

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



REGION FOUR

Region 4

Purchasing & Contracts

User Guide



Updated: March 19, 2018

Contract – Vendor/Contractor – Purchasing Notes:

D. Unanticipated Urgent Purchases (Contract Available) – Employees are not required to utilize contracts if the procurement item or service is obtained for an unanticipated and urgent circumstance, including:

- an item needed to avoid stopping a public construction project,
- an immediate repair to a facility or equipment, or
- another urgent condition.

Employees will contact contracted vendors first. Employees will obtain verbal or, preferably, written approval from the District Engineer or Group Leader in the form of a completed Urgent Purchases Authorization Form (Form PRO-01U) prior to making the purchase if the contracted vendors are unable to supply the items or services and the total purchase does not exceed \$5,000. The Procurement Division must be involved if the total purchase exceeds \$5,000. Employees must submit a completed Form PRO-01U with the invoice to the accounting office or administrative group, even if the original approval from the District Engineer or Group Leader was verbal.

E. Small Purchases (No Contract Available) – The purchase can be made from any vendor if all three conditions are met if no contract is available for an item or service:

- each individual item is \$1,000 or less,
- the total purchase is \$5,000 or less, and
- the cumulative total of the Department’s non-contract purchases from the vendor does not exceed \$50,000 in a fiscal year.

These thresholds are also known as the individual procurement threshold, the single procurement aggregate threshold, and the annual cumulative threshold, respectively. Employees will not split purchases with the intent of circumventing any of these thresholds.

All employees who authorize, initiate, process, approve, or review purchases must complete the Small Purchases Training developed by DAS/Purchasing.

F. Non-Small Purchases, Multiple Sources (No Contract Available) – The total purchase price will determine the procurement requirements if no contract is available for an item or service, and the procurement does not qualify as a Small Purchase as detailed in Section E, and the item or service is available from multiple sources:

- The Procurement Division’s involvement is not required if the total purchase is between \$1,000 and \$5,000. The purchaser will obtain two or, preferably, three quotations and purchase from the lowest responsive and responsible bidder.
- The request must be submitted to the Procurement Division via the Procurement Services Online (PSO) system if the total purchase is above \$5,000.

G. Non-Small Purchases, Sole Source (No Contract Available) – The request must be submitted to the Procurement Division via PSO if no contract is available for an item or service, and the procurement does not qualify as a Small Purchase as detailed in Section E, and the item or service is available from only one source. The purchaser is responsible for filling out a sole source request form and attaching it to the PSO request.

H. Best Interest of the State Purchase (Contract Available) –The chief procurement officer for the contract can allow an exception to purchase from a non-contract vendor if the item or service is available on a State cooperative or agency contract and if the Department can demonstrate in writing that all of the following are equal to or better than the contract: terms and conditions, maintenance and service offered, warranty, quality, and cost.

The State Chief Procurement Officer will issue the exception in writing for State cooperative contracts. The Executive Director or designee will issue the exception in writing for agency contracts. The exception must be approved, issued, and submitted to the Procurement Division before the procurement from a non-contracted vendor may proceed.

Contract – Vendor/Contractor – Purchasing Notes:

Agency Contract Search:

<https://app.udot.utah.gov/procurement/contracts/f?p=100:20:0::NO::>

Keyword Search	<input type="text"/>
	<small>Search Contract Purpose or key words for full or partial words (example: comp, comput, or computer for computers)</small>
Contract Number	<input type="text"/>
	<small>Enter full or partial numbers</small>
Vendor Name	<input type="text"/>
	<small>Enter full or partial Vendor Names</small>
Purchasing Agent	<input type="text" value="-- Show All Agents --"/>
Division	<input type="text" value="--Show All Divisions --"/>
	<small>Searching by a specific division may misrepresent what contracts are available for you; as some contracts are "UDOT-Wide" and some cover "various regions".</small>
Contract Status	<input type="text" value="Active Contracts"/>
<input type="button" value="Search"/>	
<input type="button" value="Reset Search Criteria"/>	

State Cooperative Contract Search:

<https://statecontracts.utah.gov/Home/Search>

Utah Division of Purchasing and General Services

- STATE CONTRACTS
- VENDORS
- FOR AGENCIES
- PURCHASING FORMS
- CODEBOOK
- RULES
- GENERAL SERVICES
- ABOUT US
- CONTACT

Search Contracts

Enter the Keywords:

Enter the County Name:

Region Four Contacts

Purchasing/Contracts

Brent Beach
bbeach@utah.gov
(435)896-0833

Lands and Buildings Purchases

Tim Walden
twalden@utah.gov
(435)896-1301

Warehouses

Richfield
Tyler Pitts
tjpitts@utah.gov
(435)896-1342

Price
Sue Moorhead
smoorhead@utah.gov
(435)636-1442

Cedar City
Jennifer Orton
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 (801) 965-4064 office (801) 860-5111 cell

Purchasing Coordinator: Mark Parry 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 (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 (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 (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 (801) 964-4534 office (801) 824-2385 cell

LaDonna Haslem lhaslem@utah.gov (801) 965-4068

Central Warehouse's Liaison/Inventory Replenishment.

Debbie Boulton 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 (801) 965-4258 office (801) 550-7796 cell

Warehouse number (801) 965-4060

Sam Gunn fgunn@utah.gov

Napo Kusitor 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	HONSTEIN OIL & DISTRIBUTING, LLC	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