

FEBRUARY 2017

## Inside this issue

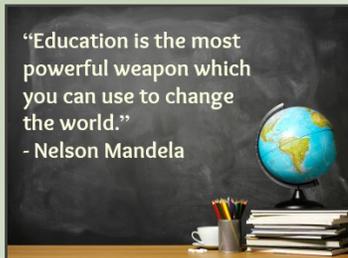
Student Apparel Contract Survey	2
Art Contract	2-3
Document Destruction Services	3
Need Entrance Mats?	4
Pay Vouchers	4
Snow & Ice Removal	5
Purchasing Forms Available	6
Ice Machine Buying Guide	6
P-Card Training	7
New & Deleted Whse Items	7
Looking for Help?	8



## Keeping the Quote Process on the Up and Up

Our Fiscal Policy allows for employees of the district to obtain quotes for products/services between \$500 and \$4,999.99. This quote process is an important purchasing process that ensures that the district obtains what it needs at a competitive price. Like other processes the quote process can become tainted if not properly handled. Here is a short list of things to remember when obtaining a quote:

1. Only obtain quotes from vendors who can provide the quality level of the product/service you are seeking.
2. Share the same information with all vendors. This is easily done today with email. Keep the emails as documented proof that you have made contact and shared the same information with them.
3. Make sure that your request is clear by including part numbers, quantities, and descriptions when available.
4. Ask the vendor to include all potential costs, especially freight, which is often overlooked.
5. Obtain a written quote for all purchases estimated to exceed \$1,000. While written quotes are required over \$1,000, obtaining them for amounts under \$1,000 is recommended.
6. Always utilize the [district quote form](#).
7. Never share quote information with competing vendors prior to issuing an order. That practice is unethical and ultimately results in vendors becoming unwilling to provide quotes to everyone in the District, not just you.
8. If you need help finding a second quote, please contact Purchasing. We are always happy to assist you.





## Student Apparel Contract Survey

Each year, the purchasing department issues POs for student apparel (club, promotional, athletic etc) that totals over \$250,000. This does not even include orders under \$5,000 that are placed at the school level. In addition to the actual funds expended, district personnel spend copious amounts of time and resources obtaining quotes.

The Purchasing Department would like to create a contract for student apparel that meets the needs of students, faculty, administrators and vendors. Your feedback as an end user is **ABSOLUTELY CRITICAL** in ensuring that the correct contract is created. Please take just less than 5 minutes to answer the questions and provide details on what you feel would answer your needs. If you have already completed this survey, please do not complete it again.

<https://docs.google.com/forms/d/e/1FAIpQLSc9MGTJn2UcU2x52bKN6RqCB9IKWFsU8jO6EJcMYwqLjjMTZQ/viewform>

If you have any suggestions or questions, please do not hesitate to contact Jason Steinmann in purchasing.

## Art Contract

Due to recent updates to the Utah Procurement Code, there was direction given that the GSD Art contracts (DS-2870) required you to obtain a second quote. It was determined that the contracts were executed prior to the update; therefore, you can continue to use the contracts (DS-2870) as you did in the past, meaning no additional quotes are required. (I can hear you all cheering)

As you know, many of the products are unique to a specific vendor and it was difficult to obtain a second quote. Schools should continue to compare the vendors pricing where possible when purchasing items available from multiple vendors. If you have a list of items available from more than one of the contracted vendors, I'm still happy to send it out for quotes. Each vendor has established list pricing and the contract contains the percentage off and any additional discounts such as free shipping. This process change will assist teachers to continue to



## Art Contract (continued)

purchase using the DS-2870 contracts to obtain items that meet their specific curriculum needs.

As a reminder, exact items available through the GSD Warehouse, must be purchased from the warehouse so that we can continue to keep our warehouse prices low. Please see the Warehouse Catalog.

Please note this does not apply to multiple award State of Utah contracts on an Approved Vendor List, these contracts still require you to obtain additional quotes.

Please see the DS-2870 contract summary on our Contracts web page, the updated buying guide for Art and Ceramic Supplies on the Buying Guide web page, and/or give me a call with questions.

## Document Destruction Services

Many of you have likely utilized the Central Warehouse document destruction services, often referred to as the “burn” box. If you are unfamiliar with the service the Central Warehouse provides document destruction services for large volume purges of documents containing confidential or protected information.

Recently we reviewed our current process and found a few weaknesses and inefficiencies that we have addressed with new procedures. This document, [Document Retention and Disposal-Destruction Procedure](#), provides a list of documents with their retention requirements. This document, [Document Disposal-Destruction Procedure through Warehouse](#), provides the procedure to properly prepare and schedule a large volume document destruction.

A few of reminders about the program:

1. The services are for school and business documents only, no personal documents should be included.
2. The service is established for large volume document purges. Small amounts of documents should be destroyed with a shredder at your location.
3. Allow about one week in your planning for the pickup by the Central Warehouse after you have called in the pickup.
4. Please adhere to the provided procedures to ensure efficient service levels.
5. Please do not include garbage of any kind in the boxes.





make sure when contacting Hyko Supply for quotes, you're prepared to give the needed quantity, size, and color.

## Need New Entrance Mats?

Entrance matting provides a way of reducing the amount of snow debris being tracked inside buildings. As the season continues, you may be looking at installing or replacing entrance matting. The following questions are important when deciding on what to order.

- ⇒ What color do I need?
- ⇒ What sizes do I need?  
(Standard sizes are 3 x 5, 4 x 8, 6 x 8, 6 x 10, and 6 x 12)
- ⇒ Do they need logos?  
(Logo mats tend to be more expensive)
- ⇒ What budget will be used to make the purchase?  
If the money is coming from Capitol Funds (no matter the dollar amount), a requisition must be processed.  
If the money is not coming from Capitol funds, and is below \$499.99, the purchase can be made by using your location's P-card or a Pay Voucher.  
In the event the purchase exceeds \$999.99, a requisition must be processed.

Matting can be purchased under District Contract 14-221 from Hyko Supply. Ron Starr, 801-973-6099, can provide quotes.

Please make sure when contacting Hyko Supply for quotes, you're prepared to give the needed quantity, size, and color.

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

## Pay Vouchers

Please remember to send your Pay Vouchers and receiving paperwork directly to the Accounting Department. If you send it to purchasing, it will delay your purchase being paid and closed.

## Snow and Ice Removal

With snow on the ground and often the chance of snow in the air this time of year, the thought of being prepared for removing snow and ice is always on our minds. The Central Warehouse stocks a number of products that can be used to help prepare facilities for vehicle and foot traffic during stormy weather.



Item 341100: Deicer, Calcium Chloride, 55# Bag, Use in frigid temperatures and hard to remove icy spots. Calcium Chloride has the most powerful and quickest melting action. Calcium Chloride absorbs moisture from the atmosphere as opposed to relying on the water snow has to offer.

Item 341101: Snow/Ice Melter, Waxiemelt II, 50# Bag, extra helpful in colder temperatures.



Item 341273: Rock Salt, 50# Bag, For general use in most situations. Salt has been used for decades to help control ice and snow when winter weather strikes.



Item 341247: Snow Pusher, Steel, 24" Wide X 12" Deep



341247

Item 341281: Snow Shovel, Poly, Lightweight, Contoured Handle



341281

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

## Do You Need Items to be Delivered by a Certain Date?

If you have an order that needs to be received by a certain date, please add a remark to the remote requisition providing us with this information in the description box. This will give the Purchasing Department a "heads up" to track the order and to work with you and the vendor to ensure timely delivery.



## Purchasing Forms Available

Did you know, each and every web page on the Purchasing website has the following forms available for you? Look for them along the right-hand side of your screen.

### **Purchasing Forms**

[Change Order Request Form](#)

[Confirmation Purchase \(Unauthorized Purchase\)](#) Purchase justification for unauthorized purchase.

[District Quote Form](#) Document quotes received on this form.

[Employee Ethics Act Disclosure](#)

[Purchasing Flow Chart](#)

[Sales Tax Exemption Cert. \(TC-721G\)](#) Show this to a vendor when making a purchase.

[Multi-Jurisdictional Sales Tax Exemption Certificate](#)

[Award of Contract Without Engaging in a Standard Procurement Process Request Form](#) previously called Sole Source Form

## Ice Machine Buying Guide

Ice machines come in two different styles: undercounter and modular. Undercounter ice machines produce and store the ice all in one unit. They are generally smaller and don't occupy that much space. However, since they are smaller, undercounter ice machines don't have a large output or storage capacity.

Questions you should ask before you order:

1. What type of cube do you want? (flake, cube, nugget)
2. How many pounds of ice do you want to store?
3. Is there a water line/drain?
4. Do I need undercounter or modular?

General Maintenance can help with installation of ice machines but need to be contacted prior to ordering.



## P-Card Training

The following dates have been set up for P-Card training. They are held at 9:00 a.m. in the Purchasing Conference Room C-105. Please R.S.V.P. Rose Elkins at 385-646-4562 if you would like to attend one of these sessions:

March 1, 2017

April 5, 2017

May 3, 2017



## New Warehouse Stock Item

<u>Stock</u>	<u>Description</u>	<u>Unit</u>	<u>Price</u>
341101	Snow and Ice Melt, Sodium/Magnesium Chloride	Bag	\$5.80



341001

Do you have an Item that you would like to have stocked at the Warehouse?

[Request to stock new item form](#)

## Items Deleted from Warehouse Stock

<u>Stock #</u>	<u>Description</u>	<u>Unit</u>
253040	Key Ring, Round 1-1/4" Dia, Gold	Pkg
481205	Hand Ball, Seamless	Can



## Looking for Help?

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

### Skip Foster – ext. 5678

- Batteries, carpet, custodial, fire extinguishers, lamps, pest control, snow plows and snow removal, surplus disposal contracts, warehouse catalog sections 30-34, 60-94.

### Dean Pope – ext. 4563

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

### Rose Elkins – ext. 4562

- Books, magazines, DVD's

### Julie Fisher – ext. 4309

- Arts & crafts, bleachers, blinds, copiers, duplicators, flags, library supplies, tack/markerboards, nursing supplies, office supplies, phones, printers, software, stage drapes, telephones, warehouse catalog sections 15-18, 22-25.

### Debbie Smith – ext. 4565

- Cafeteria food and equipment, family consumer science equipment and supplies, ice machines, security, transportation equipment and repairs, two-way radios, vehicles, warehouse catalog sections 35, 36.

### Jason Steinmann – ext. 4552

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

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 [dsmith@graniteschools.org](mailto:dsmith@graniteschools.org)*

*Thanks for reading!*