

FEBRUARY 2015

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## 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 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.



## Texas Instrument Calculators

Did you know that you can purchase Texas Instrument Scientific & Graphic Calculators and related accessories on state contract PD1891?

Prices vary depending on the quantity that you are purchasing. You can view the pricing on the state contract web page by clicking here: [contract PD1891](#).

TI calculators come with a one year warranty. Any defective units will be exchanged for new ones during the warranty period, at the vendor's expense.

The following graphing calculators have been discontinued:

TI-84 PLUS SILVER

TI-84 SILVERTKYEL

The replacement graphing calculators are:

TI-84PLCSE (TI-84 Plus Color Silver Edition

TI-84PLCSETP (TI-84 Plus Color Silver Edition calculators marked "School Property").

Contact: Dan Turpin

Valley Business Machines

(801) 969-6303



## Having Problems with Pesky Insects or Rodents?

The Granite School District has established a new contract, SF15-200, with Harmon & Sons Pest Control for treatments at all school locations. The contract includes treatment for flying insects, crawling insects, mice and rats. If a situation arises that requires treatment, contact Sarah Crossland in the Custodial Department. She can be contacted at extension 5634 or by email at [scrossland@graniteschools.org](mailto:scrossland@graniteschools.org). Sarah will contact Harmon & Sons and request a visit by a technician. Harmon & Sons will then work to respond within 24 hours of receiving the request. Please contact Skip Foster in Purchasing, extension 5678, with any questions regarding this contract.

## New Grounds Equipment Contracts

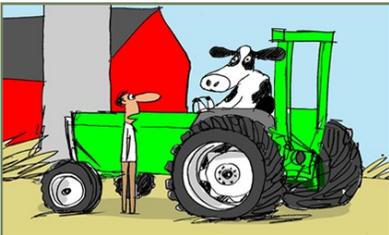
The repair and maintenance of all equipment used in grounds care is a large ongoing process because of the constant wear and tear factors involved with this type of equipment. Grounds equipment maintenance covers every aspect of each machine. It also covers the availability of supplies used to maintain each piece of equipment.

The State of Utah now has new multiple award contracts for grounds maintenance equipment, warranty work, and parts that will significantly reduce the time it takes to receive pricing and order materials at a discounted rate. The following is a list of companies with their awarded contract number.

RMT Equipment	MA2180	Terrain King Co.	MA2186
Stotz Equipment	MA2181	Bonneville Equipment	MA 2187
Vermeer Rocky Mtn.	MA2182	Turf Equipment	MA2188
Jacobsen	MA2183	Pioneer MFG	MA2189
John Deere Co.	MA2184	United Sales	MA2190
Goodfellow Co.	MA2185		

Each contract provides a simple “percentage off” the current commercial catalog price listing. Price lists and catalogs are available for distribution upon request at no cost. Some of the product manufacturers listed in these contracts include: Kioti, Kubota, Landpride, Jacobsen, Echo, Honda, Cushman, Scag, Smithco, Stihl, and Toro.

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



Each contract provides a “percentage off” of the current commercial catalog price.

## Northwest Textbook Depository DBA Mountain State Schoolbook Depository

### Changes

The delivery fee for ordering books through Mountain State Schoolbook Depository has increased from 1% to 1.25%. This change went into effect the first of the year. Also, as of February 3, 2014 they have been charging a credit card convenience fee of 3%. Purchasing recommends ordering your product through them with a Pay Voucher, School Purchase Order or on a District Requisition to avoid this extra fee.



### INCREASE

Mountain State Schoolbook Depository has increased their shipping to 1.25%. Please make sure to add this to your orders.

### 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, School Purchase Order (secondary schools) or a District Requisition as appropriate. Orders in excess of \$50,000 must be submitted utilizing a District Requisition. The expenditure of any sum in excess of \$50,000 requires prior approval of the School Board.

### Ordering Tips:

- Include ISBNs with the title of the item you are requesting, pricing, and shipping fee of 1.25% on all orders placed on requisitions.
- Please log in to Mountain State Schoolbook Depository website to check pricing and to see if the item you are wanting to order is available through them.
- Publishers are listed on their website except for Gibbs Smith because they are located here in Utah. If the publisher is listed and you cannot find the item, call MSSD directly at 1-800-995-1444 and they can get you pricing and ISBNs on the book or items you are wanting to purchase.
- Their vendor number is 056986.

Please contact Rose Elkins at 385-646-4562 with any questions regarding purchases from Mountain State Schoolbook Depository.

## Are You Having Issues Ordering Online From the State of Utah Office Supplies Contracts?

The state has a new “best value” cooperative contracts for office supplies with these three vendors:

MA2077	Metro Office Solutions
MA142	Office Depot
MA1596	Staples

When you are ordering online from these vendors, there may be a few instances where a certain item will show as blocked, restricted or unavailable. The vendors have had some technical issues with their websites and the new contract. Please contact the sales rep listed below for assistance. They can override the restriction or assist you in finding a suitable item.

When shopping on the vendor web site you will have access to many items, however, the deepest discounts will be on the items listed in the vendors printed catalog. These are the items the vendor normally stock in their local warehouse for shipment. State Purchasing suggest that you obtain a current printed vendor catalog from the vendor or vendors of your choice and develop a list of items you purchase most often from that catalog. This will help insure that you are getting the best value on your purchase. If you need assistance setting up a log on and account, please contact the local sales rep.

OfficeMax has merged with Office Depot and the old OfficeMax contract MA1595 can no longer be used.

	<u>Contact</u>	<u>Phone Number</u>	<u>Email</u>
Office Depot	Trevor Hirschi	801-736-7380	<a href="mailto:trevor.hirschi@officedepot.com">trevor.hirschi@officedepot.com</a>
Office Solutions	Stephen DeJonghe	775-848-5463	<a href="mailto:Stephen.dejonghe@">Stephen.dejonghe@</a>
Staples	Troy Veteto	801-656-3251	<a href="mailto:troy.veteto@staples.com">troy.veteto@staples.com</a>



“the deepest discounts will be on the items listed in the vendors printed catalog”



Is there a minimum dollar amount for using a requisition?

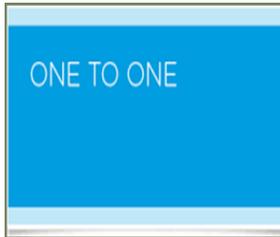
We'd like to request that you use a \$100 minimum value when entering requisitions. By combining orders for departments or holding off for additional items you will reduce the processing costs of your order.

## Strategizing for Year End

Typically, schools or departments are cautious in spending their budgets the early part of the school year. With that being said, year end becomes very hectic as departments and schools are trying to utilize their budgets. Year end is right around the corner. Now is the time to start planning and strategizing for your year end needs.

## One Vendor per Requisition Please

When you enter a Requisition to request the purchase of items, the Purchasing Department creates a Purchase Order to place the order with a vendor. Purchasing is limited by our financial software system (QCC) to one Purchase Order per Requisition so all the items on your Requisition must be from the same vendor.



1. When you are ordering multiple items and you know they are all available from the same source, submit one Requisition.
2. When you are ordering multiple items and you know they are from multiple sources, submit one Requisition for each vendor.
3. If you are unsure if all items are available from one vendor or if you have any questions about requisitioning supplies, you can always call us in the Purchasing Department, extension 4564.

Thank you for helping us to make Granite such an efficient school district!

## Flutophone vs Recorder

The flutophone is a “pre-instrument” for younger students, and for teachers really not serious about training students ears, but very interested in teaching them to read music and/or to be engaged by and experience the fun of playing. The flutophones are easier for younger children to play because it is easier to cover the holes the way they are designed. They sound less refined than a recorder and cost a few dollars less.

The recorder is not a “pre-instrument.” Rather, it is a real instrument with a history dating from before the Renaissance, highly respected in the professional world of music, and with tons of recordings available in all musical styles. It remains popular in many communities and is often featured in all sorts of concerts and musical events throughout the world.

The prices of recorders have not gone up significantly for 20+ years. The one we have selected for use in our schools is just a couple of dollars more than a flutophone and includes valuable accessories. It is highly recommended for elementary music students by our music teachers here in Granite as well as professors at many universities. Why? 1) To help students develop musicality and performance excellence as well as experiencing the enjoyment of playing an instrument and reading notation. 2) Because students need an instrument that is accurately tuned to develop a discriminating ear for tone quality and pitch as they play alone and/or with others, listening to tune up with other instruments. 3) Because students need to learn from the beginning to respect and care for a musical instrument and to appreciate the value of a durable case, cleaning rod, and accessories in preserving it for a lifetime. We recommend that whenever possible, the students purchase them for their own.

## Just a Reminder

Please remember that uniforms are NOT on a contract and must go through the purchasing process as outlined in GSD policy and procedures.



Flutophone,  
Stock 151497



Recorder, Peripole  
PB6000, Stock 151498



Recorder Music Book,  
with CD, stock 151501

Purchasing Staff

Jared Gardner, Director

Dean Pope

Debbie Smith

Jason Steinmann

Rose Elkins

Caryn Martin

Aaron Cameron

Skip Foster

Sandy Cummings

Barbara Hunter



## Canon Cameras, Camcorders, and Equipment Contract

Canon cameras, camcorders, and accessories are now available to the district at discounted pricing. Contract JS-4004 allows the district to receive specific products at fixed prices that are substantially below retail value. All other Canon cameras, camcorders and accessories like bags, shoulder straps, and cases can be purchased at a varying percentage off current retail price.

Below shows the specific products with the fixed pricing along with the companies that provide discounts for other Canon parts.

Product	Pricing	Company
Canon PowerShot SX170 IS	\$174.00	Adorama
Canon EOS Rebel T5i 18-55mm IS STM Lens Kit	\$610.00	Adorama
Canon Vixia HF R500	\$255.00	Adorama
Canon XA10	\$1349.00	Adorama
Other Canon Products % Discount	2-37%	TV Specialists
Other Canon Products % Discount	25%	W.B. Hunt Co.
Other Canon Products % Discount	5%	Adorama

## P-Card Training

The following dates have been set 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:

February 4, 2015

March 4, 2015

April 1, 2015

May 6, 2015

## New Warehouse Stock Items

173100	Sawtooth Picture Hangers, clear, 100/pkg.	Pkg	\$ 6.61
182241	Staples for Imagistics copier, 3 cartridges/ctn	Ctn	\$15.00
182256	Staples for Sharp M503U & MX-464N copiers	Ctn	\$45.62
182261	Staples for Canon Imagerunner 4245 copier	Ctn	\$40.00

## Deleted Warehouse Stock Items

151543	Palm Tacker for bulletin boards
253002	Balsa Wood, 3/16 x 3/8 x 36" long

## Arcadia Elementary Floor Wax Test

The Purchasing Department would like to thank the staff at Arcadia Elementary for allowing the use of the multi-purpose room floor for a special floor wax test. The testing began at the beginning of the school year. The Custodial Department has been evaluating the effectiveness of various products to see how they perform. The results will be used to determine which products will be used by the Custodial Department and be stocked in the Central Warehouse. Special thanks to Principal Cecilia Jabakumar and Head Custodian Gina Wells.



**ARCADIA ELEMENTARY**  
Home of the Roadrunners



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

*Thanks for reading!*