We are grateful and will continue working hard!





Hello, New Person!

Angela joined the Purchasing Department in February 2023. She graduated from Brigham Young University-Idaho with a Business Management degree with an emphasis in Supply Chain. She started her career in trucking before changing directions a few years later to buy raw ingredients and bottles for a nutraceutical manufacturer.

Angela now buys furniture, classroom technology, AV equipment, appliances, athletic gear/equipment, science materials, paper, and musical instruments for the Granite School District.

And Hello, NEW Clothing Contracts!

At the end of July, all the state contracts for School Athletics Uniforms, Equipment, Performance Clothing expired. Earlier this year, the state resolicited the contract. Currently, twenty-one companies have been awarded a contract to provide these types of items. Those vendors are listed below. New vendors could be added as the legal paperwork is completed. You will find all the information for a specific contract by searching “School Athletics Uniforms Equipment Performance Clothing” on the State Purchasing website <https://statecontracts.utah.gov/Home/Search>.

As a reminder, when you request quotes from any of these vendors, make sure you ask for state contract pricing. We encourage the use of state and district contracts in order to receive the best possible value for public funds. If you are ever in doubt about whether an item is on a contract, please contact our office.

Contract ID	Contractor Name
MA4115	ABC Tees Nc
MA4116	Academy Thread DBA Academy Sports
MA4118	Jo And Jax Inc
MA4119	Boulder Valley LLC DBA The Locker Room
MA4120	Sport Supply Group DBA BSN Sports LLC
MA4121	Coleman Knitting Mills
MA4122	DS Dancewear LLC DBA Onstage Dancewear and Accessories
MA4123	Hyve Ink LLC
MA4124	Team Up Holdings DBA Team Up Athletics DBA JMS Industries
MA4125	MVP Sports Inc
MA4126	Neverland Emporium Inc
MA4127	Pacific Fitness Products LLC
MA4128	Pats Dancewear Inc
MA4129	Giauque Designs DBA Pick My Knit DBA Stitching Statements
MA4130	Power Image Inc
MA4132	Smash Athletics LLC
MA4133	Stitch Print LLC DBA Inked Wear
MA4134	Teeosk LLC
MA4135	Tower Sports LLC
MA4137	Universal Athletic LLC DBA Game One DBA ASP Sports
MA4138	Upper Limit Inc



Who can I get a quote from?



Our schools could not operate without the appropriate furniture for each space. From a classroom to a cafeteria or even a simple bench outside the school, each serve a purpose. With so many needs, where do you even start? On the Purchasing webpage there are a series of buying guides with instructions on who to reach out to. The Furniture and Chair buying guides are only 2 of over a dozen guides posted online for your use. The District Contract page is also a great resource for finding vendors. While Amazon is often a temptation due to the cheaper pricing with quick and convenient delivery, the vendors on these guides offer higher quality products. While these commercial grade items are definitely more durable, *they often also come with lifetime warranties including repairs and replacements for broken items.* Overall, while they may cost you more now, they will save you more time and money in the future.

“E-mail has some magical ability to turn off the politeness gene in a human being.”

— 3 [' & [Ø † ”



Filled out W-9

Correctly

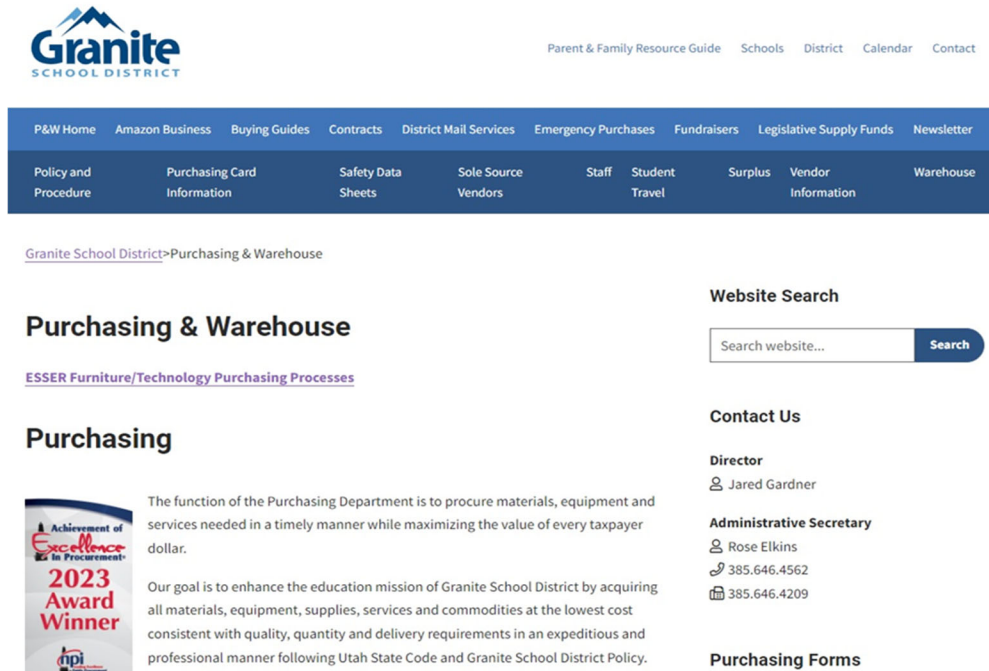
W-9s For Vendors

When you are buying a good or service for your school or department, whether it's through a company or individual, we need a W-9 form on file in order to pay them. Some tips:

- Search in QSS for the company or individual's name beforehand so you know whether or not to ask for the W-9
- If the individual/company isn't in QSS, ask for a W-9. If they are, ask for one if they've had info change (address, etc).
- Send **individuals** the GSD **Substitute W-9** form to fill out if needed. Ask Purchasing for a copy if you don't have it.
- If in doubt or have questions, ask the Purchasing secretary for help at 385-646-4564. This section does not apply to

Are You Using Our Purchasing Department Website?

If yes, GREAT. If not, why not?



Granite School District

Parent & Family Resource Guide Schools District Calendar Contact

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 Sole Source Vendors Staff Student Travel Surplus Vendor Information Warehouse

Granite School District>Purchasing & Warehouse

Purchasing & Warehouse

[ESSER Furniture/Technology Purchasing Processes](#)

Purchasing



The function of the Purchasing Department is to procure materials, equipment and services needed in a timely manner while maximizing the value of every taxpayer dollar.

Our goal is to enhance the education mission of Granite School District by acquiring all materials, equipment, supplies, services and commodities at the lowest cost consistent with quality, quantity and delivery requirements in an expeditious and professional manner following Utah State Code and Granite School District Policy.

Website Search

Search website... Search

Contact Us

Director
Jared Gardner

Administrative Secretary
Rose Elkins
385.646.4562
385.646.4209

Purchasing Forms

We have put much thought and effort into designing this site and have tried to post information that is helpful. If we have overlooked something that would be of value to you, please contact me, dapope@graniteschools.org. Here are a few tabs I'd like to highlight.

[Buying Guides](#) lists "how to proceed" information and step-by-step instructions on how to find and purchase some specific goods and services.

The [Contracts](#) page has an alphabetical listing of current district contracts available for use. Why would you want to use a contract? Well, we are required to use a district contract if one is available and if you do use a contract, usually you aren't required to get additional quotes - which will save you time. We know you are busy.

Who you gonna call? If you can't find the answer to your question, you could always click our [Staff](#) page to see our smiling faces and to get contact info on who can answer your question.



Document “BURN” – What is it?

The Warehouse provides document destruction services for **large volume** purges of documents containing *confidential or protected information*. Procedures for proper document retention and preparing a **large volume** document destruction can be found on the [Warehouse page](#) of the district website.



-
- ◇ Documents containing no sensitive information are **not required** to be destroyed and can be recycled.
 - ◇ **Small volumes** of documents that require destruction are to be destroyed **on site** with a shredder.
 - ◇ When you purge a large volume of documents, the Warehouse will pick-up the documents and ensure their destruction.

Due to continuing increases in cost of document destruction, please be aware of all materials being placed in “burn” boxes. The following are examples of unacceptable items placed in boxes.

- ◇ Wrappers, soda cans, and trash
- ◇ Games, activity books, and puzzles
- ◇ Binders and notebooks with clips/metal objects
- ◇ Personal mail and advertisements
- ◇ Used office supplies
- ◇ Copies of old informational handouts



Please contact the Central Warehouse, ext. 4286, if you have any questions or need assistance.

Only District Employees are Authorized to Obtain Quotes



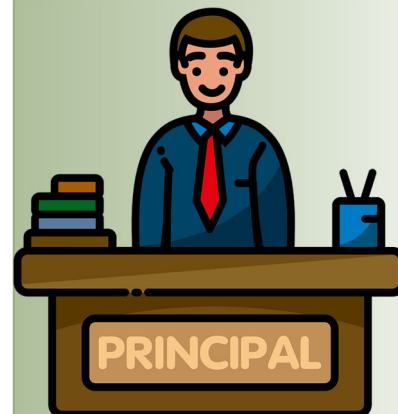
Our office has seen many examples of non-employee involvement in our quote processes recently. Please share this information with employees who have purchasing responsibility.

District fiscal policy allows for quotes to be obtained by departments and schools up to certain dollar thresholds. Those thresholds can be found in part 7.E. of the fiscal policy and the Purchasing Flow Chart provides a graphical representation of the limits with process and procurement tool options.

This article's purpose is to make clear that the obtaining of these quotes is not delegable to individuals or entities that are not employees. Fiscal policy 1.B.4 states:

“...the fiscal administrator in each school and department is charged with primary responsibility of ensuring that all financial matters of his/her school or department are transparent, well managed, and conducted in accordance with laws, rules, and district policies and procedures. Such responsibility is non-delegable. **Because it is not possible for the fiscal administrator to be personally involved in every financial matter at his/her school or department, he/she may designate specific individuals to perform specific tasks or functions on his/her behalf. Nonetheless, the fiscal administrator retains ultimate responsibility and should ensure designees are properly trained.**”

State administrative rule R277-113-5 requires annual training for all employees who are involved with fiscal processes. This rule is in place to ensure that training has occurred to see that processes are handled correctly. Non-employees (parents, boosters, family members of employees, etc.) are **not** trained and thus are **not** authorized to be involved in our fiscal processes. Because they are not employees the district has no authority over their actions as we do with our employees related to district business.



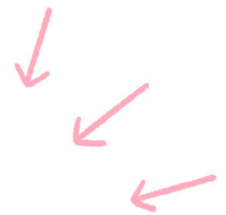
Helpful Tip:

When in
doubt, call
Purchasing at
385-646-4518

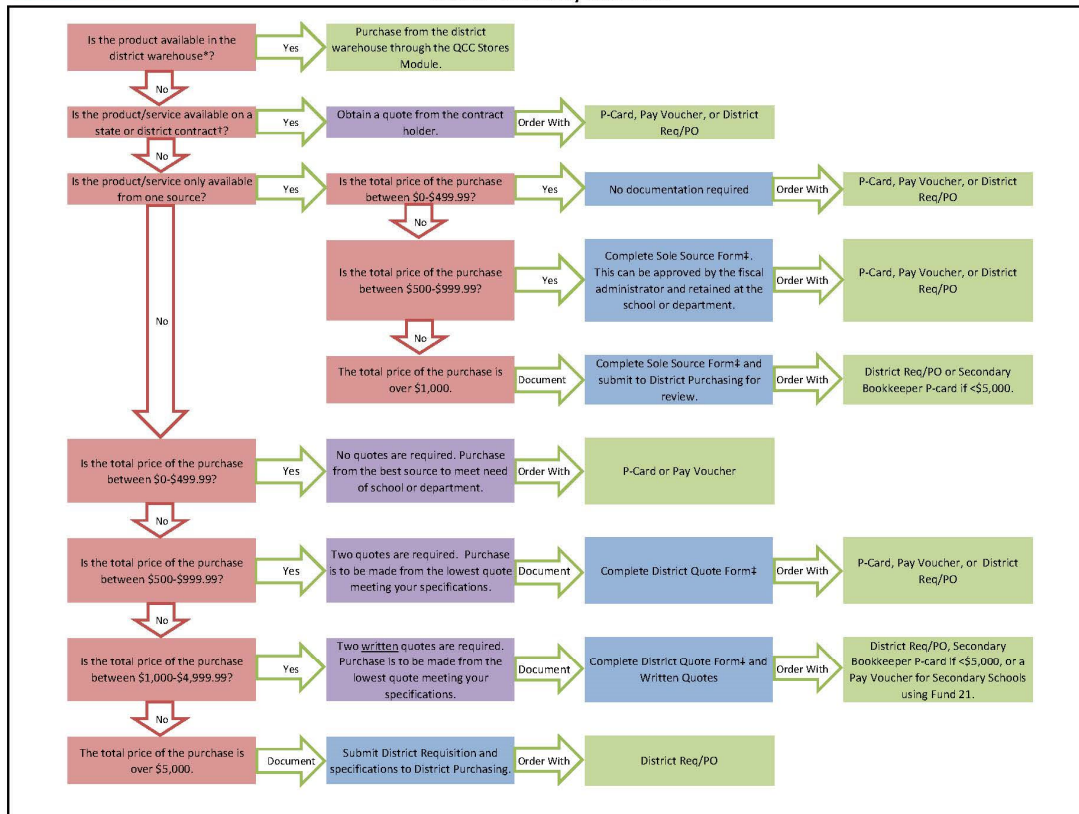
Purchasing Threshold Flow Chart

The Purchasing Threshold Flow Chart is a valuable tool for *anyone* involved in the procurement process. It serves as a **quick reference guide to review purchasing policies and procedures**, making it an essential handout for those responsible for making purchases. Whether you're a seasoned professional or new to the role, this flow chart is a **great addition to your desk, ensuring that you adhere to the established code and rules** governing procurement. It simplifies the decision-making process by providing a clear, step-by-step visual representation of the purchasing thresholds and corresponding guidelines. If you're not already familiar with it, take a moment to acquaint yourself with this resource, as it can be your go-to reference when making any purchase. We encourage everyone to utilize this tool to ensure compliance with purchasing policies and make informed procurement decisions.

Download and view it [here](#)



Purchasing Threshold Flow Chart
District Fiscal Policy Section 7.E



* The Central Warehouse catalog is available on the Purchasing & Warehouse web page.
 † District and state contracts can be found on the Purchasing & Warehouse web page.
 ‡ The document is available on the Purchasing & Warehouse web page.

Purchasing Telephone 385-646-4518
 Warehouse Telephone 385-646-4286

R. 08.31.21



New Canon Black and White Copier and Toner

The Canon ImageRunner Advance DX 4845i was discontinued and replaced by the Canon ImageRunner Advance **DX4945i**

Unfortunately, the two machines require different toner. We now have a few different copier toner options in Section 18 of the GSD Warehouse. Please note, we don't stock *color* copier toner (please see article about COLOR Copier Toner).

****The model number of your copier can be found on the front of the copier. Please check the model number before placing stores order/issue.****

DX4945 (10/2023 to...)	DX4845 (8/2022 to 9/2023)	4545 & DX4745 (2/2017 to 8/2022)	4245 (prior to 2/2017)
Toner GPR-67 #182266	Toner GPR-64 #182264	Toner GPR-57 #182262	Toner GPR-42 #182260
Staples P1 #182263	Staples P1 #182263	Staples P1 #182263	Staples J1 #182261

Additional information about the DX4945i copier and options can be found on our contracts page at <https://www.graniteschools.org/purchasingwarehouse/contracts/> Use the mid-page search field to search "copier" or "AR457".

As a reminder only OEM (original) Canon product should be used in the copiers.

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: 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.

Copier Toner

Black Canon copier toner and some Sharp products are stocked at the GSD Warehouse.

See the catalog at

[https://
www.graniteschools.org
/purchasingwarehouse/
warehouse/](https://www.graniteschools.org/purchasingwarehouse/warehouse/)

After market or remanufactured copier toner should never be purchased. It can void warranties and cause problems with the copy machines.

Remanufactured HP Toner

The contract also includes a recycling program. Schools/ Departments can request a pre-paid postage box to fill with empties, request pick up, or give empties to Innovative Print Consulting when they make a delivery. **You can also give empties to your GSD mail delivery!**

Remanufactured HP Toner – We are pleased to announce we have a new contract with Innovative Print Consulting - IPC (our previous contracted vendor). This contract is effective 10/01/2023 through 9/30/2024 with the option to renew for up to 4 additional years through 9/30/2028.

Please make sure to reference GSD contract **#24-801** when placing orders using your PCard or Pay Voucher.

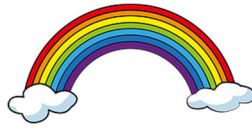
The contract summary is listed on our website at <https://www.graniteschools.org/purchasingwarehouse/contracts/> (search by toner in the mid-page search field). The summary includes the price list, contract details, and contact information. All purchasing policies and procedures apply to making purchases under this contract.

****As a reminder the contract with Innovative Print Consulting is for remanufactured product only and is NOT for OEM (original HP) product. See article below for details.**

The contract includes a warranty for replacement of the cartridge and IPC will replace the printer if it is deemed to be the toner that broke it. IPC will also clean your printer if their toner cartridges leak.



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.



Canon or Sharp COLOR Copier Supply Vendors

Please note, the vendors listed are all authorized Canon or resellers under the state of Utah Purchasing contracts. 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, Dex Imaging 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 or Sharp product.**

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 Contract #AR457	
Dex Imaging Eric Bird eric.bird@deximaging.com (801) 809-1151	Canon CSA - Consumables Representative Brian K. McKenzie, Supervisor, Consumables Sales bmckenzie@csa.canon.com (847) 706-3714
Associated Business Technologies Tracy Buckeye tracyb@abtyes.com (801) 972-1030	Pacific Office Automation Eita Makoni Eita.Makoni@pacificoffice.com (801) 990-4001

AUTHORIZED SHARP DEALER Contract #AR455	
Les Olson Company Jason Olson jasono@lesolsoncompany.com (801) 486-7431	
AUTHORIZED SHARP DEALER – NOT CONTRACTED	
Associated Business Technologies Tracy Buckeye tracyb@abtyes.com (801) 972-1030	Dex Imaging Eric Bird eric.bird@deximaging.com (801) 809-1151



When filling in the “Submitted by” field on a district requisition...

Please put up to three email/user ID’s of specific people, separated by a “/”

Which 3 people?

<u>THE SUBMITTER</u>	/	<u>WHO IT’S FOR</u>	/	<u>THE AUTHORIZER OR RECEIVER</u>
This is typically the secretary of the fiscal administrator whose budget is paying for the purchase.		This is for when the purchase is for a specific school department or teacher.		This identifies the person designated by the fiscal administrator to sign off on the PO that the goods or services have been received and it is “okay to pay”.
Required		Optional		Required

The people listed in the “submitted by” field will be copied on the email from Purchasing when the Purchase Order (PO) is issued.

The Submitter needs to communicate with others involved with the PO on what their responsibilities are with the purchase.

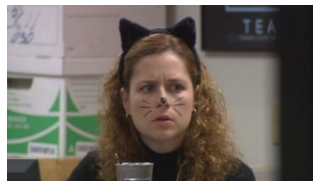
If you choose not to fill in the “Who It’s For”, still use the “/”

THE SUBMITTER // THE AUTHORIZER OR RECEIVER

Example: CTE (Michael Scott) is entering a requisition for a paper cutter to be delivered to Scranton High School (Jim Halpert). CTE has authorized the Financial Secretary (Pam Beesly) to sign off on the purchase order for payment.

MSCOTT/JHALPERT/PBEESLY

DON’T FORGET TO USE ALL CAPS WHEN COMPLETING REQUISITIONS



~Download this guide [here](#)

Warehouse Fun

Warehouse Stock Updates/Info:

We now stock the new Utah flag in the GSD Warehouse



Item 151380 – 3' x 5' Nylon Flag

Item 151381 – 4' x 6' Nylon Flag

ITEM NUMBER 222536



CALL LABEL PROTECTORS, 1-1/4 X 3-1/8

ROLL \$23.02

ITEM NUMBER 151322



SCIENCE FAIR PANEL, 44" X 30" 200# C

EACH \$1.12

Item 222536 was updated to a 500 label per roll. The roll has a 3" core to be used with a desk dispenser.

Did you know we stock Science Fair Panels at the GSD Warehouse? Item 151322 – It is 44" x 30" and is scored to fold.

New Warehouse Task Chair

The average person will spend 90,000 hours at work over a lifetime, that's one third of your life! The furniture we surround ourselves with can impact the quality of that experience. We don't often think about things as simple as our desk or chair, but a poorly designed task chair can create a multitude of negative health consequences such as back and neck pain, headaches, and even migraines. It is very important to ensure that employees are equipped with the right task chair to complete their jobs as productively as possible. With this in mind, purchasing has replaced the old warehouse teacher task chair with a better-quality chair.

Old (521018)



New (521019)



Notes from Julie

Collaborative Classroom SIPPS and 95% Group

To save on shipping costs, Collaborative Classroom SIPPS and 95% Group products should be purchased from Northwest Textbook Depository, Mountain State Schoolbook Depository (MSSD) Vendor #056986

A sole source was published (JF23-014 SS) for a five-year period through 5/2028. If needed, please reach out to Julie for a copy of the approved sole source. You don't need a copy if you are entering a Requisition into QSS.

New Contract Notice

Utah Education Network (UEN) has entered into a contract with Copyleaks for Antiplagiarism and AI Detection. This contract replaces our expired district contract with Turnitin.

Please see summary on our contracts page at <https://www.graniteschools.org/purchasingwarehouse/contracts/> Use the mid-page search field to search.

Please note, after a purchase order is issued, if a school does not wish to renew the following year, written notification must be given to the vendor and UEN by April 1st of the expiring annual renewal term.

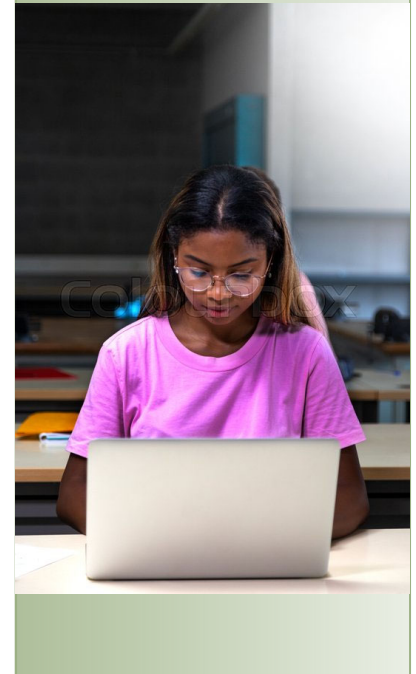
If a school wishes to renew, a requisition must be entered into QSS in mid-May when the next fiscal year opens.

Educational Toys and Games – Curriculum Tools – Scientific Curriculum – Curriculum Art Supplies

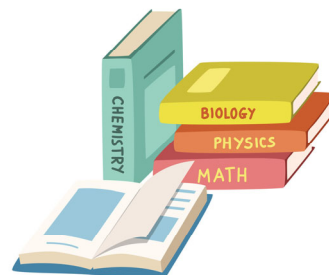
State of Utah Purchasing made awards and entered into contracts with several vendors for Educational Toys and Games – Curriculum Tools – Scientific Curriculum – Curriculum Art Supplies. Please see listing of contracts under on our contracts page at <https://www.graniteschools.org/purchasingwarehouse/contracts/> Use the mid-page search field to search.



Unfortunately, Hand2Mind and Artist Corner were not awarded a contract. We can still purchase products from these vendors; however, a 2nd quote must be obtained for purchases over \$499.99.



Northwest Textbook Depository DBA Mountain State School Book Depository



CHANGES:

The delivery fee for ordering books through Mountain State School Book Depository is 1.35%. As of February 3, 2014, they have also decided to charge a credit card convenience fee of 3%. Purchasing recommends ordering your product through them with a Pay Voucher or on a District Requisition. If you are paying by Pay Voucher, please check to see if the publisher is on Mountain State School Book Depository publisher list. Do not place the order with the publisher to avoid doing an authorized purchase. The publisher handling and shipping fees are higher. Mountain State School Depository shipping and handling fees are 1.35%. If the shipping and handling fees are higher or "TBD" place the order through Mountain State School Book Depository.

FISCAL POLICY 7.G.1:

You can submit Pay Vouchers up to \$50,000. This falls under the exceptions to thresholds. Instructional materials (including textbooks, workbooks, computer software, online or internet courses, CD's or DVD's are multiple forms of communication media) listed on the State's Recommended Instructional Materials Systems (RIMS List) and are available from a book depository within Utah are exempt from the thresholds up to \$50,000 and can be purchased directly by a school/department utilizing a Pay Voucher or a District Requisition as appropriate. Orders more than \$50,000 must be submitted utilizing a District Requisition. The expenditure of any sum more than \$50,000 requires prior approval of the School Board.

Please feel free to contact Rose Elkins at 385-646-4562 with any questions regarding purchases from Mountain State School Book Depository.

ORDERING TIPS:

Please include ISBNs with the title of the item you are requesting, pricing, and shipping fee of 1.35% on all orders placed on requisitions. Please log in to Mountain State School Book Depository website for updated pricing to see if that item you are wanting to order is available through them. Please contact the publisher and request a quote if it is a large order. Sometimes the publisher is less than MSSD and offers free teaching materials such as free teacher editions and online subscriptions. The shipping is higher, but if it is a publisher that Mountain State School Book Depository works with, they will honor the quote. Change the shipping and handling fee to 1.35%. Also, publishers are listed on their website. The only publisher that is excluded from the list is Gibbs Smith because they are located here in Utah. You can find the sales representative by clicking on the publisher and it will provide you with the name, contact number and email address. If the publisher is listed and you cannot find the item, you can call them directly at 1-800-995-1444 and they can get you pricing, ISBNs on the book or item you are wanting to purchase. Their vendor number is 056986.



Looking for Help?

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

Rose Elkins– ext. 4562

- Books, magazines, DVD's.

Dean Pope – ext. 4563

- Computer equipment, Apple products, marquees, tree trimming, construction, and warehouse catalog sections 40, 50-51.

Jess Haws – ext. 4565

- Cafeteria food and kitchen supplies, police and transportation equipment, vehicles, warehouse catalog sections 35, 36.

Skip Foster – ext. 5678

- Batteries, carpet, custodial, fire extinguishers, lamps, maintenance supplies, snow removal, pest control, warehouse catalog sections 30-35, 60-94.

Julie Fisher– ext. 4309

- Arts & crafts, blinds, copiers, corkboards, ink and toner, office supplies, software, stage drapes, 3D printers, warehouse catalog sections 15-18, 22-25

Angela Pontius – ext. 4552

- Appliances, athletics, audio/visual, furniture, planners, playground equipment, CTE, science, trophies, yearbooks, warehouse catalog sections 10-14,19-21, 48, 52, 65

Danielle Kitchen – ext. 8454

- Apparel, travel, choreography, camps, laptops, desktop printers.

What Do You Think?

Did you like this issue? 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, questions, and suggestions to:

armccall@graniteschools.org

Thanks for reading!

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

[Buyer Responsibilities](#)
(Printable Directory)