

PURCHASING STUFF

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It feels like we're finally coming up for air! The last year has been brutal in many ways, but kudos to all of you for keeping the wheels of Utah County Government funning smoothly. As always, let us know of topics of interest you would like to see in future editions.

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The transition to Les Olson Company is well underway. We have encountered a few hiccups in closing out the old copier maintenance contracts, but we are very close to getting that tied up. Here are a few things to remember about our new managed print contract:

Coper Maintenance and Billing

All copiers, regardless of brand, now fall under Les Olson Company. Blanket P.O.s are needed for each copier. Billing is done quarterly, so we anticipate the first quarterly bill shortly.

To order toner or to request service, simply call the number on the Les Olson sticker and give them the sticker number.

Copier Purchases

Copier purchases now come through the Equipment Replacement Fund. As part of the RFP process, Les Olson Company provided a list of recommended copier replacements. We will be reaching out to those offices whose copiers are on the top of the list for replacement to move the replacement process forward. Copier purchases will be handled similarly to IT purchases, whereby the department will enter a requisition to Utah County Treasurer, (xxxxxxxxxxxx), and then the Auditor's Office will process the actual purchase through the Equipment Replacement Fund in coordination with the departments. Departments will then contribute to the replacement fund on an ongoing basis.

Printer Maintenance

All networked printers are also covered under the contract, and their maintenance will be handled similarly to the copiers. Blanket P.O.s will be needed for each networked printer to pay the quarterly maintenance cost, which will be billed on a per-page basis. This payment will cover all toner and maintenance of the printer.

Printer Purchases

Printers will not be covered under the Equipment Replacement Fund. Departments will continue to purchase printers through the IT department, the same as in the past.

“The pessimist sees difficulty in every opportunity. The optimist sees opportunity in every difficulty”
– Winston Churchill



When a Contract is Needed

Contracts help protect the County from risk, liability, and uncertainty. They can also help prevent misunderstandings and disputes down the road.

It's always a good idea to consider using a contract for a purchase, but under certain conditions a contract is **required**:

- For purchases of goods over \$10,000
- For purchase of services over \$2,500

Drafting and executing a contract can take some time, so that should be factored in when making a purchase. Your portfolio attorney will help you draft the contract, and then then it needs to go on the Commission agenda for approval, and then it needs to get signed by both parties. This process must be completed before Purchasing can approve a PO for the purchase.

Food & Gift Policy Changes



On April 28th Utah County Commission updated the Policy for Food and Gifts for County business.

If you missed the email notice about the change, you can review the updated policy at this link:

The updated policy can also be found in the Finance system in the menu bar. Click on Help, then select Food and Gift Policy. You can also find it on this link:

If you have not read through the updated Food and Gift policy, please do so to avoid delays/confusion on request approvals.

A few highlights of what changed:

Clarification that Generally, departments conducting meetings or training events for County business should attempt to schedule them to not conflict with regular meal periods.

The amount for staff appreciation meals and /or refreshment for staff meetings or holiday parties changed from \$15 to \$18 per employee per year.

Tips cannot exceed 20% of the pre-tax amount.

Clarification on what is an emergency to have refreshments and /or meals.

Clarification that gifts may not be of cash or of cash equivalents (meaning no gift cards) and limited to no more than \$75, unless specified otherwise in the policy.

Clarification on Retiring Employees and Elected Officials leaving office. Amount available is based on years of service for an appreciation reception and refreshments not to exceed amount.

A standard departure gift facilitated by the Office of Human Resources. The departure gift amount is based on years of service. Departments no longer do a departure gift.

Clarification on county owned sidearm at retirement. Years of service defined to qualify.

Surplus Property is no longer allowed to be given as a gift, except firearms – if years of service are met.

Staff appreciation gifts shall not exceed \$18 per employee per year.

Clarification on Staff incentive awards and criteria.

After you have read the updated policy and still have questions, please reach out to Purchasing.

FAQS OF USING STATE OF UTAH CONTRACTS

Q: Which search terms can I use to find what I need?

A: Keywords, contract numbers, portfolio names, and vendor names are all searchable terms in the State Contract search.

Q: When is it helpful to use the different types of search terms?

A: If you know exactly what contract you are looking for, contract numbers and vendor names are useful search terms. A keyword search is helpful when you're looking for a certain good or service, but don't know what contracts may be available.

Q: General guidance for finding what I need?

A: It is always a good idea to keep your search criteria somewhat general (ex. Searching by the keyword "writing utensils" rather than searching for a specific type of pen or pencil you need). If you type the first three letters of your keyword, the search will generate a list of suggested terms that you may select from, or you can finish typing your own keyword.

Q: Do I need to use a state contract?

A: A state contract may not be in the counties best interest. When you do you research you will there maybe other options.

Q: Do I need to get quotes and or a contract?

A: The Procurement method and contract formation sheet found on-line under Purchasing is a tool to help you know when quotes and/or contracts are needed.

Q: I placed my order a month before my calendar year ends. The vendor tells me they might not be able to fulfill the order. What's up?

A: For the months of May/June and Nov/Dec vendors are slammed with orders from many organizations. Think ahead and plan accordingly. Vendors have only so much bandwidth to fill orders before time runs out.



P-card Reconciling

The county processes approximately 11,000 p-card transactions each year. — and every single one of them has to be accounted for. Purchasing has the responsibility of making sure that 100% of the entries are accounted for, and that the amounts match up. Each card custodian is responsible for ensuring that the PO numbers are entered into the Wells Fargo statements. This makes the overall reconciliation process much easier. The reconciliation process can be extremely time consuming and frustrating. We are working toward some improvements down the road:

- Eventually, we want to transition to a fully automated process. We envision a process where each transaction automatically creates its own requisition, and all the card holder has to do is make sure that the requisition gets processed through the system. No chance for duplicates, wrong amounts, or missed P.O.s. That's our Utopia, but that is ways down the road.
- In the meantime, we are working with IT to come up with a tool that will make reconciling the pcards easier and more effective than the 100% manual approach we are using now. Once we have that in place, we will be reaching out to you with the details. Our goal is to streamline the reconciliation process without adding a lot of extra work to your already heavy workloads.
- Until these systems are up and running, we ask that you please remember to reconcile your pcards in the Wells Fargo statements on a regular basis. The sooner you enter the P.O. numbers, the better, as the transactions will be fresh on your mind, and you will not need to spend a lot of time hunting down old transactions.

Thank you for your help in keeping them current!