

OCTOBER 2018

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Welcome Back

The purchasing department is excited for the upcoming school year and hope that all of you have had a great summer. Whether you're new to Granite School District or a long-time staff member, we hope you find the information included in our newsletter useful and informative.

Have a great year!

NPI 2018 Achievement Award

The Purchasing and Warehouse Department has received the 2018 Annual Achievement of Excellence in Procurement Award from the National Procurement Institute. NPI recognizes organizations nationally for acquiring the best possible value and quality in the products and services purchased for district use.

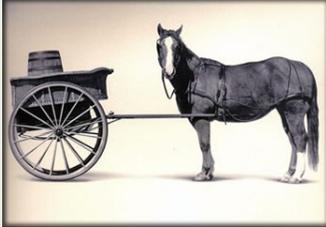


Granite School District is one of only two agencies in Utah to receive the award. We are thankful for the recognition and for the excellent staff who have worked hard daily to make it possible.

Waiting for that Warehouse Order?

Many times the reason an order has not been delivered to a location is simply that the order has not been approved in QSS. The location administrator must sign off the order on the Issue Approval screen before an order can be processed, picked, and delivered. The sooner this takes place, the sooner an order will arrive.

Cart Before the Horse



We have seen many requests over the past several months where our office is being brought into the process too late. These requests become frustrating experiences for all parties involved. All of our purchases are made with public funds and they are subject to a multitude of laws, policies, and procedures – not unlike every other process, we engage in as a school district. To ensure that these are followed, the Board of Education staffs our department. When you come to us after you have traveled down a path that leads towards a solution to your need that hasn't followed the requirements it is a painful conversation to explain that we will have to start over to maintain the integrity of the required processes.

Our simple request to you is to involve us as soon as you know that you need to make a purchase that exceeds your purchasing threshold. Our promise to you is that bringing us to the table early will provide value to your project!

When entering your requisition in QCC, please use ALL CAPS. Your help will be greatly appreciated and will add to the efficiency of the purchasing process.

Buying an HP Printer?



HP printers are quoted monthly. In addition to the monthly pricing awards, there is an instructional paragraph on the first page of the Printer Buying Guide located on Purchasing's website <https://www.graniteschools.org/purchasingwarehouse/buying-guides/>. Please remember that pricing expires on the last business day of each month (unless noted otherwise). Updated monthly pricing is generally available on the buying guide by the 5th of each month.

If you have questions regarding the instructions or purchasing an HP Printer, please contact Julie Fisher at 4309.

**We also added a note to the printers designated as being PCL5 compatible. There are currently three printers that meet this requirement M750DN, M452DW, and M501DN. (*PCL5 is a driver used when printing from QSS. If you have questions regarding the driver or printing from QSS, please contact Information Services or your STS/LMETS.)*

Information Systems' Approved Hardware list is located on the GSD Employee Intranet on Information Systems' page.

District Mail Services

District Mailing Guide

A couple of years ago we introduced the [District Mailing Guide](#). If your job requires you to prepare mail of any kind and you haven't taken the opportunity to review this guide we would encourage you to take a few minutes to become acquainted with it. Anyone who has worked with the U.S. Mail system can tell you how confusing and complicated it is. **We know and agree.** Therefore we created this guide to take the guesswork out of your part in the mailing process. The guide is simple and provides the end user with only the essential information to make your mailing a success.

Common Problem Areas

A couple of common issues with bulk mail we have been seeing and what you can do to help:

- 1. We recommend using district Print Services for the creation of your bulk post cards. They know the mailing requirements and will ensure that your mail piece is created correctly to obtain the bulk rate.**
2. In addition to the bulk mail requirements please rubber band the pieces together and mark them with a sticky note indicating it is "Bulk Mail".
3. Ensure that post cards are at least 3-1/2 inches high x 5 inches long x 0.007 inch thick. No more than 4-1/4 inches high x 6 inches long x 0.016 inches thick. The basis weight should be no less than 75 lbs. **The postcard paper should be light in color to allow for the red ink of the postal meter to show.**
4. If you have a question about whether your mail will qualify for a specific class of mail, like bulk, please show your driver a draft of your mailing. If they are unable to assist please contact Purchasing at 385-646-4518.
5. Bulk mail requires the use of "Return Service Requested" or "Or Current Resident" as described in the mailing guide.
 - A. The use "Return Service Requested" should only be when you want the piece returned with notice of the forward address. ****Please note that returned pieces will incur a postal fee for the return service. The current rate is \$0.50.**
 - B. The use of "Or Current Resident" is preferable when you do not desire to receive notice of the failed delivery. The piece will remain at the residence and no fee will be incurred.



Remanufactured HP Ink/Toner

We are excited to begin working with Innovative Print Consulting (IPC) to meet our remanufactured ink/toner needs. Please make sure to reference **GSD Contract #19-802** when placing orders. The contract summary is listed on our website at <https://www.graniteschools.org/purchasingwarehouse/contracts/>. The summary includes the price list and contract information. All purchasing policies and procedures apply to making purchases under this contract.

As a reminder the contract with IPC is for remanufactured product only and NOT for OEM (original HP) product. OEM Ink/Toner is purchased through the State of Utah Office Supply contracts. Details and instructions are listed in the contract summary for OEM Ink/Toner.

The new contract includes warranties for the products purchased. Please see the contract Section VI Detailed Scope of Work for Important information regarding the contract. It includes information regarding the warranty and recycling program. Schools/Departments can request a pre-paid postage box to fill with empties, request pick up, or give empties to IPC.

Ronnie Cooper or Chalise Wall with IPC may be visiting your schools to introduce themselves.

Buying from Multiple Award State Contracts

As a school district, we have the ability to utilize the State of Utah's contracts. The use of these contracts will often provide the district with better pricing; warranty; and terms and conditions than we might obtain on our own. However part of utilizing the contracts requires that we use them with the scope and procedure provided by the contract owner. By following these steps you can ensure that your next state contract purchase is appropriate:

1. Review the contract summary document provided for each of the contracts. This document will provide the contact information for the contract, instructions for ordering, pricing links, and any special requirements.
2. Decoding the contract number. All state contracts begin with two letters which carry a meaning – some applicable to us others not. The one that is applicable to us is “MA” which stands for multiple awards. As an end user, you should be aware that when a contract begins with “MA” that you have multiple vendors that you can choose from and compare. You should be aware of each contract and have reviewed them before making a purchase decision.
3. Most “MA” contracts require the end user to make a “best value determination”. **For our district, this determination will need to be in writing only when the purchase exceeds \$5,000. This written “best value determination” is to be submitted to the purchasing buyer handling your requisition. The determination does not have to include a second quote from another contract vendor, but if time and circumstances allow this is the best practice.**
4. The Purchasing Department retains the ultimate decision making with respect to any requisition that is submitted.



Art and Curriculum Material

This is (mostly) a repeat of an email sent to Art Teachers, Principal Secretaries, and Secondary Bookkeepers on August 20th.

There are new Art and Curriculum contracts! There is not a requirement to obtain a second quote. If the vendor offers similar products, you can check another vendors' online pricing. Please make sure to reference the specific contract number (see table titled "ART AND CURRICULUM CONTRACT PORTFOLIO") on next page.

Please follow the GSD policies and procedures to make purchases. See additional information on page 4, "Buying from Multiple Award State Contracts."

Important Note: Clay is covered under some of the contracts listed in the portfolio; however, we encourage schools to request quotes for large quantities of clay. Our experience has shown that large quantities will receive much better pricing than the standard contract discounts. Quotes can be requested from the contracted vendors in the table below, but we also recommend including one or more of the following vendors when quoting clay and other ceramic items not available through the existing contracts.

Please contact Julie Fisher with questions at 4309.

For scientific curriculum products, please contact Jason Steinmann at 4552.

Sunstone Pottery (435) 640-6115 simister1@allwest.net	Patty's Ceramics (801) 356-6494 mail@pattysceramics.com
The Tilted Kiln (435) 275-6603 thetiltedkiln@gmail.com	Laguna (626) 330-0631 rosanne@lagunaclay.com
Sheffield Pottery Inc (888) 774-2529 ext 15 suzy@sheffield-pottery.com	Ceramic Supply (385) 222-7885 ceramic@ceramicsupplyusa.com

(Please feel free to request quotes from a vendor that is not listed.)

There may be a ceramic specific contract added to the state of Utah portfolio or GSD may enter in to its own contract in the near future.

Art and Curriculum Portfolio

Contracts expire 7/22/2020 with an option to renew three additional years.
 Details located at <https://statecontracts.utah.gov/Home/Search>
 Enter contract number or vendor name to search.

CATEGORY	QUALIFIED VENDORS	CONTRACT NUMBER	MINIMUM PERCENT OFF
Educational Toys and Games	Artist Corner	MA2919	0%
	Kaplan Early Learning	MA2923	20%
	Lakeshore Learning	MA2924	7%
	School Specialty	MA2925	34%
Curriculum Materials	Artist Corner	MA2919	28%
	Kaplan Early Learning	MA2923	20%
	Lakeshore Learning	MA2924	7%
	School Specialty	MA2925	34%
Education Supplies	Artist Corner	MA2919	0%
	Kaplan Early Learning	MA2923	20%
	Lakeshore Learning	MA2924	7%
	School Specialty	MA2925	34%
Scientific Curriculum Supplies	Artist Corner	MA2919	0%
	Flinn Scientific	MA2922	5%
	Kaplan Early Learning	MA2923	20%
	Lakeshore Learning	MA2924	7%
	School Specialty	MA2925	34%
Curriculum Art Supplies	Artist Corner	MA2919	35%
	Dick Blick	MA2920	20%
	Discount School	MA2921	20%
	Kaplan Early Learning	MA2923	20%
	Lakeshore Learning	MA2924	7%
	School Specialty	MA2925	34%
Miscellaneous Supplies	Artist Corner	MA2919	35%
	Dick Blick	MA2920	0%
	Discount School	MA2921	20%
	Flinn Scientific	MA2922	5%
	Kaplan Early Learning	MA2923	20%
	Lakeshore Learning	MA2924	7%
	School Specialty	MA2925	34%

New State Contract for Athletic Equipment and Clothing

The State of Utah recently implemented a new contract for athletic equipment, uniforms and performance clothing. All of these contracts are multiple award contracts meaning quotes are NOT required. You are able to request pricing from one contracted vendor and award directly if the product and pricing best meets your needs. The following table provides details on which companies now hold state contracts and which products are on their respective contract. See additional information on page 4, "Buying from Multiple Award State Contracts."

	MA2942	MA2943	MA2944	MA2945	MA2946	MA2947	MA2948	MA2949	MA2950
	Advanced	BSN	Backstage	ds Dancewear	Eastbay	Hillock	Inked	JMS	MVP
Uniforms		30%	20%		40%	40%	30%	10%	25%
Under Gear		30%	20%	22%	40%	40%		10%	30%
Footwear		30%	20%	22%	25%	35%			
Sports Equipment		15%				40%		10%	10%
Accessories		30%	20%	22%		40%	30%	10%	25%
Letter Jackets			20%						20%
Letter Sweater			20%						
Strength Training	30%	15%						10%	
Cardio		15%						10%	
Athletic Equipment	30%	15%				40%		10%	20%
Costumes			20%	22%					
Dance/Cheer Uniforms			20%	22%					

	MA2951	MA2952	MA2953	MA2954	MA2955	MA2956	MA2957	MA2958	MA2959
	Namify	Pacific	Pickmyknit	Smash	Prophet	Uniformity	Universal	Upper Limit	Varsity Spirit
Uniforms	20%			15%		15%	20%		
Under Gear	20%					10%	20%		
Footwear	20%						20%		
Sports Equipment	10%			15%	10%		5%		
Accessories	20%			15%		10%	20%		
Letter Jackets	20%		5%				10%		
Letter Sweater	20%		10% (6 +Jackets)				10%		
Strength Training	10%	35%					5%	15%	
Cardio	10%	33%					5%	15%	
Athletic Equipment	10%	27%					5%	15%	
Costumes	10%					10%	20%		
Dance/Cheer Uniforms	10%					10%	20%		5%





405010

17" Computer Monitors, Last Chance

We currently have 90 each, HP 17" computer monitors available in stock at our warehouse. When they are gone, we will not be reordering them. If you need a monitor, or a second monitor, now's your chance before they are all gone. The warehouse stock number is 405010 and they are priced at only \$104 each. First come, first served. If you want one (or more) submit a stores issue as you do for any warehouse stock.



Sales Tax

Granite School District is a tax-exempt entity; therefore, we should never pay sales tax on any purchases that we make. Lately, we have had several receipts and invoices that were turned in with the reconciliation paperwork that had sales tax charges. When shopping please complete

the following: 1. Alert the vendor that you are tax exempt before they begin the transaction. 2. Review your receipt / invoice as soon as they hand it to you to ensure there was no tax charged. 3. If they did charge tax, have it corrected before you leave the store. [Tax Exempt Form](#)



Returns and Damaged Product

Many vendors have strict guidelines for returning product when you've received the incorrect item or there has been concealed damage. When you receive an order, please open it right away and make sure that the product is correct and in perfect condition. If you receive an incorrect or damaged item please contact the vendor immediately to exchange the product. If there is a delay, you might not be able to return the item. Please help us by opening your deliveries upon receipt and reporting any issues as soon as possible.



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. If you would like to attend one of these sessions, please contact Rose Elkins at 385-646-4562.

October 3, 2018

November 7, 2018

December 5, 2018

January 2, 2019



Northwest Textbook Depository- DBA Mountain State Schoolbook Depository

CHANGES:

The delivery fee for ordering books through Mountain State School Book Depository is 1.25%. 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, School Purchase Order or on a District Purchase Order.

FISCAL POLICY 7.G.1:

You can submit Pay Vouchers for books up to \$50,000. This falls under the exceptions to thresholds. Instructional materials 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:

Please 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 School Book Depository website for pricing and to see if that item you are wanting to order is available through them. Also, publishers are listed on their website as well. The only publisher that is excluded from the list is Gibbs Smith because they are located here in Utah. 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. Also, please feel free to contact Rose Elkins at 385-646-4562 with any questions regarding purchases from Mountain State Schoolbook Depository.

New Warehouse Stock Items



Obsolete

<u>STOCK #</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>PRICE</u>
301127	LAMP, FLUORESCENT, F54T5/ 841/HO/ALTO, 40 CASE	CS	\$ 111.60
341016	STORAGE BAGS, SNACK SZ, RESEALABLE, 90/BOX	BOX	\$ 3.75
341017	STORAGE BAGS, SAND SZ, RESEALABLE, 250/BX	BOX	\$ 14.49
341018	STORAGE BAGS, QUART SZ, RESEALABLE, 250/BX	BOX	\$ 25.04
341019	STORAGE BAGS, GALLON SZ, RESEALABLE, 250/BX	BOX	\$ 20.43
401003	HP CHROMEBOOK 11 G6, WITH LICENSE	EA	\$ 205.44
401004	HP CHROMEBOOK 11 G6 EDUCATION EDITION WITH TOUCH SCREEN, #3PD93UT#ABA	EA	\$ 262.00
752810	AIR CONDITIONER WALL MT VERTICAL PKGD, 2 TON	EA	\$ 2721.17
752815	AIR CONDITIONER, WALL MT VERTICAL PKGD, 2.5 TON	EA	\$ 2823.52

Items Deleted from Warehouse Stock

<u>STOCK #</u>	<u>DESCRIPTION</u>
171768	POSTER PAINT, POWDER, TURQUOISE BLUE
212344	FRICTION ROD, HOLLOW GLASS, 12"
401002	CHROMEBOOK, HP 11 G5, WITH LICENSE





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, clothing, 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

Thanks for reading!