

## **UDOT REGION FOUR HEADQUARTERS**

210 West 800 South  
Richfield, UT 84701

Phone: (435) 893-4799 Fax: (435) 896-6458

Toll Free: 1-800-378-3390

## **UDOT ST. GEORGE OFFICE**

5340 West 200 South  
Hurricane, UT 84737

Phone: (435) 627-8125 Fax: (435) 627-8417

## **UDOT PRICE OFFICE**

940 South Carbon Ave.  
Price, UT 84501-0903

Phone: (435) 636-1470 Fax: (435) 636-1471

## **UDOT CEDAR OFFICE**

1470 North Airport Road  
Cedar City, UT 84721-1009

Phone: (435) 865-5500 Fax: (435) 865-5564

## **UDOT MOAB OFFICE**

PO Box 1138, 424 Kane Creek Blvd.  
Moab, UT 84532

Phone: (435) 259-5030 Fax: (435) 259-4616

[www.udot.utah.gov/go/region4](http://www.udot.utah.gov/go/region4)



REGION FOUR

## **Region 4**

## **Purchasing & Contracts**

## **User Guide**



**Updated: March 19, 2018**









## Region Four Contacts

### Purchasing/Contracts

Brent Beach  
[bbeach@utah.gov](mailto:bbeach@utah.gov)  
(435)896-0833

### Lands and Buildings Purchases

Tim Walden  
[twalden@utah.gov](mailto:twalden@utah.gov)  
(435)896-1301

### Warehouses

**Richfield**  
Tyler Pitts  
[tjpitts@utah.gov](mailto:tjpitts@utah.gov)  
(435)896-1342

**Price**  
Sue Moorhead  
[smoorhead@utah.gov](mailto:smoorhead@utah.gov)  
(435)636-1442

**Cedar City**  
Jennifer Orton  
[JLOrton@utah.gov](mailto:JLOrton@utah.gov)  
(435)865-5525



## Utah Department of Transportation

Procurement Exception Form  
(LPD214 - Not for use for procurements over \$5,000)

Employee Name: \_\_\_\_\_ Home Unit: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Total Purchase Price: \_\_\_\_\_

Applicable Contract(s): \_\_\_\_\_ Contract Price: \_\_\_\_\_

Justification for not using contract(s):

- Unforeseen Circumstances
- Equipment Breakdown
- Urgency

Please explain the reason(s) for not using the contract

If the product or service had been purchased using a contract(s), what would have been the consequences?

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Approver's Signature Date

(By signing this form, the approver assumes the responsibility that this purchase meets all requirements as outlined in the Policy for Urgent Procurements.)



## Contract FAQs

**Q:** St. George is the only Lowes in Region 4, do I really need to drive there to buy a 2 x 4 or a sheet of plywood?

**A:** No, Lowes is now an optional contract, you can use a local vendor to purchase walk-in building supplies (sack-crete, 2 x 4, plywood, etc...). Remember to follow small purchasing rules.

**Q:** Who do I call with question on whether we have a contract or not, or if I have found a more efficient way to purchase something?

**A:** Brent Beach (435) 896-0833. We will work together in getting approval from State Purchasing. We cannot always justify going away from the contract, but with a good justification we can.

**Q:** My neighboring shed received quotes two weeks ago for the same product I need to buy. Can I use their quotes?

**A:** Yes! Quotes are good for 90 days.

**Q:** We need to purchase fencing materials to fix right-of-way fence damaged in an accident, do we have a contract?

**A:** We do not currently have a contract to purchase fencing materials, only for the installation of Fence (Kanab Fence). You can purchase fencing materials by following small purchasing rules (Procurement 101).

**Q:** I made an urgent/unforeseen purchase from a non-contract vendor in order to resolve a safety afterhours situation, or to get snow removal equipment repaired during a storm. What do I do?

**A:** Urgent situations often require immediate action. In this situation, you are required to receive at least a verbal approval from the District Engineer before making the purchase. You will then need to submit the signed PRO-01U form (example on next page), along with your invoice, to Region Accounting.

**Remember, the greatest value is not always the lowest price.** Agency and State contracts provide the best overall value because of negotiated terms and conditions, warranty, maintenance and service, quality, and cost.

**Reminder: If you have shed maintenance under \$1,000, contact Tim Walden. This work can be completed by a contractor in your area**

## UDOT Procurement Contacts

**Manager: Shawn Holland** [shawnholland@utah.gov](mailto:shawnholland@utah.gov) (801) 965-4064 office (801) 860-5111 cell

**Purchasing Coordinator: Mark Parry** [mparry@utah.gov](mailto:mparry@utah.gov) (801) 964-4542 office

**Vacant** (801) 965-4178 office

DTS, IT Related Software, Hardware, and Services, Traffic & Safety Backup, Software License Tracking

**Vacant** (801) 965-4071 office

Motor Carrier, Traffic and Safety, Port of Traffic & Safety items, meeting and conventions, graphic design, training, POE entry related items

**Penni Taylor** [pennit@utah.gov](mailto:pennit@utah.gov) (801) 965-3836

Light and Heavy Duty Equipment, Aeronautics, Transit Vans and Trailers, TOC Backup, Property Management, Material Lab Equipment and Services, Avalanche Control Equipment & Services Rock Removal and Demolition, Ferry

**Jason Lofgreen** [jlofgreen@utah.gov](mailto:jlofgreen@utah.gov) (801) 965-4068

Maintenance Winter Road Materials, DTS and Warehouse Backup, Brine Tanks and Related Equipment, Animal Carcass Removal, Facility and Waste Services

**Wendy Kemp** [wkemp@utah.gov](mailto:wkemp@utah.gov) (801) 965-4063

Maintenance, Summer Road Materials, Motor Carrier/Ports of Entry, Construction and Traffic Control, Backup PSO Administrator, Tree Trimming and Vegetation Products, Attenuators and Guard Rail, Culvert Pipe and Fencing, Mowing and Cattle Guards, Paints and Beads

**Procurement Division Fax (801) 965-4073**

### Warehouse Purchasing Staff

**Purchasing Coordinator: Tracie Montano** [tmontano@utah.gov](mailto:tmontano@utah.gov) (801) 964-4534 office (801) 824-2385 cell

**LaDonna Haslem** [lhaslem@utah.gov](mailto:lhaslem@utah.gov) (801) 965-4068

Central Warehouse's Liaison/Inventory Replenishment.

**Debbie Boulton** [dboulton@utah.gov](mailto:dboulton@utah.gov) (801) 965-4070

Central Warehouse's Liaison/Inventory Replenishment.

### CENTRAL WAREHOUSE/COORDINATION TEAM

Hours of Operation 8:00-5:00

Fax (801) 965-4818

### Warehouse Staff

**Manager: Greg Palmer** [gregpalmer@utah.gov](mailto:gregpalmer@utah.gov) (801) 965-4258 office (801) 550-7796 cell

Warehouse number (801) 965-4060

**Sam Gunn** [fgunn@utah.gov](mailto:fgunn@utah.gov)

**Napo Kusitor** [nkusitor@utah.gov](mailto:nkusitor@utah.gov)

Region 4 Frequently Used Contracts

Type	Contract #	Vendor/ Contractor	Description	Contact Info.	Exp Date
Cable Barrier	149513	Trinity Highway Products	Provide Cass System Barrier Repair parts	(801)292-4461	16-Jul-18
Cable Barrier	149573	Brifen USA	Provide UDOT with Brifen wire rope system repair parts	(405)751-8062	1-Aug-18
Delineation	189759	Jordan River Galvanizing	Galvanized Delineators	(801)282-9375	11-Oct-22
Delineation	189743	Pexco	Pexco Flexible Delineators	(253)284-8000	15-Oct-22
Delineation	189744	Shur-Tite Products	Shure-Tite Flexible Delineators	(512)971-9502	15-Oct-22
Delineation	189745	Interwest Safety Supply	Safe-Hit Flexible Delineators	(800)955-1996	15-Oct-22
Drainage	149589	Schozen Products	Corrugated Metal Pipe	(435)635-4441	14-Nov18
Steel / Aluminum	MA645	Schozen Products	Steel and Aluminum Products	(435)635-4441	30-Apr-19
Equipment	MA2115	Napa	Auto Parts	All Locations	1/10/21
Equipment	MA2117	O'Riley	Auto Parts	All Locations	1/10/21
Oils and Lubricants	PD2650	<b>HONSTEIN OIL &amp; DISTRIBUTING, LLC</b>	Oils and lubricants	801-373-8620	3/18/22
Fence	189786	Taylor Made Fence	Fencing Insatallation & Repair region 4	(435)689-0553	18-Jan-22
General	MA042	Grainger	Industrial Equipment & Supplies	(385)215-5820	6/30/18
General	MA1949	Industrial Supply	Industrial Equipment & Supplies	801-484-8644	6/30/18
General	MA043	Fastenal	Industrial Equipment & Supplies	Various in region	6/30/18
General	MA678	Peterson Plumbing	Plumbing Supplies	Richfield and Cedar	6/30/22
General	MA323	MSC Industrial	Industrial Equipment & Supplies	www.mscdirect.com	6/30/18
Guardrail	149504	Rowser Construction LLC	Installation and Repair W beam Guardrail	435-336-4130	6/30/18
Guardrail	169838	Universal Industrial sales	Guardrail and Components	801-785-0505	6/21/21
Crash Cushion	189764	Statewide traffic Safety &Sign, Inc.	Galvanized Universal TAU II, Galvanized Universal TAU II wide systems	805-354-3931	10/04/22
Crash Cushion	189733	Universal Industrial Sales Inc	End Treatment Systems and Parts for FLEAT-MT, BEAT-SSCC, MSKT, SKT-350, FLEAT-350	801-785-0505	10/4/22
Crash Cushion	189742	Interwest Safety Supply Inc	Quad Guard, TRACC, Elite M10, ShortTRACC	800-955-1996	10/4/22
Crash Cushion	189753	Intermountain Traffic Safety Inc	SCI crash cushion systems	801-972-6515	11/5/22
Crash Cushion	189775	Interwest Safety Supply Inc	Type A, B, D Systems	800-955-1996	11/21/22
Hard Surface	MA042	Grainger	Perma-patch Pot hole patching bag	(385)215-5820	6/30/18