

SEPTEMBER 2014



Inside this issue

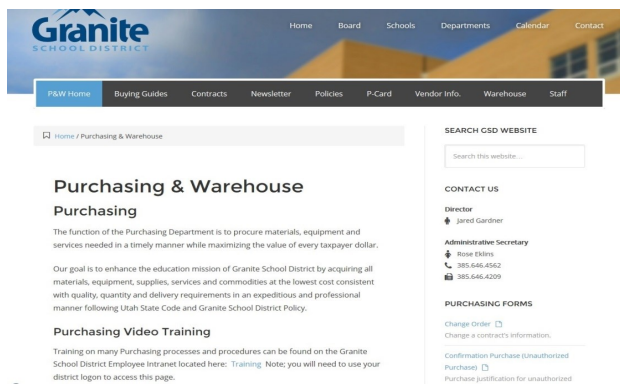
Screen Print and Embroidered Tees and Hoodies Contract	2
Transparency in Purchasing	3
Department/School Costco and Sam's Club Accounts	4
Obtaining Quotes that Count	4-5
Welcome New Buyers	6-7
New Contract Custodial Supplies	7
P-Card Training	8
District Mail Services	8-9
New and Deleted Warehouse Items	9



New Website

Hey, who moved my cheese?

As you may have noticed, Granite School District has a new website. Along with the rest of the District, the Purchasing Department has a new site too. It is located [here](#). We have put much thought and effort into designing this site and have tried to post information that will be helpful to you.



All the same information from our old site is still available on our new site – it's just presented in a different format. Some of the most popular links like the [Warehouse Catalog](#) and our [Purchasing Forms](#) are now visible on the main page.

If you are looking for our training videos they are on the district internal *Intranet*. You can access them directly from the Intranet or through the new Purchasing home page shown above.

Please take a few minutes when you get the chance and review our new site. If you spot any errors, please let us know.* We welcome your comments, questions and any suggestions you may have to improve the site.

*Note; there just may be a small prize for anyone who spots a mistake anywhere on the new Purchasing website.

Screen Printed and Embroidered Tees and Hoodies Contract

The district now has a contract (PW-4449) for tee shirts and hoodies that allows you to have screen printing and embroidery on them. We've made it as easy as possible for you to order your tees and hoodies.

On the purchasing home page of the district website locate the Screen Printed & Embroidered Tees and Hoodies link on the Contracts tab. The first page of the summary will provide you with all the pricing you need for screen printed tees. You can select any color you'd like and the pricing will remain the same. For hoodies, we've provided two ordering forms (also found on the summary) that will allow you to insert how many of each size you'd like and the form will automatically calculate an order total and tell you which vendor to purchase from. Once you have determined the price and the vendor follow district policy to make the purchase.

All freight charges are included in the price so you don't need to worry about hidden fees or obtaining quotes. With the contract you can have up to three colors printed without obtaining additional quotes.

All shirts and hoodies will be the Gildan brand and come in the following color options:



**THE EXPERT IN
ANYTHING WAS
ONCE A
BEGINNER**

Transparency in Purchasing

“Why can’t I buy what I want to buy, when I want to buy it and from whom I want to buy?”

“Transparency: In an ethical context, the idea that the more information disclosed about a business, financial or economic activity the better. Transparency improves ethical conduct. Maximum disclosure is for the betterment of the public and will help to discourage more regulation.” (Miller 2006). A definition by National Institute of Governmental Purchasing (NIGP).

For most people, the choices you make when purchasing your personal day-to-day or major purchases are made based on “I’ve always shopped at this grocery store or appliance store...” You may buy certain things because you have a close friend or relative that works at or owns a specific business. When making a major purchase such as a home or car, you may do more research, ask friends or relatives for references or rely on personal experience. The key point is that you are using your own money and resources for personal use.

When any government entity uses taxpayer dollars to make daily or major purchases for public use, the rules and policies are drastically different. Any and all purchases are subject to laws specific to each governmental entity. The key for government is transparency. The Purchasing Agent is obligated to provide at any time, evidence that each purchase was made with the “best interest” for the school district and its taxpayers. Policies and procedures were created to ensure that the policies “stimulate competition, prevent favoritism and secure the best work and materials at the lowest practicable price, for the best interests and benefits of the taxpayers and property owners.

Another major factor in the purchasing process is that each purchase is made on “a level playing field.” That is, each solicitation is properly advertised and all potential vendors are given an opportunity to submit either a proposal or response to the solicitation. The purchasing process is not meant to be a hindrance for any district employee or official, but instead to remain accountable to the public and other governmental employees. The Purchasing department is always available to assist departments and vendors in the process.



Transparency

... obligated to provide at any time, evidence that each purchase was made with the “best interest” for the school district and its taxpayers.



Department/School Costco and Sam's Club Accounts

District Administrative Memo 118 provides instruction regarding the improper use of employment for personal purchases. If you or your staff are not aware of its contents, a quick review is recommended. We wish to remind district employees of the importance of not using district accounts for personal purposes.

Specifically, it is important to know how this relates to Costco and Sam's Club accounts purchased by a department or school. A few reminders:

- It is okay for a department/school to purchase a membership, but **no personal use is allowed under the account**.
- All membership cards must be in the name of the department/school or a current employee of the location.
- Accounts must be maintained if an employee, who is attached to the account, leaves employment of the department/school.
- Family members of employees should not be given additional cards, nor have access to the cards or account .

FYI

all of our Purchasing forms have been updated. You can view them on the [purchasing web site](#).

Obtaining Quotes that Count

Departments/Schools may contact suppliers for price quotes and product information for purchases up to \$4,999. A minimum of **two verbal or written quotes** must be obtained and documented on the District Quote Form per Fiscal Policy Section 7.F.4&5 for audit purposes.

Often in our audit review of department/school obtained quote documents we find some have cut corners to try to meet the letter of district policy for obtaining and documenting two verbal or written quotes. Here are the most commonly observed:

1. Obtains a verbal or written quote from a vendor and then obtains other "quotes" from either internet pages or catalog pages with no contact made with these vendors.
2. Obtains a verbal or written quote from a vendor and then submits previously obtained quotes from other vendors which were obtained in previous quote process.

Obtaining Quotes that Count (continued)

3. Obtains a verbal or written quote from a vendor and then submits quotes for products that are not the same product or viable substitute.

Not surprisingly the pricing obtained from the contacted vendor **is always** the best price and is awarded the purchase.

“So what’s the problem?” you ask. The problem is that none of the processes described above actually satisfy the definition or spirit of a quote process. The National Institute of Governmental Purchasing’s dictionary provides the following definition for the word ‘quote’: *“an informal purchasing process which solicits pricing information from several sources”* and Webster’s Dictionary defines the word ‘solicits’ as *“to approach with a request or plea.”* From these two definitions we can see that obtaining a quote is a process that involves contacting several vendors for pricing. The contact can be via an email, phone, or fax. In all three cut corners techniques above only one vendor has actually been contacted to provide pricing.

As many of you know, we like to try to train public employees on the importance of following policy and procedure with public funds by imagining we are using our own personal funds for the purchase. So just for a moment apply each of the techniques to a relatively large personal purchase you have made. Maybe it was new tires for your car, a new appliance, a new piece of furniture, or for those of you who are frugal maybe even a new pair of tennis shoes would qualify.

What did you discover? You should have found that there was no guarantee that you received good competitive pricing for your hard earned money. We hope this little mind exercise has helped you see that you would not be comfortable employing these techniques with your personal funds.

As public servants we owe it to the constituents of this state (that includes you) to take the extra few minutes necessary to obtain good quotes. These simple efforts by everyone will stretch the limited funds and will allow for further opportunities to improve the instruction of our children. If you need any assistance with training employees on proper quote techniques or help on a specific quote please contact us.

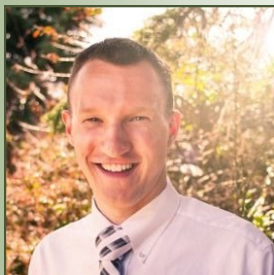
Request for Quotation

...”obtaining a quote is a process that involves contacting several vendors for pricing. The contact can be via an email, phone or fax.”

WELCOME



Skip Foster



Jason Steinmann

Two New Buyers in Purchasing

Purchasing has two new buyers. Skip Foster is the new buyer located at the district warehouse. Jason Steinmann was hired at the district office with the retirement of Paul Worthen. We are happy to have them as part of our purchasing team.

Skip Foster

Skip Foster began his career with Granite School District and became a member of the Purchasing team in June 2014. He came to the district from the LDS Church Headquarters Facilities where he purchased materials used to maintain the Salt Lake City downtown campus by their maintenance shops. His professional background is in maintenance product purchasing, warehousing, and logistics.

The products and services Skip buys for the District include: custodial supplies, maintenance shop supplies, pest control, tires, transportation equipment, and vehicles. He is responsible for sections 30-34 and 60-94 of the warehouse catalog.

Skip is married to Michelle, current Financial Secretary at Granger High School. They have four extremely energetic, active children. They spend much of their time watching them play sports, especially basketball, at Cyprus High School.

Skip enjoys spending time outdoors, especially fishing and has been a Boy Scout leader for years. He loves to watch sports and has been a lifelong fan of the Seattle Seahawks and Seattle Mariners.

Don't hesitate to call Skip at 385-646-5678 with any purchasing needs or questions.

Jason Steinmann

When Jason was young he aspired to be a teacher. His parents converted one of the basement bedrooms into a "classroom" equipped with a whiteboard, projector, and student desks where he would teach imaginary students every day after school. One of his favorite things to do was visit the local school supply store and spend hours just looking for the next thing he could purchase for his "students." It's no wonder that he has landed at the school district buying school supplies for a living.

Jason is a West Valley City native and a proud graduate of

Two New Buyers in Purchasing (continued)

Granger High School. Go Lancers!! After serving a mission in the Sacramento area he spent three years at Utah State where he discovered a passion for business and decided to let go of the teaching aspiration. Having graduated with a Bachelor's degree in Business Administration Jason began working as a buyer for a local dental manufacturing company in South Jordan. He comes to the Granite School District with two and half years' experience in this environment and ready for a new adventure. Jason doesn't just have a passion for buying school supplies. He is an avid University of Utah fan and can be found at several of their football games each season. He loves travelling, reading, spending time at his family's cabin and being with family and friends.

Jason is responsible for purchasing appliances, athletic equipment, audio/visual supplies, freight, fundraisers, furniture, graphics, lockers, lunchroom tables, mailing and printing services, musical instruments and repairs, school agendas and planners, science products, and the following warehouse sections: 10-14, 19-21, 26, 48 and 52. He is excited to be with Granite and is willing to help in any way possible.

You can contact Jason at extension 4552 or email him at jjsteinmann@graniteschools.org.

New Contract for Custodial Supplies and Equipment

Are you looking for special materials to maintain your facility? The district has a new contract with Hyko Maintenance Supply for cleaning, custodial, and equipment needs. Although Hyko is a key supplier to the State of Utah with current State Contract MA339, using District Contract 14-221 provides even larger discounts on items, sometimes up to 60% list price.

It's easy to find what you are looking for at hyko.cat-pro.com. For pricing information, you can contact Hyko by filling out an online request form or by calling Ron Starr, Monday through Friday 8:00 am to 5:00 pm at 801-973-6099.

For questions about this contract or items provided by Hyko, you can contact Skip Foster at extension 5678 or email him at safoster@graniteschools.org.

Purchasing Staff

Jared Gardner, Director

Dean Pope

Debbie Smith

Jason Steinmann

Rose Elkins

Caryn Martin

Aaron Cameron

Skip Foster

Sandy Cummings

Barbara Hunter

District Contract 14-221





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:

October 1, 2014

November 5, 2014

December 3, 2014

January 7, 2015

February 4, 2015

District Mail Services

District Mailing Guide

This past year 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:

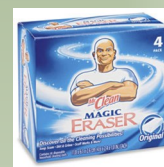
1. In addition to the bulk mail requirements, please rubber band the pieces together and mark them with a sticky note indicating it is "Bulk Mail".
2. Ensure that post cards are at least 3-1/2 inches high x 5 inches long x 0.007 inches thick. No more than 4-1/4 inches high x 6 inches long x 0.016 inches thick. The basis weight should be no less than 75 lbs.
3. If you have a question about whether your mail will qualify for a specific class of mail, like bulk, please show your district mail driver a draft of your mailing. If they are unable to assist please contact Purchasing at 385-646-4518.
4. Bulk mail requires the use of "Return Service Requested" or "Current Resident" as described in the mailing guide.

District Mail Services (continued)

- 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 \$0.49**
- 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.

New Warehouse Stock Items

331087 Mop Bucket, Red, 35 Qt	Ea	\$ 56.13
331088 Dirty Water Bucket, Red	Ea	\$ 10.00
331147 Pads, Microfiber, Blue	Doz	\$ 25.35
331148 Pads, Microfiber, Green	Doz	\$ 24.35
331149 Pads, Microfiber, Red	Doz	\$ 24.35
331156 Pads, Multi-purpose, Cleaning, Magic Eraser	Box/4	\$ 3.29
721600 Low-profile Rebuild Kit -Non-Electric Pumps	Ea	\$ 855.00



Deleted Warehouse Stock Items

151365	Envelope, Kraft 11.5 x 14.5
151491	Plastic Film Carrier 3M
171748	Posterboard, Pink
173070	Tempera Mixing, Glitter
184000	Fax Imaging Film for Muratec F60
253018	Rocket Body Paper Tube
301040	Lamp, Incandescent 25W Med. Base
301098	Lamp, Fluorescent FT2T12/CW/VHO
302173	Lamp, Projector EHA
302180	Lamp, Studio EHG
611055	Pre-catalyzed Sanding Lacquer
611086	Turpentine
641024	Plywood, AC Fir Ext
651125	Cove Base, Brown
651126	Cove Base, Gray
651130	Cove Base, Black
751922	Rotary Seal, #2004
891282	Punch Tool Blade #66

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 dlsmith@graniteschools.org

Thanks for reading!