



STATE OF UTAH

## INSIDE THIS ISSUE:

Looking for An Easier Way to Create A Request for Proposal (RFP)?	1
Agency Contracts—Year	2
Training: NASPO Public Procurement Seminar	3
Canyon School District Furniture Show	3
Common Mistakes Made on Contracts	4
Common Mistakes Made on Amendments	5
Employee Non-Cash Service Award Contract Will Not Be	6
Did You Know? Office Supplies (WSCA)	7
<b>OfficeMAX contract has been canceled.</b>	
Did You Know? Linene	7
New, Extended, Expired and Canceled Contracts	8-10

# PURCHASING UPDATE

## LOOKING FOR AN EASIER WAY TO CREATE A REQUEST FOR PROPOSAL (RFP)?

By: Nancy Orton

The Division of Purchasing has changed the process for submitting Request for Proposals. Rather than complete the RFP template, the Division of Purchasing has developed an easier process for putting together an RFP which involves answering questions. The Request for Proposal questionnaire has been prepared to ask for key information required to develop an RFP. By completing each section in sufficient detail, State Purchasing will be able to create an RFP document meeting the Procurement Code and Rules and containing all of the required elements of an RFP. The new RFP Questionnaire Template can be found on the Division of Purchasing web page at [www.purchasing.utah.gov](http://www.purchasing.utah.gov) >[Purchasing Forms](#)>[RFP Questionnaire](#).

The RFP is an official statement to suppliers about the procurement item required. More importantly, it is the foundation upon which the agency or supplier relationship is established. Therefore, information provided under each heading of the questionnaire should be carefully crafted in order to get the best quality procurement item from a qualified supplier.

When completing the RFP Questionnaire Template, make sure that the answers to each of the questions are addressed as though you are talking to the supplier

community. It is the intent of State Purchasing to cut and paste your answers into the RFP document. Upon completion, State Purchasing and your agency must meet to review and discuss each element of the RFP document and make appropriate changes and additions prior to publication.

Helpful hints in preparing the RFP Questionnaire:

- It is the experience of State Purchasing that the best RFPs are those that are written with the end in mind. Preparing a draft of the evaluation criteria first is helpful in writing the scope of work.
- Utilizing your evaluation committee to finalize the criteria and RFP Questionnaire helps in streamlining the process.
- Remember that the main purpose of an RFP is to identify the problem and allow the supplier community to propose a solution.
- Please note: If you are able to clearly identify the specifications and all requirements, the Invitation for Bid (IFB) or Multi-Step Bid (MSB) process may be the more appropriate procurement tool.

You are welcome to contact State Purchasing to discuss options.

## AGENCY CONTRACTS—YEAR END PLANNING

By: Shirley Williams

It is time to plan for contracts that will be processed this fiscal year. The Division of Purchasing receives a large volume of contracts and amendments from mid-April through June each year. The processing time usually takes longer during the busy year end. Plan ahead so that agency contracts will be processed timely.

Please note the following information:

1. Send your contracts and amendments for the current fiscal year as early as possible. After contracts and amendments are signed by the contractor and the agency, they are sent to the Division of Purchasing to review and sign.
2. Please be aware of the following deadlines:
  - A. Contracts and amendments should be received by the Division of Purchasing by June 10, in order to be processed during this fiscal year. Sending contracts in by May 1 is a better choice. The contracts/amendments that arrive by June 10 are first priority.
  - B. Contracts and amendments received after June 10 are second priority. The Division of Purchasing cannot guarantee that contracts received after June 10 will be completed by fiscal year end.
3. Most agency contracts and amendments route through four employees' workloads in the Division of Purchasing before being sent to State Finance. The contracts are processed as follows:
  - A. Our Purchasing Technician enters contracts and amendments into the Contract Tracking System when the process begins, and into FINET after contracts are completed.
  - B. Purchasing Agents review the contracts for procurement issues.
  - C. A Contract Analyst does a legal review.
  - D. Our Director or an Assistant Director does a final review for Purchasing and signs the contracts. (For lower dollar contracts, the contract goes back to the Purchasing Agent for signature.)
  - E. After Purchasing has completed its processing of contracts, Sheri Witucki, Contract Analyst for the Division of Finance, reviews and signs off/stamps on the contracts.
4. If the contracts or amendments have any problems or missing information, they are put on "hold" until the issues are resolved. It can take two weeks or longer to resolve issues on contracts.
5. For any purchases to be made this fiscal year, the contract or amendment needs to be fully approved and signed. Also, the purchases or services need to be received before June 30.

Plan ahead and process your contracts and amendments early so that the fiscal year end will run smoothly for your agency and for the Division of Purchasing.



STATE OF UTAH

Division of  
Purchasing  
3150 Sate Office  
Building  
Capitol Hill  
Salt Lake City, UT  
84114

Interdepartmental  
Mailbox: 141061



This newsletter was edited by Ann Schliep. If you have any questions or comments, please email them to [aschliep@utah.gov](mailto:aschliep@utah.gov)

## RESERVE THE DAY: NASPO PUBLIC PROCUREMENT SEMINAR

---

By: Tara Eutsler

The NASPO Public Procurement Seminar will be held on March 24, 2015. Michael J. Kolodisner, Pro-Train Training Consultant, will provide the training. The topics for March are "**Change Management**" and "**Procurement Contract Disputes.**"

Registration, which is required to attend these classes, will begin in early February. Registration information will be sent as an email to all those who receive the Purchasing Newsletter. All registration will be collected via a Google Doc

form. The training and lunch will be provided free of charge to all those who register.

### **THE NASPO PUBLIC PROCUREMENT SEMINAR: Change Management and Procurement Contract Disputes**

DATE: March 24, 2015

TIME: 9:00 a.m.—4:00 p.m.

LUNCH: 12:00 p.m.—1:00 p.m.

LOCATION: Capitol Hill, State Office Building, 1st Floor Auditorium

## CANYONS SCHOOL DISTRICT—CLASSROOM FURNITURE PRODUCT SHOW

---

By: Gary Hansen

Canyons School District (CSD) is hosting a school classroom furniture product show and would like to invite anyone who is interested in seeing collaborative (21<sup>st</sup> Century) classroom furniture to attend. The show will be located in the Professional Development Center at Canyons School District 9361 S. 300 E. Sandy, UT.

Show hours, Monday February 23<sup>rd</sup> from 9:00 a.m. - 5:00 p.m. and Tuesday February 24<sup>th</sup> 8:00 a.m. - 12:00 p.m.

Suppliers (including those that currently hold a State contract) have been asked to bring one of their good, better and best of the following categories:

- Student chairs
- Student desks – collaborative only (no combo desks)

- Computer tables – with wire management solutions, fold downs, etc.
- Soft seating for media areas
- Soft seating for common areas – vinyl or health grade material, no fabric
- Teacher desks
- Mobile teacher lecterns
- Teacher chairs
- Mobile Lectures

Suppliers have been asked to have lists of the manufacturers they represent available and to highlight glides and footings on desks and chairs that will not scratch VCT tiles.

If you have questions please contact, Nancy Webb via e-mail @ [Nancy.webb@canyonsdistrict.org](mailto:Nancy.webb@canyonsdistrict.org) or Gary Hansen via e-mail @ [Gary.hansen@canyonsdistrict.org](mailto:Gary.hansen@canyonsdistrict.org).

# COMMON MISTAKES MADE ON CONTRACTS

By: Shirley Williams

Below is a list of common mistakes that are made on agency contracts. Please check that agency contracts are prepared correctly before they are signed by the parties, and sent to State Purchasing.

- 1. Signatures Missing:** Vendor or agency signatures are missing, or are only on some of the copies.
- 2. Finet Codes:** Vendor numbers or commodity codes need to be listed on the contract.
- 3. Contract Period:** New contracts must be for five years with no renewal options, unless a different period has been approved in writing by State Purchasing. If the contract will be for a different period or will have renewal options, send a memo for State Purchasing's approval to justify using a different contract period and/or identifying why renewal options are requested. Notwithstanding the forgoing statement, the contract period must match the period listed in the original solicitation.
- 4. Contract Totals:** The contract needs to list the total for the Contract Period, not just the annual amount.
- 5. Scope of Work:** Contracts should have a Scope of Work, or similar attachment, included in the contract. The Scope of Work needs to describe the main work that will be done under the contract. If the contract is only for purchasing supplies, a price list would be acceptable.
- 6. Cost Detail:** Contracts need to have reasonable cost detail. Cost detail should include information such as price lists, costs by tasks, hourly rates, etc. There should be enough detail that Accounts Payable Personnel can tell that the amounts charged look reasonable. The cost detail can be included in the Scope of Work or as a separate attachment.
- 7. Attachments not Listed:** All attachments should have a title on the attachment. Attachments must be listed on the contract, under Section 6. The title listed on the contract should be the attachment name used under Section 6. If the agency is not adding an attachment that is titled "Scope of Work," then delete that preset title on the contract form.
- 8. Attachments need to be Attached:** If an attachment is listed, then make sure that the attachment is attached to each copy of the contract.
- 9. Effective Date:** The Effective Date of the contract should not be before the solicitation award date. Generally, the Effective Date should be a date in the future, and usually is a date close to the time the contract has been signed by all parties, including State Purchasing's signature.
- 10. Handwritten/Visible Changes:** Handwritten and visible changes should be initialed by both parties, except for minor changes, such as accounting code corrections or contract number corrections. Sometimes, during the signature process, a Contractor makes a handwritten change to the contract, and the agency is unaware that the change was made.
- 11. White-Out:** White-out should not be used on contracts. One cannot tell whose white-out changes are the last changes, or who actually made the changes. Changes to contracts should be visible changes and initialed by both parties.
- 12. Sole Source:** If a Sole Source Request applies, the approved Sole Source Request Form must be included with the contract when the contract is sent to State Purchasing. The Sole Source Form does not need to be an attachment to the contract, but it should be included as backup information with the contract. The contract total and/or the contract period should not go over the dollar amount or contract period approved in the Sole Source Request, unless approved in writing by State Purchasing.
- 13. Standard Terms and Conditions:** The appropriate State Terms and Conditions (State T&Cs) should be attached to the contract. **The State T&Cs that were included in the solicitation should be the version used in the contract.** For most contracts, there should NOT be changes to the State T&Cs.

If the contract is a result of a Request for Proposal (RFP) or Sole Source, State T&Cs may be negotiated, when appropriate. If the State T&Cs have been revised, please check that the changes are in line with State Purchasing's guidelines and, if there are material changes, that the changes are approved in writing by the agency's Assistant Attorney General. Some changes to terms and conditions must be approved in writing by Risk Management's Assistant Attorney General. The approvals of the Assistant Attorney General must be sent with the contract, as a backup document, when the contract is sent to State Purchasing.

If the contract is the result of an Invitation for Bid (IFB), the State T&Cs from the solicitation must be used. No changes can be made to the State T&Cs unless an Addendum to the IFB identifies changes that will apply to all vendors.

- 14. Vendor Terms and Conditions:** Vendor Terms and Conditions (Vendor T&Cs) should be reviewed closely. The Assistant Attorney General for the agency must approve the Vendor T&Cs in writing. Attach the Assistant Attorney General's approval as backup information to the contract when sending the contract to State Purchasing. Watch for any Vendor T&Cs that are incorporated into the contract by reference; for example, terms and conditions listed in a Sales Order or in a vendor term. Vendor T&Cs that will apply should be printed in hard copy and added as an attachment to the contract.
- 15. Confidential or Proprietary Information:** The following cannot be listed as confidential or proprietary in State Contracts: contracts, terms and conditions, pricing, sales orders, or invoices. Generally, most of the vendor's response to the solicitation cannot be confidential. Watch for headers, footers, cover page notes, or clauses that identify the documents as confidential or

# COMMON MISTAKES MADE ON AMENDMENTS

By: Shirley Williams

Below is a list of common mistakes that are made on contract amendments. Please check that amendments are prepared correctly before they are signed by the parties, and sent to State Purchasing.

- 1. Signatures Missing:** Vendor or agency signatures are missing, or are only on some of the copies.
- 2. Renewal Options:** Contracts should be renewed timely, or the renewal options may be denied by State Purchasing. On existing contracts, please renew the contract for all remaining renewal options, or send a Memo to State Purchasing explaining why the contract should be renewed for a shorter period. **The original contract governs how many years the contract can be renewed.** Generally, the contract period must not be renewed for longer than the time approved on the original contract. If the agency is requesting an extra renewal period, the agency should contact State Purchasing for approval.
- 3. Contract Totals and Math Errors:** The ending contract total from the original or the last amendment should be carried forward as the "current contract amount" on the current amendment. Then add the additional funds for the current amendment on the "amendment amount" line. Add the two amounts and list the sum on the "new contract amount." Double check the math on contracts.
- 4. Cost Detail:** Contracts need to have reasonable cost detail for any money added in an Amendment. If the costs are the same as the original contract, such as a price list or hourly rates, then no additional information would need to be identified.
- 5. Attachments not Listed:** All attachments should have a title on the attachment. Attachments specific to the amendment need to be listed on the amendment in the "Other changes" section.
- 6. Attachments need to be Attached:** If an attachment is listed, then make sure that the attachment is attached to each copy of the amendment.
- 7. Effective Date:** Check that the Effective Date of the amendment is listed. On an amendment, the Effective Date should be the date the amendment period starts and before work listed in the amendment begins.
- 8. Handwritten/Visible Changes:** Handwritten and visible changes should be initialed by both parties, except for minor changes, such as accounting code corrections or contract number corrections. Sometimes, during the signature process, a Contractor makes a handwritten change to the contract, and the agency is unaware that the change was made.
- 9. White-Out:** White-out should not be used on contracts. One cannot tell whose white-out changes are the last changes, or who actually made the changes. Changes to contracts should be visible changes and initialed by both parties.
- 10. Sole Source:** If there is a new Sole Source processed to cover additional products or services in an existing contract, the approved Sole Source Request Form must to be included with the amendment when the amendment is sent to State Purchasing. The Sole Source Form does not need to be an attachment to the contract, but it should be included as backup information with the contract. The contract total and/or the contract period should not go over the dollar amount or contract period approved in the Sole Source Request, unless approved in writing by State Purchasing.
- 11. Standard Terms and Conditions:** For most amendments, there should NOT be changes to the State Terms and Conditions (State T&Cs) that were listed in the original contract. If an agency requests changes to the original terms and conditions, they should contact State Purchasing for guidance.
- 12. Vendor Terms and Conditions:** Generally, there should NOT be changes to any Vendor Terms and Conditions in an amendment. If an agency requests changes to the original terms and conditions, they should contact State Purchasing for guidance.
- 13. Confidential or Proprietary Information:** The following cannot be listed as confidential or proprietary in State Contracts: contracts, terms and conditions, pricing, sales orders, or invoices. Watch for headers, footers, cover page notes, or clauses that identify the documents as confidential or proprietary, and have the notation deleted or changed.

# EMPLOYEE NON-CASH SERVICE AWARD CONTRACT WILL NOT BE RENEWED

By: Brenda Veldevere



## Employee Non-cash Service Award Contract Will Not Be Renewed

An agreement between the Department of Human Resource Management, the Division of Purchasing, and the Division of Finance was recently reached where it was decided that the current service award contract will not be renewed. This contract will expire on January 31, 2015.

If your agency rewards employees for years of service, we encourage you to recognize employees through a cash award. Cash awards are very easy to process and are the preferred method of recognition by employees. Remember that cash and cash equivalents (including gift certificates and savings bonds) given as service awards are considered taxable income to the employee and must be paid through the State Payroll System to be issued according to IRS tax withholding requirements.

For agencies that wish to continue to award nontaxable gifts such as pins, jewelry, etc., a process allowing the purchase of these items outside of the RFP/contracting process already exists. If agencies choose to recognize employees in this manner, they should work closely with their purchasing departments to ensure proper policy is followed. The decision to not renew the statewide contract does not prevent you from continuing to give these awards. The same options are still available to you just like they were before, there is just a different process now that needs to be followed. Rather than placing an order through O.C. Tanner, the purchasing agency may purchase the gift through O.C. Tanner or another vendor following normal purchasing guidelines.

The allowable maximum expenditures for service rewards are shown below.

*5 years of service up to \$50  
10 years of service up to \$100  
15 years of service up to \$150  
20 years of service up to \$200  
25 years of service up to \$250  
30 years of service up to \$300  
35 years of service up to \$350  
40 years of service up to \$400  
Retirement up to \$200*



Please reference Finance Policies [05-03.07](#) and [05-03.08](#) for further information on the processing of service and retirement awards.

## DID YOU KNOW?: STATE OF UTAH BEST VALUE COOPERATIVE CONTRACTS FOR OFFICE SUPPLIES (WSCA-NASPO)

---

By: Larry Thacker

The new state "best value" cooperative contracts for office supplies are now in place. You will have three vendors to choose from:

MA2077 Metro Office Solutions

MA142 Office Depot / Max

MA1596 Staples

If you have been using any of these contracts under the previous contract your account information and log on will remain the same with these vendors.

With the merger of Office Depot and OfficeMax the old OfficeMax contract MA1595 can no longer be used. The OfficeMax account has been closed in Finet, therefore inaccessible. If you have been using that contract please migrate over to MA142 Office Depot or one of the other two contracts. If you need assistance setting up a log on and account please contact the local sales rep listed for that contract. You can find that information on the purchasing web site under those contract numbers.

There may be a few instances where a certain item will show as blocked or unavailable. Please search their

web site for other items that may fit your purpose or contact the local sales rep for assistance 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 your purchase most often from that catalog. This will help insure that you are getting the best value on your purchase.

Your best price on copy paper will be from the specific paper list. Some of these item numbers have changed since the last contract. Please see the current item number and price on the state purchasing web page under the contract summary for that vendor.

Thank you for your use of the State "Best Value" cooperative contracts. If you have questions or concerns please contact Larry Thacker with State Purchasing. [lthacker@utah.gov](mailto:lthacker@utah.gov) 801-537-9242

---

## DID YOU KNOW?: STATE OF UTAH BEST VALUE COOPERATIVE CONTRACTS FOR LINENS

---

By: Linda Crawford

Did you know that purchasing has a new State of Utah "Best Value" Cooperative Contract through East Birch Creek for Linen Service? This contract was set aside by the Purchasing from People with Disabilities Advisory Board on December 10, 2014. The contract will start on April 14, 2015 and will be a 5 year contract. This new contract will be a mandatory use contract for all Executive Branch Procurement Units. It will be optional for all other Procurement Units. There will be a 6 month transition period as part of this contract. East Birch Creek may be contacting Executive Branch Procurement Units prior to April 14, 2015 to get information regarding your needs and

usage.

Purchasing will also conduct a separate solicitation for linen services. This State of Utah "Best Value" Cooperative Contract will meet the needs of all other Procurement Units, such as Cities, Towns, Counties or Municipalities, Higher and Public Education, Special Service Districts, Etc. wanting to use our cooperative contracts.

Thank you for your continued use of the State "Best Value" Cooperative Contracts. If you have any questions or concerns please contact Linda Crawford with State Purchasing a 801-538-3150 or [lindacrawford@utah.gov](mailto:lindacrawford@utah.gov).

## NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
Education Furniture—Storage, Filing, Accessories, Outdoor Furniture, Stages, Riser & Cafeteria Furniture	<a href="#">MA675</a>	School Specialty	12/29/2014-06/19/2019	
Bus Passes & Rail services (for State Agency Use Only)	<a href="#">PA572</a>	Utah Transit Authority	01/01/2014-06/30/2020	Same Vendor-New Contract
School Buses, Type AD@	<a href="#">MA610</a>	Rush International Truck Center (formally Lake City International Trucks, Inc.)	01/01/2015-01/01/2020	Same Vendor-New Contract
School Buses, Type AD@	<a href="#">MA812</a>	Bryson Sales & Service Inc.	01/01/2015-01/01/2020	Same Vendor-New Contract
School Buses, Type AD@	<a href="#">MA812</a>	Bryson Sales & Service Inc.	01/01/2015-01/01/2020	Same Vendor-New Contract
School Buses, Type AD@	<a href="#">MA066</a>	Lewis Transportation Sales	01/01/2015-01/01/2020	Same Vendor-New Contract
Office Supplies (WSCA-NASPO)	<a href="#">MA2077</a>	Metro Office Solutions	01/01/2015-12/31/2016	Same Vendor-New Contract
Office Supplies (WSCA-NASPO)	<a href="#">MA1596</a>	Staples Contract & Commercial, Inc.	01/01/2015-12/31/2016	Same Vendor-New Contract
Music Room Furniture: Music Stands, Music Chairs-General, Conductor Equipment, Storage, Theater Equipment, Acoustical Shells, Stage Platforms	<a href="#">MA986</a>	Wenger Corporation	12/31/2014-12/30/2019	Same Vendor-New Contract
Music Room Furniture: Music Chairs	<a href="#">MA2191</a>	School Specialty, Inc.	12/31/2014-12/30/2019	
Office Supplies (WSCA-NASPO)	<a href="#">MA142</a>	Office Depot	01/01/2015-12/31/2016	Same Vendor-New Contract
Employee Drug & Alcohol Collection and Testing Services	<a href="#">PD2192</a>	Workforce QA (WFQA)	01/11/2015-01/10/2020	Replaces PD2073
American Sign Language Interpreting Services	<a href="#">MA880</a>	American Sign Language Communications	01/21/2015-01/20/2020	Same Vendor-New Contract

\*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

## NEW STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

TITLE	CONTRACT	VENDOR	DATES	ADDITIONAL INFORMATION
American Sign Language Interpreting Services	<a href="#">MA884</a>	Kajika Interpreting Services	01/21/2015-01/20/2020	Same Vendor-New Contract
American Sign Language Interpretation Services	<a href="#">MA1070</a>	Interwest Interpreting Inc.	01/21/2015-01/20/2020	Same Vendor-New Contract

## EXTENDED STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

Computers-Manufacturer Direct (WSCA) - Energy Star Compliant	<a href="#">MA1813</a>	Apple Inc.	03/31/2015	Multiple Award
Carpet & Upholstery Cleaning Services (Wasatch Front Counties Only)	<a href="#">MA247</a>	Abacus Carpet & Upholstery Cleaning	05/23/2017	Multiple Award
Carpet & Upholstery Cleaning Services (Wasatch Front Counties Only)	<a href="#">MA251</a>	AJS Carpet Cleaning Inc.	05/23/2014	Multiple Award
Batteries: Portable Two-Way Radio	<a href="#">PD2009</a>	PFcomac	02/01/2016	
Sports Equipment	<a href="#">MA1846</a>	S&S Worldwide	07/31/2016	
HIV Rapid Testing Kits, Saliva Alcohol Testing Kits, and Hepatitis C Rapid Testing Kit (NASPO)	<a href="#">PD224</a>	Orasure Technologies, Inc.	01/14/2016	
Carpet & Upholstery Cleaning Services (Wasatch Front Counties Only)	<a href="#">MA250</a>	RBM Services, Inc.	05/23/2017	Multiple Award
Carpet & Upholstery Cleaning Services (Wasatch Front Counties Only)	<a href="#">MA252</a>	Business Cleaning Systems, Inc.	05/23/2017	Multiple Award
Carpet and Upholstery Cleaning Services (Wasatch Front counties Only)	<a href="#">MA254</a>	Double Take Advertising DBA Double Take Carpet Cleaning	05/23/2017	Multiple Award

\*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.

## EXTENDED STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

Telephone Based Interpreter Services (WSCA)	<a href="#">MA977</a>	Language Line Services, Inc.	06/30/2015	
Auto Part (WSCA)	<a href="#">MA2115</a>	Genuine Parts Co. dba NAPA Auto Parts	06/30/2015	
Kofax software Products, Assurance, Training, Technical Support, Best Practice Consulting & License Management	<a href="#">PD2082</a>	Dataimage Inc.	02/13/2015	

## EXPIRED OR CANCELED STATE OF UTAH “BEST VALUE” COOPERATIVE CONTRACTS

Traffic Signal Power Pedestals with Service Disconnect	MA312	Codale Electric Supply	10/11/2014	Will not be renewed.
Office Supplies	MA1595	Office Max	01/04/2015	Will not be renewed.
Generator set preventative Maintenance	PD2072	Precision Power Inc.	12/30/2014	Will not be renewed.
Music Room Furniture Limited Items	MA989	Rex W. Williams & Sons Inc.	10/23/2014	Will not be renewed.
Computer Equipment, Peripherals, and Related Services	MA019	Lexmark International Inc.	08/31/2014	Will not be renewed.
Computer Equipment, Peripherals, and Related Services	MA2120	Toshiba America Information Systems Inc.	08/31/2014	Will not be renewed.
Black and White Copiers, related software, Consumable Supplies and Maintenance	AR2054	Kyocera Mita America, Inc.	12/31/2014	Will not be renewed.
Substance Abuse Testing (Drug & Alcohol) Services	PD2073	Intermountain MRO dba Intermountain Drug Testing	01/10/2015	Replaced with PD2192

\*The brief information in this newsletter is intended to highlight new contracts and contract changes. Always read the entire contract information sheet prior to making a purchasing decision.