Business Meeting
November 21, 2019

Purchasing Department

Purchasing thresholds updated 09/2022

Topics

- P-Cards
- Amazon Business
- Contracts
- Quotes

P-Card Progression

- 2013-14 Spend $1,270,177
- 194 Cardholders

P-Card Update

- 2018-19 Spend $7,233,886
- 345 Cardholders
- 1,000's of transactions
- Hundreds of hours saved instead of processing Pos, NPOs, check requests

Unacceptable Card Use

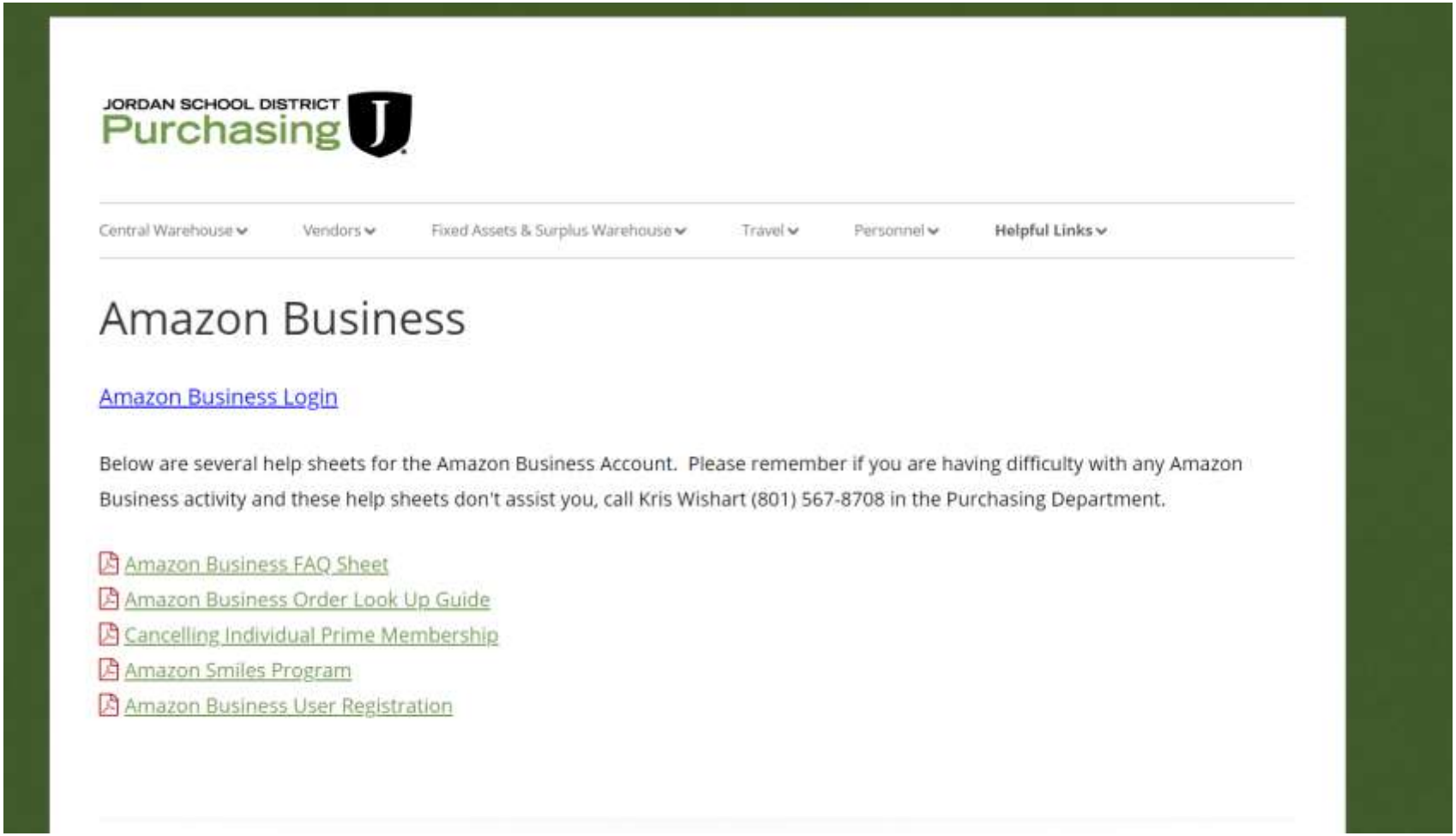
- **Personal use.**
- Any item exceeding budget or card limit.
- Any merchant or product normally considered to be inappropriate use of district funds.
- Cash advances.
- **Travel (airplane, hotel, meals)**
- Entertainment.
- Contracted employees
- **Fixed Asset purchases.**
- **No lending your Pcard.**
- Stock items available through district warehouses.
- **Splitting transactions to stay under the single purchase limit.**

Cardholders Responsibilities

- Immediately notify U.S. Bank Customer Service (1.800.344.5696) and the District Card Technician (Kris Wishart 801-567-8708) if your card is lost, stolen or there is fraud on you card.
- Dispute any unauthorized purchases.
- **Complete monthly reconciliation by the 19th of each month.**
- Get required approvals.
- **Keep a copy for audit purposes.**
- Call Debi Campbell, 801-567-8118 with any P-Card Log questions.

Amazon Business

By Kris Wishart


JORDAN SCHOOL DISTRICT
Purchasing
Central Warehouse
Vendors
Fixed Assets & Surplus Warehouse
Travel
Personnel
Helpful Links
Amazon Business
Amazon Business Login
Below are several help sheets for the Amazon Business Account. Please remember if you are having difficulty with any Amazon Business activity and these help sheets don't assist you, call Kris Wishart (801) 567-8708 in the Purchasing Department.
Amazon Business FAQ Sheet
Amazon Business Order Look Up Guide
Cancelling Individual Prime Membership
Amazon Smiles Program
Amazon Business User Registration

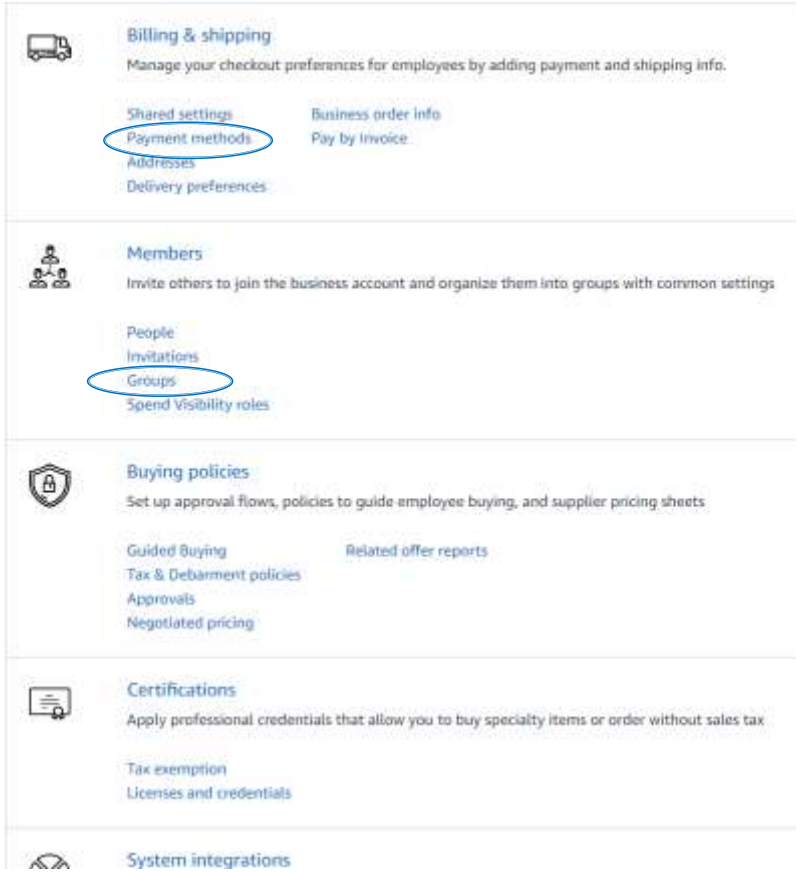
2-Day Shipping is only with those vendors that have the Prime Logo

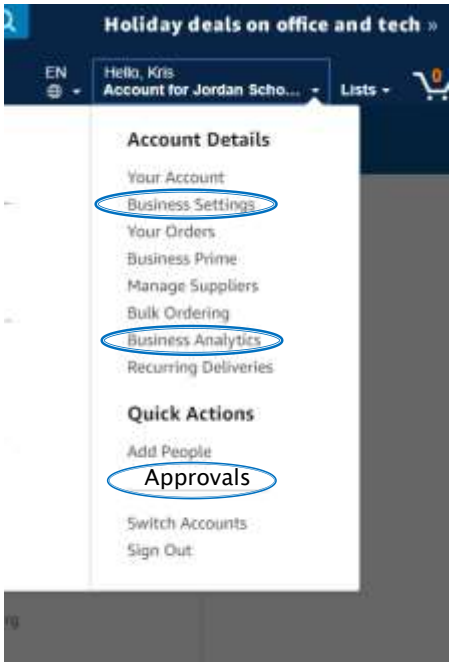
Tax Exempt is already set up but not all vendors on Amazon may honor it so please watch as you go through the check out process to see if that tax is being charged on your order. There is a way to request a refund please see page 5 of the Amazon Business FAQ sheet on our website for details.

Better Pricing is available through Business Prime.

We ask however that you **do not purchase** computers, printer or other computer equipment as well as no digital cameras or other similar equipment that would require a warranty or may need repairs later on. Amazon purchases are hard to secure warranties or repairs whereas when they are purchased through the Purchasing Dept. Tonya Hodges – she can assist you with pricing, warranties and repairs.

What to look for:

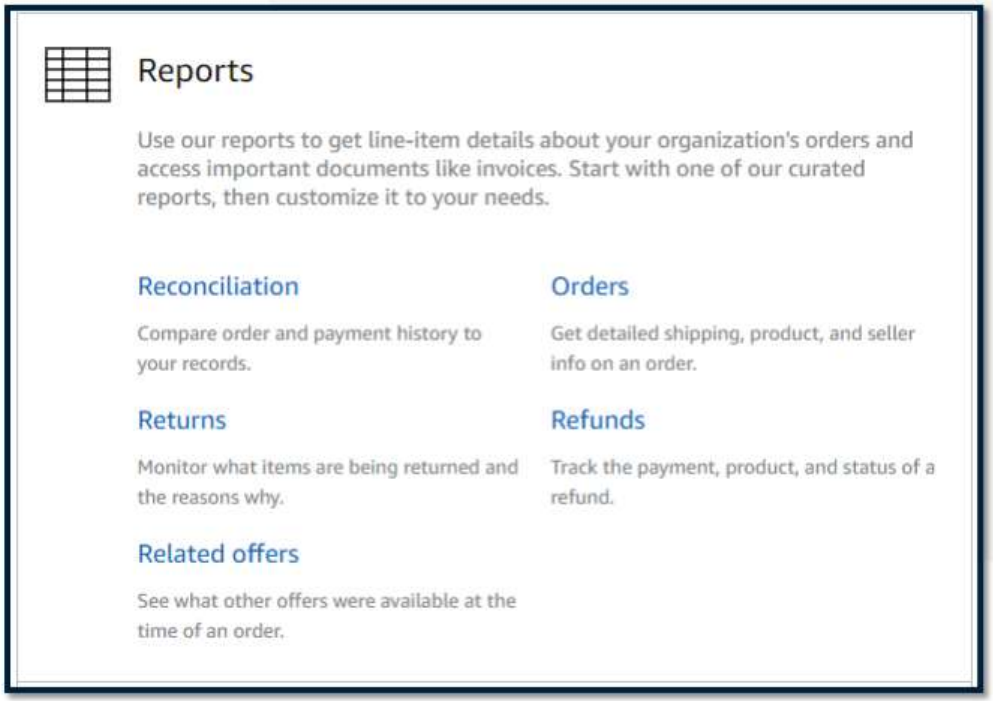




Amazon Business Analytics

Amazon Business Analytics provides the ability to:

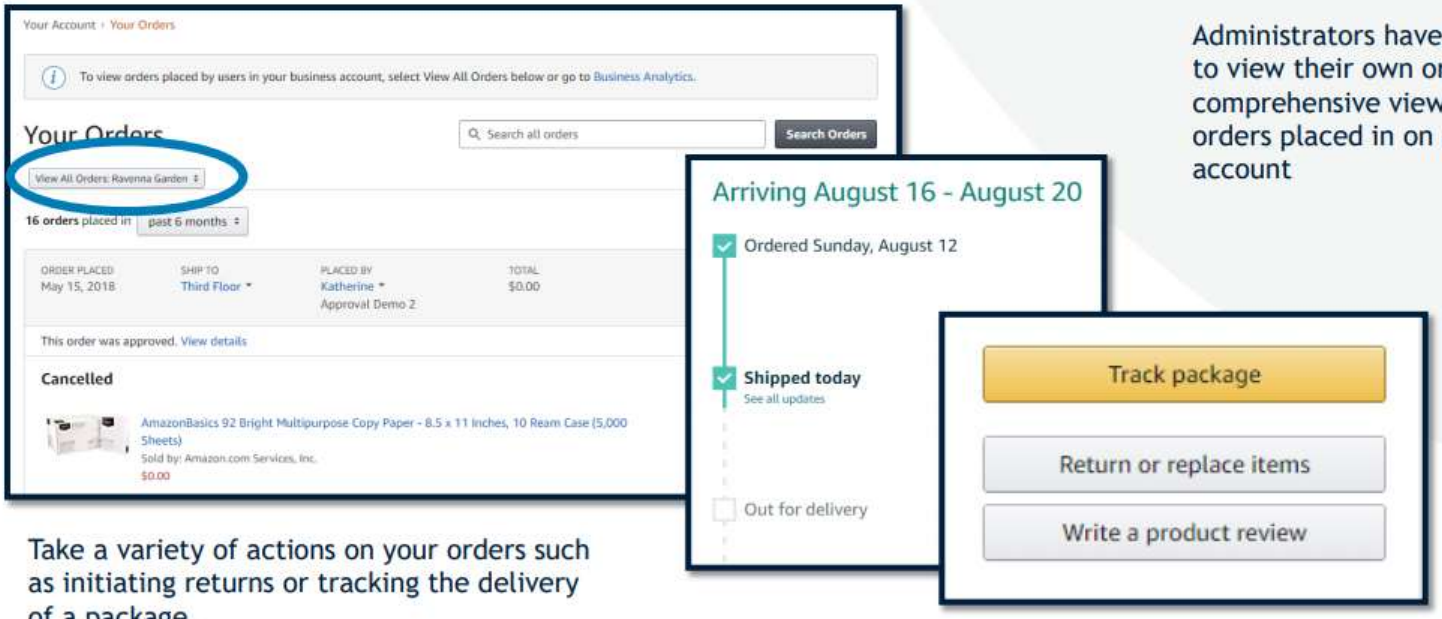
- Aggregate purchases to compare and track spend over time
- Monitor and track 60+ data fields including customer info, shipment info, payment info, and seller info
- Customize and save report templates to meet business needs
- Download CSV files to analyze your data in excel



AMAZON CONFIDENTIAL

Your Orders

This section of the account provides additional detail regarding the status of all orders placed



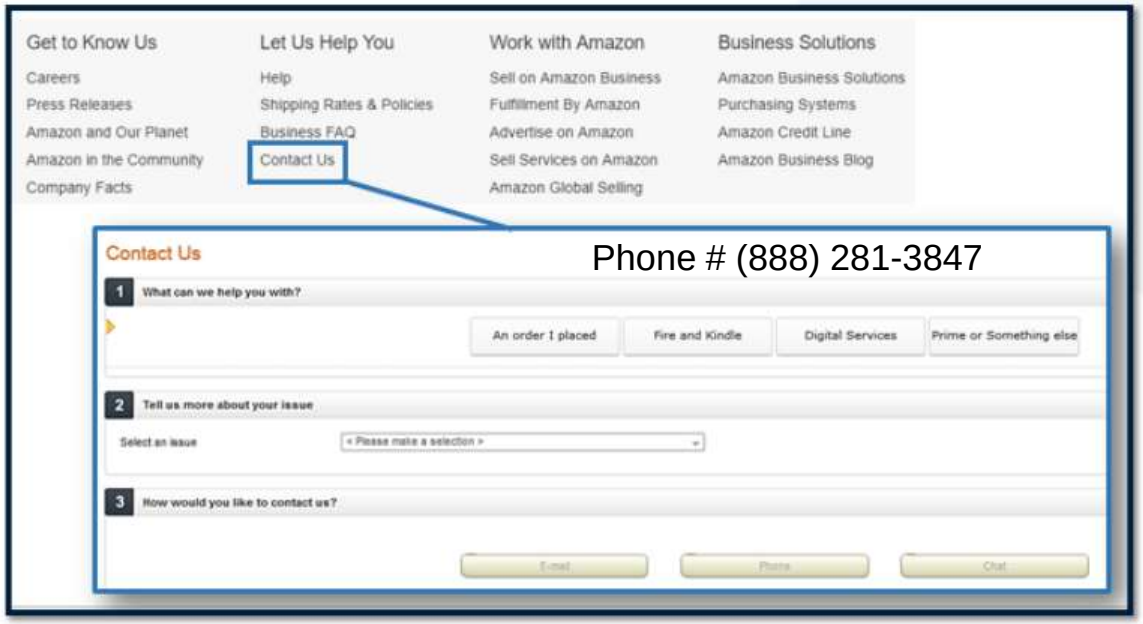
Administrators have the ability to view their own orders or a comprehensive view of all orders placed in on the account

Take a variety of actions on your orders such as initiating returns or tracking the delivery of a package.

Business Customer Support

Dedicated U.S. based Business Customer Support can be reached a number of ways including email, chat and phone.

Not sure what you're looking for? Learn more about the features and benefits on Amazon Business HERE.



amazon business

AMAZON CONFIDENTIAL

Shopping with amazonsmile

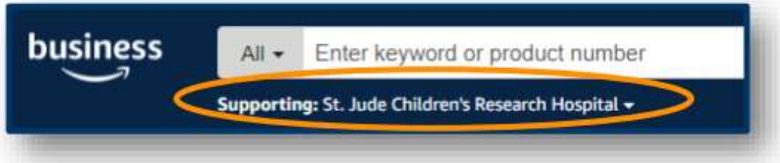
You shop. Amazon gives.

What is AmazonSmile?

- AmazonSmile is a website operated by Amazon with the same products, prices, and shopping features as the Amazon you know. The difference is that when you shop on AmazonSmile, the AmazonSmile Foundation will donate 0.5% of the purchase price of eligible products to the charitable organization of your choice.

How do I shop on AmazonSmile?

- To shop at AmazonSmile simply go to **smile.amazon.com** from the web browser on your computer or mobile device. You may also want to add a bookmark to **smile.amazon.com** to make it even easier to return and start your shopping at AmazonSmile.



Confirm your Charity

- Any time you are logged into AmazonSmile, your charity is displayed below the search bar. Use the drop down to learn about your selected non-profit, see how much your shopping has contributed, and edit the charity you are supporting. As a Jordan School District Faculty/Staff member it is encouraged you select The Jordan Education Foundation as your Charity of choice when shopping on Amazon Business.

Remember I am always here to help !!

Contracts

By Brenda Veldevere

- Your Jobs are busy.
- Between juggling multiple duties and projects and communicating with teachers, students, parents, administrators, etc., and then on top of that you get to do purchasing.
- Do you ever feel like you are …

Herding Cats?

Contracts

Make Purchasing a little simpler

How?

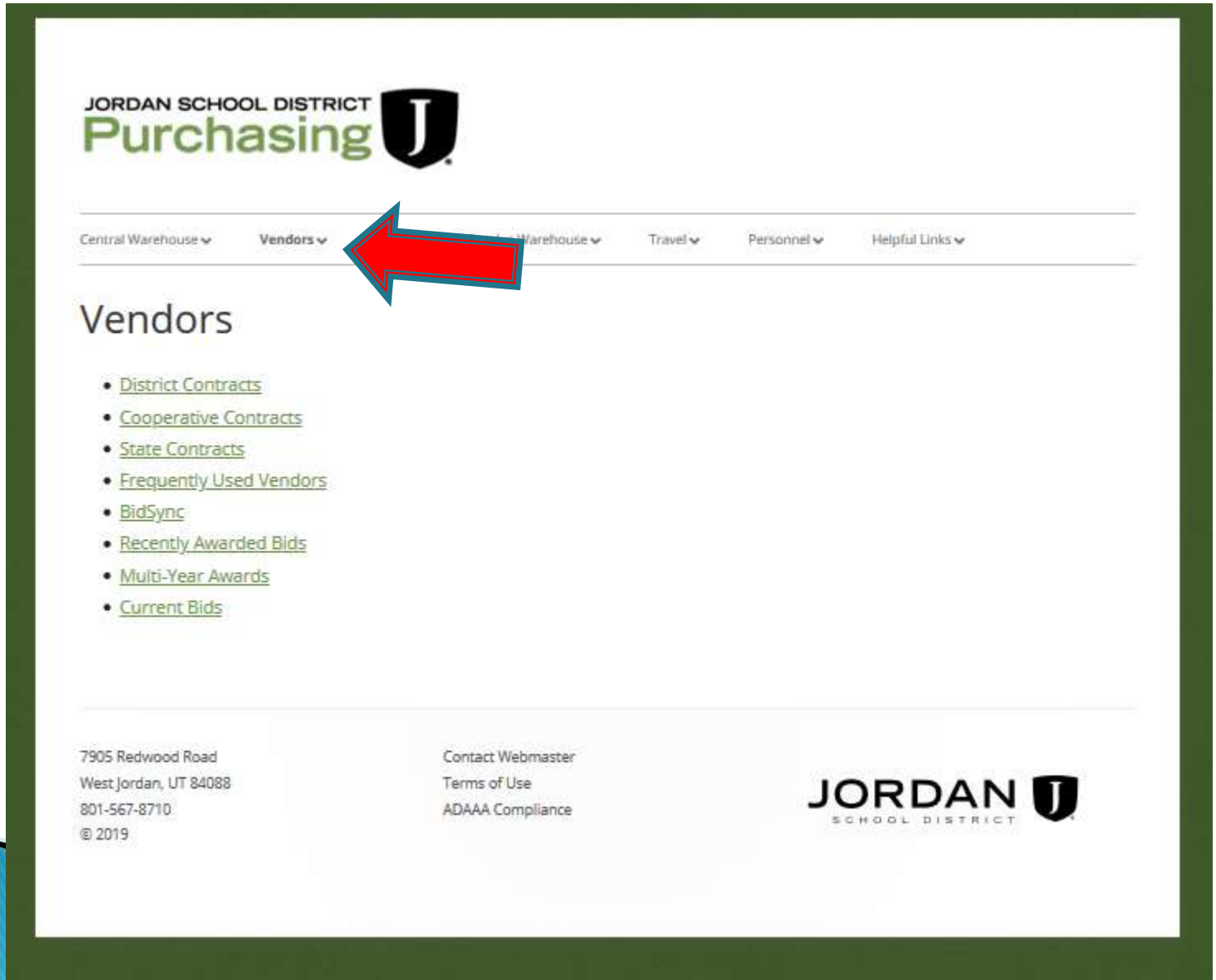
There are 3 Types of Contracts Available for your use

- District Contracts
- Multi School District Cooperative Contracts
- State of Utah Contracts

District Contracts

- Designed specifically for use in the Jordan School District
- Central Warehouse, Child Nutrition, Custodial, Facility Services, Teaching & Learning, Special Education
- 71 Jordan School District Specific Contracts

http://purchasing.jordandistrict.org/



JORDAN SCHOOL DISTRICT
Purchasing

Central Warehouse | Vendors | Fixed Assets & Surplus Warehouse | Travel | Personnel | Helpful Links

District Contracts

FREQUENTLY USED DISTRICT CONTRACTS

CONTRACT #	CONTRACT NAME	LINK/COMMENTS
16DS09 & JF18-01	Library Books and Services	Library Books and Services
20BV05	Plastic Binding Combs	Plastic Binding Combs Price Sheet
18DC02	Toner and Ink Supplies	Toner & Ink Vendor List

ALL OTHER DISTRICT CONTRACTS

BID NAME	BID NO.	EXP. DATE	SUMMARY
7th/8th Grade Math - Primary Source Materials	16DS16P5	8/30/2021	16DS16P5 S
AAF Secondary Math Primary Source Materials	14DS16P5	7/22/2019	14DS16P5 S
Academic Achievement Test	15DS16P5	2/23/2021	15DS16P-5 S
Actuarial Services	14KP14P5	2/25/2019	14KP14P5 S
AP Calculus AB/BC and AP Statistics	16DS13P5	5/24/2021	16DS13P-5 AP
Apparel Sponsorship Agreement - Bingham High School	16KP20P5	3/17/2021	16KP20P5 S
Asphalt Repair	16DB18-5	7/26/2021	16DB18-5 S
Asphalt Sweeping	16DB22-5	6/17/2021	16DB22-5 S
Assorted Foods	15RF99	7/28/2020	15RF99 S
Banking Services	19KP08P5	10/14/2024	19KP08P5
Beverage Provider-Copper Hills High School	18RF52	8/28/2023	18RF52 S
Beverage Provider-Copper Mountain Middle School	14VP03P5	8/21/2018	14VP03P5 S
Beverage Provider-Elk Ridge Middle School	07VP03P5	3/25/2018	07VP13P5 S
Beverage Provider- Joel P. Jensen Middle School	18RF65	7/31/2023	18RF65 S

Binding Combs	16DS17-3	6/20/2019	16DS17-3
Bond Counsel Services	14KP06P5	11/12/2018	14KP06P5 S
Book Rebinding Services	15DS19-3	5/28/2018	15DS19-3 S
Credit Card Acceptance Services	06RF12P	3/27/2017	06RF12P S
Curriculum Mapping Assessment & Reporting System	14DC06P5	2/25/2019	14DC06P5 S
Electrical Supplies	15DB14-5	4/8/2020	15DB14-5 S
Elevator Maintenance	16DB16-5	7/14/2021	16DB16-5 S
Exercise Equipment Maintenance	15DB12-5	2/8/2021	16DB12-5 S
Financial Advisory Bond Election Services	16KP04P5	11/24/2020	16KP04P5 S
Fleet Maintenance & Inventory Control System Software	18DB14P5	08/28/2023	18DB14P5 S
Financial Auditing Services	18KP20P5	7/31/2023	18KP20P5 S
Whole Grain Bean and Burritos-Nutrition Services	18RF67		
GPS Vehicle Tracking System	09RF12P5	6/12/2017	09RF12P5 S
Ice Cream	16RF17	9/22/2020	16RF17 S
Installation of Overhead Projectors	16DB10-3	2/23/2019	16DB10-3 S
Internal Audit Services	15KP20P5	7/28/2020	15KP20P5 S
Lenel Pro Susp Plan	16DC07-3	6/8/2019	16DC07-3 S
Lightspeed Web Content Filter and Support	19TH03	10/16/2021	19TH03 S
Math Materials & Supplies Discounts	15DS07-5	9/18/2019	15DS07-5 S
Medical Group Insurance Programs	14KP08P5	11/12/2018	14KP08P5 S
Mobile Storage Unites - Multiple Sites	19DB03-5	3/01/2024	19DB03-5 S
Nursing Services - Special Education	16DS18-3	7/26/2019	16DS18-3 S
Pizza-Nutrition Services	14LB03P3	2/25/2017	14LB03P3 S
Playground Equipment-District Wide	16DC02P5	10/27/2020	16DC02P5 S
Prime Distributor - Assorted Foods	15RF101	7/28/2020	15RF101 S
Printer Repair & Parts	14DC14-5	10/28/2019	14DC14-5 S
Processing of Commodity - Chicken	19RF47	7/30/2022	19RF47 S
Processing of Commodity - Chicken Legs	19RF49	7/30/2022	19RF49 S

Processing of Commodity - Beef	19RF51	7/30/2022	19RF51 S
Processing of Commodity - Potatoes	19RF53	7/30/2022	19RF53 S
Processing of Commodity - Mozzarella Cheese	19RF54	7/30/2022	19RF54 S
Professional Legal Services - Board	15KP02P5	11/25/2019	15KP02P5 S
Professional Legal Services - District Wide	15KP11P5	8/25/2020	15KP11P5 S
Refinish and Repair Hardwood Floors-Custodial Services	14LB05-5	3/25/2019	14LB05-5 S
Relocation of Portable Classrooms	18DB07-5	2/19/2023	18DB07-5 S
School Educational Climate Evaluation & Reporting System	14DS10P5	1/28/2019	14DS10P5 S
Secondary Math Supplemental Source Materials	14DS17-5	7/22/2019	14DS17P5 S
Secondary Mathematics Textbooks	04KP13P	1/22/2018	04KP13P S
Service Agreement for Chillers	11DK125	3/21/2017	11DK125 S
Smallwares & Kitchen Supplies-Nutrition Services	18RF63-5	7/31/2023	18RF63 S
Snack Food Vending-Bingham High School	09VP12P5	3/27/2017	09VP12P5 S
Snack Food Vending-Copper Hills High School	11VP13P5	4/23/2018	11VP13P5 S
Snack Food Vending-Copper Mountain Middle School	14VP04P5	8/12/2018	14VP04P-5 S
Snow Removal	17DB02-5	9/29/2021	17DB02-5 S
Sump Testing & Waste Removal	15DB06-5	10/28/2019	15DB06-5 S
Server & Endpoint Protection Software	18DC03-3	2/27/2021	18DC03-3 S
Uniforms-Nutrition Services	18RF50	4/26/2023	18RF50 S
Voice Over IP	16DC01P5	12/8/2020	16DC01P5 S
Waste Collection-District Wide	14LB01P5	2/10/2019	14LB01P5 S
Weed Control & Fertilizer	16DB11-5	2/23/2021	16DB11-5 S

7905 Redwood Road
West Jordan, UT 84088
801-567-8710
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Contact Webmaster
Terms of Use
ADAAA Compliance

JORDAN SCHOOL DISTRICT

Multi District Cooperative Contracts –

- EdPAC – The Education Purchasing Advisory Committee
- The Education Purchasing Advisory Committee (EdPAC) has, as its goal, the increase of voluntary cooperative group purchasing by public school districts.

EdPAC – The Education Purchasing Advisory Committee

The Education Purchasing Advisory Committee (EdPAC) has, as its goal, the increase of voluntary cooperative group purchasing by public school districts.

EdPAC Cooperative Contracts

- 10152015 - Online Auction Service for Surplus Items
- 17-04 - Surplus Textbook Sales and Disposal
- DS15-250 - Library Books and Services - Library Books with Library Binding from Hardback
- JF18-01 - Library Books and Services
- 15-008 - Centrex Telephone Lines
- AR1942-EHR-XXX - Football Helmet Reconditioning
- TH1811-BF18 - Book Fair
- TH1833-SP18 - School Picture Services
- C19-0XX - School and Office Furniture

EdPAC Documents

- EdPAC Directory
- EdPAC Bylaws
- Cooperative Contract Agreement
- EdPAC Amendment USBE

EdPAC Minutes

- Minutes – March 2019
- Minutes – February 2019
- Minutes – January 2019
- Minutes – December 2018
- Minutes – October 2017
- Minutes – August 2017
- Minutes – March 2017
- Minutes – January 2017
- Minutes – October 2016
- Minutes – September 2016

State of Utah Contracts

- 900 + contracts available and growing
- statecontracts.utah.gov/home/search
- Follow the Order Instructions on the contract

JORDAN SCHOOL DISTRICT
Purchasing

Central Warehouse | Vendors | Fixed | Surplus Warehouse | Travel | Personnel | Helpful Links

State Contracts

STATE PURCHASING CONTRACTS WEBSITE LINK

CATEGORY	CONTRACT #	CONTACTS/COMMENTS
Appliances		
Clark Wholesale, Inc.	PD2155	Use above website link & contract number for more info.
American Sign Language Interpretation Services		
Interwest Interpreting	MA1070	Use above website link & contract number for more info.
Assistive Technology Products		
AXIS	AV2363	Use above website link & contract number for more info.
Baum USA Inc	AV2364	Use above website link & contract number for more info.
Boundless Assistive Technology	AV2365	Use above website link & contract number for more info.
Digital Apex	AV2366	Use above website link & contract number for more info.
Humanware USA Inc	AV2367	Use above website link & contract number for more info.
Maxi Aids Inc	AV2369	Use above website link & contract number for more info.
Rocky Mountain Low Vision	AV2370	Use above website link & contract number for more info.
School Health Corp	AV2371	Use above website link & contract number for more info.
Automated External Defribillators (AEDs)		
Cardiac Science Corp	MA196	Use above website link & contract number for more info.
Defibtech LLC	MA200	Use above website link & contract number for more info.
Phillips Healthcare	MA199	Use above website link & contract number for more info.
Physio-Control Inc	MA2261	Use above website link & contract number for more info.
Zoll Medical Corp	MA198	Use above website link & contract number for more info.
Buses		

Lewis Bus Group	MA066	Use above website link & contract number for more info.
Rush International Truck Center	MA610	Use above website link & contract number for more info.
Calculators – Texas Instruments		
Valley Business Machines	PD1891	Use above website link & contract number for more info.
Computer Software		
EnPointe Technologies	MA095	Scott: 801-617-0561 or Randy: 801-617-0553 (Software Prices)
Software House International (SHI)	MA096	teamutah@shi.com
Computers, Printers, Servers		
Apple – Apple Computers, Inc.	25RF5	Jimmy Morgan, jimmy_morgan@apple.com
Hewlett Packard – Valcom	MA432	801-262-9277
Hewlett Packard – Dynarama	MA432	Jeff Thornton, 801-547-9747
PC Stores		
Multiple Vendors/Categories	PC STORES SUMMARY	Please go to the **State Purchasing Contracts** link at the top of the page to review all vendor contracts for needed category items.
Copiers -- Segment Copy Machines		
Canon	AR457	Use state contracts website link above for more info.
Sharp	AR455	Use state contracts website link above for more info.
Digital Duplicators		
RISO	MA023	Use state contracts website link above for more info.
Educational Toys, Games, & Curriculum Materials K-12		
Ace Educational Supplies Inc.	AV2381	Use above website link & contract number for more info.
Andy Bird dba: Artist Corner Distribution	AV2383	Use above website link & contract number for more info.
Brainy Toys Inc dba: MindWare	AV2342	Use above website link & contract number for more info.
Conn Education Classroom Library	AV2339	Use above website link & contract number for more info.
Early Childhood dba: Discount School Supply	AV2343	Use above website link & contract number for more info.
East West Discovery Press	AV2338	Use above website link & contract number for more info.
Econocrafts	AV2345	Use above website link & contract number for more info.
Flinn Scientific Inc	AV2386	Use above website link & contract number for more info.
Hand2Mind	AV2387	Use above website link & contract number for more info.

Search Contracts

Enter the Keywords

school supplies Enter Keywords

Enter the county name

Enter County Name

Search

Popular Keywords

education learning material | janitorial supplies | smartphone and cell phone accessories | laptop computers

Search Result - Total Contract(s) 10

Contract ID	Contract Name	Contractor Name	Expiry Date	Detail
MA2923	School Supplies - Curriculum - Games	KAPLAN EARLY LEARNING COMPANY	7/22/2020	View Details
MA2921	School Supplies - Curriculum - Games	DISCOUNT SCHOOL SUPPLY	7/22/2020	View Details
MA2922	School Supplies - Curriculum - Games	FLINN SCIENTIFIC INC	7/22/2020	View Details
MA2919	School Supplies - Curriculum - Games	ARTIST CORNER DISTRIBUTION	7/22/2020	View Details
MA2924	School Supplies - Curriculum - Games	LAKESHORE LEARNING MATERIALS	7/22/2020	View Details

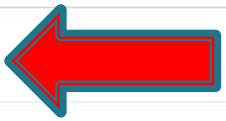
General Purpose of Contract

School Supplies - Curriculum - Games

Portfolio Name : education

Contract Tag : State Cooperative

Order Instructions



In addition to the items in the attached catalog list, other items may be available in the online catalog. If the items needed are not already under contract on another State of Utah "Best Value" Cooperative Contract, then a State Executive Branch Agency is allowed to order from the contractor using a "Best Value" determination, pursuant to the solicitation documents.

State agencies will place orders directly with the vendor creating a PRC in Finet. Agencies will return to the vendor any invoice which reflects incorrect pricing.
This Vendor (Kaplan Early Learning) is qualified for the following categories:

Educational Toys and Games (Minimum 20% off list price)
Curriculum Materials (Minimum 20% off list price)
Education Supplies (Minimum 20% off list price)
Scientific Curriculum Supplies (Minimum 20% off list price)
Curriculum Art Supplies (Minimum 20% off list price)
Miscellaneous Items related to Educational Supplies (Minimum 20% off list price)

Contract Details

Validity Date	7/23/2018 - 7/22/2020

In Conclusion

- Contracts will make your purchasing duties simpler.
- Use the District Website as a guide.
- There are Numerous Contracts available for your use.
- Contact Purchasing- we are here to help you!

Getting Quotes

By Tonya Hodges

Sales Quote vs. Competitor Quote

- Most orders require a sales quote.
  - Exception: Using a price list from a state or district contract.
- Sales Quote : Quote from the vendor you are purchasing from.
- If multiple quotes are required, additional quotes are considered Competitor Quotes.
- All quotes (sales and competitor) need to be attached to your requisition.

General Guidelines

- Watch quote and expiration dates. Most quotes are good for 30 days.
- Please don't reuse quotes from orders that are more than 30 days old. Request a new quote from the vendor (unless expiration date is listed and not expired).
- If Purchasing has sent you quotes for your request, please attach these to your requisition. This will save time on the back end for purchase order processing.

General Guidelines (cont.)

- Printed internet webpages or shopping carts from websites are not considered quotes (R33-4-110 (4)(a)(b)(c)).
  - Exception: Amazon Business when logged into JSD account
- An email from a sales representative can be considered a quote, as long as it contains required information (under $10,000).
- Purchasing will determine which quotes can be used, and assist in obtaining replacement quotes when needed.

JSD Item Thresholds

Small Purchases: Procurement Item Thresholds

$5,000	=	Individual Procurement Threshold 63G-6a-408
$5,000	=	Single Procurement Aggregate Threshold 63G-6a-408
$50,000	=	Annual Cumulative Threshold 63G-6a-408

Quotes for Small Purchase

63G-6a-408

- $5,000 = Individual Procurement Item Threshold

- Any item costing less than $5,000
  - One ream of paper costing $30.00
  - One Chromebook costing $200.00
  - One Washing Machine costing $625.00

Quotes for Small Purchase

63G-6a-408

- $5,000 = Single Individual Procurement Item Aggregate Threshold

- Examples:
  - 50 reams of paper costing $30.00, totaling $1,500.00
  - 16 Chromebooks costing $200.00, totaling $3,200.00
  - One Washing Machine costing $625.00, and one electric dryer costing $595.00, totaling $1.220.00

Obtaining Quotes

Under $5,000 – Obtain at least one (1) quote.

$5,000 to $14,999 – Obtain three (3) quotes. Quotes must include company name, contact name, date of quote, product name/model number, and price.

$15,000 to $49,999 – Coordinate with the purchasing buyer assigned to the appropriate commodity and obtain three (3) written quotes on vendor company letterhead or their quote form.

$50,000 and above – Requisition to be submitted in Skyward and the appropriate purchasing buyer will solicit competitive bid or RFP on behalf of the requesting school/department.

Specifications

- 63G-6a-407. Purpose of specifications
- All specifications shall seek to promote the overall economy and best use for the purposes intended and encourage competition in satisfying the needs of the procurement unit (District), and may not be unduly restrictive.

"Specification" means any description of the physical or functional characteristics, or nature of a procurement item included in a … (solicitation), or otherwise specified or agreed to by a procurement unit, including a description…

Quotes Over $15,000

- Work with the Purchasing Department Buyer
- Must be provided by the vendor using a quote form or on company letterhead
- Contact a sales representative- no Internet webpages or shopping carts
- Description or brand name of items
- Per unit costs
- Total cost
- Shipping charges (estimates)
- Person quoting
- Quote Date/Expiration time frame or date
- State or District Contract Number
- Optional – Product literature, ETA after order placement, “educational pricing”

Over $50,000

- Contact the Purchasing Department Buyer over the commodity.
- A formal procurement process is required, usually posted on BidSync.
- Could include an IFB, RFP, SOIQ, etc.
- Please provide detailed Scope of Work and/or Specifications

Shipping/Freight Charges

Shipping or freight costs should always be included in all quote requests. If you know there are no shipping charges, indicate "Free shipping" in the last line of the requisition.

When requesting quotes for shipping/freight, ask for FOB Destination Freight Prepaid and Add.

If the company cannot provide an exact freight quote, ask for an estimated freight quote. Include the estimated shipping as a line item on the Skyward requisition.

Requisitions that do not include a line for shipping/freight charges may be sent back to the originator.

If In Doubt…

- Contact Purchasing- we are here to help you!
  - Suggested Vendors
  - Best Procurement Process
  - Assist with Quotes
- Check the District Website
  - State and District Contracts, Cooperative Contracts, Technology Pricing, etc.
- Get one quote to determine which threshold your purchase falls under
- Eat Chocolate! Then contact Purchasing

Contact Us!

- Kurt Prusse- Director: 801-567-8710; kurt.prusse@jordandistrict.org
- Brenda Veldevere- Senior Buyer: 801-567-8703; brenda.veldevere@jordandistrict.org
- Tonya Hodges- Senior Buyer: 801-567-8706; tonya.hodges@jordandistrict.org
- Rosemary Frenchwood- Buyer: 801-567-8707; rosemary.frenchwood@jordandistrict.org
- David Burbridge- Buyer: 801-567-8702; david.burbridge@jordandistrict.org
- Kris Wishart- Administrative Assistant: 801-567-8708; kris.wishart@jordandistrict.org