

THE BUYERS NETWORK

JULY 2005 - VOL. 15, ISSUE 7

THE BUYERS NETWORK is Published Monthly by the Purchasing Division of the West Virginia Department of Administration to Promote Better Value in Public Purchasing

ARI Awarded New Vehicle Contracts

Agency Fleet Coordinators Introduced to New Contractor for Fuel and Maintenance Services

Automotive Resources International (ARI) has been awarded the contract to provide fuel credit cards and maintenance on vehicles participating in the Central Fleet Program.

The Fleet Management Office met with agency fleet coordinators last month for the purpose of receiving their credit cards and discussing procedures under the new contract which became effective on April 18, 2005.

The coordinators in attendance were asked to relay the information attained at this meeting to individuals at their agencies, such as drivers, procurement officials and accounting personnel.

Some of the changes to this contract include new procedures. According to Fleet Manager Janice Boggs, packets were distributed at the meeting containing the credit card for fuel purchases, along with personal identification numbers. In addition to privately-owned gas stations, the credit cards may be used at Division of Highways facilities.

Boggs explained that at the point of sale, the driver will be required to provide odometer information and daily limits of fuel will be observed for each vehicle. A coupon book offers information for scheduled



Fleet Manager Janice Boggs joined Cheryl Graham, ARI's manager of Billing and Implementation, on June 15 to explain the new vehicle contract, its procedures and billing process.

maintenance of 5,000 mile intervals, such as oil changes.

For unscheduled maintenance, the driver is encouraged to call toll-free 1-800-CAR-CARE, 24 hours a day. In addition, a \$50 miscellaneous card is limited for windshield washer blades, fluid, and oil.

A new billing process will allow ARI to pay the vendor directly and bill the agency, rather than having the bill processed through the Department of Administration's Accounting Section, as in the past. Agency fleet coordinators are to

Continued on Page 7

INSIDE...

- **Director's Comment:**
Soliciting Competition
- Technical Services Unit
Supports Staff and
Systems
- **State Contract Spotlight:**
CONTECH Construction
Products
- Current Statewide
Contract Update
- New Faces at Purchasing

THE PURCHASING DIRECTOR'S COMMENTS



Soliciting Competition Vital in Procurement

By Dave Tincher
State Purchasing Director

In recent years, the Purchasing Division has noticed an increase in sole source requests. Many of these requests are for products and services which we believe may actually be competitive.

In accordance with our statutory duty to solicit competition where possible, we have questioned some of those requests, which have, on occasion, caused delays in the acquisition of products and services for the operation of state government.

We apologize in advance for any delay caused as we follow the requirements of the **West Virginia Code**.

The **West Virginia Code**, §5A-3, is based on public advertisement and

competition, and does not mention or contain provisions for "sole source" purchases.

The Purchasing Division's **Legislative Rule**, §148-1-7.5 addresses sole source purchases as follows:

"The Director of Purchasing may approve the purchase of commodities and/or printing directly from a vendor without competitive bidding, if any of the following conditions exist":

- (a) **The item cannot be obtained** through ordinary purchasing procedures;
- (b) The item is **unique and not available** from any other source;
- (c) The item is **available from a state spending unit or other institution with preference under the West Virginia Code**, provided the price, availability, and quality are comparable to those in the open market.

A sole source vendor is defined as "the **only** vendor who can supply a needed product or service". Attempts to restrict potential vendors for reasons of convenience, geography, or time are nearly always unacceptable.

The most frequent type of sole source contract requested by state agencies is an "agreement," which is a professional service contract that is neither advertised nor bid.

The only truly acceptable method to determine whether a vendor is a sole source is to formally advertise and solicit competition. I encourage your agency to solicit competition in **all** instances to ensure the state is obtaining the most cost-effective solution to your organization's needs. Please feel free to contact me or any of my staff should you have any questions.

TRAVEL NEWS

The State of West Virginia has named Independence Air as one of our preferred carriers, according to State Travel Manager Catherine DeMarco. A discount program will begin on July 1, 2005, offering state employee travelers a 15% discount for the month of July and 10% for the remaining months.

The agreement will be valid one year, and will be administered through National Travel, the statewide contractor for travel management services. Questions should be directed to Catherine DeMarco at (304) 558-2613 or email: cdemarco@wvadmin.gov.

What's State Government Buying?

(This information is compiled from the West Virginia Purchasing Bulletin. The purpose is to provide an awareness of the variety of products and services being procured in state government. Only a small sample of solicitations are listed.)

- ◆ **Department of Health and Human Resources**
Request to provide basic dental services on-site to approximately 150 long-term residents of Pinecrest Hospital in Beckley, WV.
- ◆ **Regional Jail and Correctional Facility Authority**
Request to provide self-contained breathing apparatus for the Tygart Valley Regional Jail.
- ◆ **Division of Tourism**
Request to develop, design, fabricate and install 11 historical markers for the Division of Tourism.
- ◆ **Department of Environmental Protection**
Request to provide background investigations.
- ◆ **Division of Veteran Affairs**
Request to provide pantry units for the WV Veteran's nursing home in Clarksburg.

Statewide Contract Spotlight...

CONTECH's Services Get High Marks from DOH Districts

*In each issue of **The Buyers Network**, the Purchasing Division will highlight one of our statewide contractors. Providing information on the company and the products offered on the statewide contract, this feature will help familiarize our agency purchasers with our business partners.*

CONTECH Construction Products Inc. is a national producer of corrugated steel, aluminum and plastic pipe; metal plate structures, vehicular and pedestrian bridges; and segmental concrete walls. In addition, it offers geosynthetic and hard armor products for the highway, drainage, sewage and site-improvement markets. In some form or fashion, CONTECH has serviced the statewide contract (CPIPE05) on corrugated metal pipe and aluminum box culvert structures for more than 30 years.

"The bulk of our business pertains to state projects," said the State Manager Paul Filipiak. "The contract includes just the corrugated metal pipe that the maintenance people use as well as our aluminum box culvert structures."

Formed July 1, 1986, through a management purchase of the assets of Armco Steel Corporation's Construction Products Division, CONTECH, Inc. oversees the activities of more than 100 sales offices with over 150 sales professionals, 40 manufacturing facilities, hundreds of distributors and 130 licensees.

They offer a wide array of innovative solutions for both initial development and rehabilitation of existing structures and sites. CONTECH's involvement with products and applications is founded on a century of research and practical field experience. Their products provide effective site



Division of Highways' district supervisors indicate CONTECH employees, State Manager Paul Filipiak, Drema Toyek, and David Hurn, have been doing a great job taking care of the state's needs for more than 20 years.

solutions for projects with a variety of loading conditions, foundation requirements, soil and water environments as well as varied installation demands.

The aluminum box culverts, similar to those used by the Division of Highways, are a practical and cost-efficient solution for small bridge replacement. Lower installation costs result from aluminum box culverts being faster and easier to install than cast-in-place concrete structures.

There are no forms to set and remove, no delays due to curing time, large installation crews are unnecessary, and no special equipment is needed. In addition, no heavy cranes are required, as with pre-cast concrete structures.

Ribbed corrugated aluminum box culverts combine the low profile shape of rigid box culverts with the strength and economics of flexible structures. They are designed to meet or exceed AASHTO Standard

Specifications for Highways Bridge's Section 12.8 for HS 20 loading. Similar data for HS 25 loading is available. Moment capacities of aluminum box culverts have been confirmed using finite element analysis.

Like all structures, the box culvert's design starts with the foundation. Footing components require that the foundation be able to support a footing bearing pressure of at least 4,000 pounds per square foot.

The aluminum alloys in a structural plate have a proven history of excellent corrosion resistance. This is primarily due to a tenacious, inert oxide barrier that naturally forms on the metal surface.

"CONTECH's service has been nothing but excellent in the 20 years I've worked here," said John Carter, a supervisor for Division of Highways' District 10. "If we ever

Continued on Page 5

Technical Services Unit

The Staff Behind the Information Processing Systems

With today's technology, it takes a skillful staff to maintain the innerworkings of the information processing systems. At the Purchasing Division, that task is completed by two full-time employees, Manager Dan Miller and Information Systems Coordinator Chester Popham, otherwise known as the Technical Services Unit. This summer, this unit was fortunate to hire Ryan Cox, a college intern through the Governor's Internship Program.

The Technical Services Unit is organized under the Communication and Technical Services Section of the Purchasing Division. The unit works closely with the Information Systems and Communications Division (IS&C) to support a variety of systems and processes for the Purchasing Division, including:

- TEAM automated purchasing system;
- Requisition Tracking System (ReqTrak); and,
- Purchasing Division's website

The Technical Services Unit has created and implemented a new database for tracking and documenting technical service requests. As a result, all requests for technical assistance are now assigned tracking numbers. From October 1, 2003 through June 30, 2004, a total of 1,588 service requests were successfully resolved and documented.

"Of all our accomplishments, the most significant and one that is saving the state the greatest amount of money on printing and postage is the project we just completed that scans statewide contracts allowing them to now be available on the

division's website," Miller said. "This was a team effort, with many people in the Purchasing Division being responsible for helping us pull this project together."

[Http://www.state.wv.us/admin/purchase/swc](http://www.state.wv.us/admin/purchase/swc) is the link to the statewide contracts issued by the Purchasing Division. Being able to scan these contracts has been especially helpful to the municipalities and political subdivisions because they no longer have to pay a fee to receive copies in the mail. The copies may be downloaded quickly online.

Another feature of this website is the recent updates to the statewide contracts reports. This update allows customers to glance at a simple report to see what has been recently changed without having to electronically open every contract to determine what information has changed.

With such a heavy workload in maintaining the automated systems, the website, networking connections and individual personal computer and software technical support, the staff of the Technical Services Unit are no strangers to keeping busy.

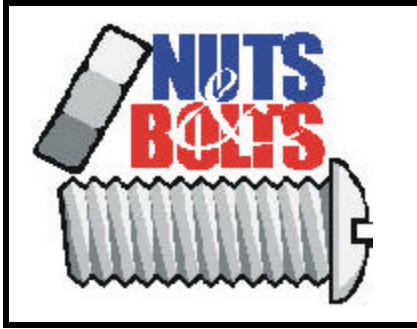
However, this summer, the unit increased its staff by more than 30 percent by hiring Ryan Cox through the Governor's Internship Program. Miller said Cox has been a great asset to the team. "I assumed a quiet, reserved guy like Ryan would take a while to fit in and gain



The Technical Services Unit, which consists of (l-r) Chester Popham, Manager Dan Miller, and intern Ryan Cox, manage the information processing equipment and systems for the Purchasing Division.

people's trust; however, I'm happy to report I was mistaken." Cox is a sophomore at West Virginia University, majoring in biometrics and electrical engineering. Last year, he was inducted into the electrical engineering honor society, Eta Kappa Nu.

"All the employees in Purchasing are **very** appreciative of the work that Dan and Chester do for us," said Purchasing Director Dave Tincer. "Not only are they very efficient, but they are also kind and patient which means a great deal when you have a problem with your computer or need an important report prepared. Without them, we couldn't stay on top of what we do nor could we do it as well."



- ◆ Agency procurement officers occasionally request when the TEAM automated purchasing system is available for use. For your information, below is a list of the availability times of the TEAM system:

Monday - Thursday

7 a.m. to 8:45 p.m.

Friday

7 a.m. to 11 p.m.

Saturday

7 a.m. to 8:45 p.m.

Sunday

12:15 p.m. to 8:45 p.m.

- ◆ Monthly parking fees for the Capitol Complex increase to \$18, effective July 1. This fee will increase one dollar each year until it reaches \$20 per month.
- ◆ The **National Institute of Governmental Purchasing (NIGP)** has scheduled its 60th Annual Forum and Products Exposition at the Anaheim Convention Center in Anaheim, California, on July 30-August 3, 2005. For more information, contact NIGP at www.nigp.org or 1-800-FOR-NIGP.
- ◆ The **West Virginia Chapter of NIGP** is sponsoring a local course, "Introduction to Public Procurement," on September 14-16 at the Hampton Inn at South Ridge Center in South Charleston. For more details or to register, please call Beverly Carte at 558-3397.

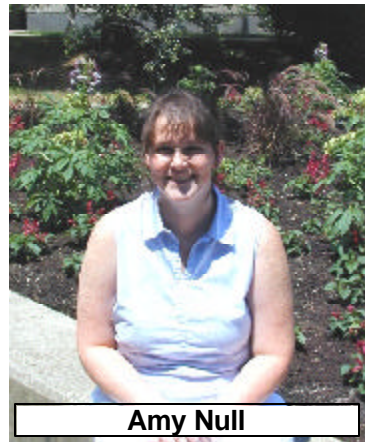
New Faces at the Purchasing Division

Upon your next visit to the Purchasing Division, there will be two new faces that you may not recognize. Allow us to welcome our new employees to Purchasing Division, Jeanne Barnhart and Amy Null, who came on board the first week in June.

Jeanne is a receptionist for the Administration and Inspection Section, where she is responsible for greeting the public as they arrive. She also directs phone calls and processes the mail. In her spare time, Jeanne says she likes to cross stitch, bake and read mysteries. She is married and has one daughter.



Jeanne Barnhart



Amy Null

Across the hall in the Acquisition and Contract Administration Section is where Amy works as a purchasing assistant. Her responsibilities include assisting Senior Buyer Mike Sheets in distributing the requests for quotations, addendum and purchase orders. She is married and has a two-year old daughter. With the small amount of spare time she has available, Amy enjoys teaching a preschool class at her church during the week.

The Purchasing Division is pleased to have Jeanne and Amy join our staff!

Statewide Contract Spotlight Continued from Page 3

need anything, they're right there to help. I just can't say enough about the company and its people."

"I order a lot of pipe," said Christy Shanklin, Supervisor II for Division of Highways District 1. "And in the 12 years I've worked here, I've never had a problem with CONTECH. Drema Toyek, the girl in the office, is extremely helpful."

"We usually 'serve with a smile,'" said Filipiak. "I like to visit the sites and give them a hand if they're new at putting up the structures. But for the Districts who have been putting these structures together for years, they don't need me during that time."

There are two primary shapes of pipes. There is the full-round pipe which is recommended for most applications. However, for limited headroom conditions, CONTECH produces a pipe-arch shape (also known as smash pipe). The low, wide pipe-arch design distributes the flow area horizontally to provide adequate hydraulic capacity without lowering the grade.

For questions concerning the products and services offered by CONTECH Construction Products or for more information, please contact:

Paul Filipiak, State Manager
CONTECH Construction Products
202 Westmoreland Office Center
Dunbar, West Virginia 25064
(304) 766-8600

Current Statewide Contract Update

(As of June 15, 2005)

This page includes a listing of current changes made to statewide contracts issued by the Purchasing Division. Information and dates listed in this **Current Statewide Contract Update** are subject to change. All statewide contracts are available online at www.state.wv.us/admin/purchase/swc. For more information, please contact Senior Buyer Betty Francisco at (304) 558-0468 or via e-mail at bfrancisco@wvadmin.gov.

Contracts Awarded

<u>Contract</u>	<u>Description</u>	<u>Vendors</u>	<u>Effective Date</u>
FUEL05 [A, B, C]	Fuel / Gasoline / Diesel / Kerosene	Bruceton Petroleum, Guttman Oil, Tri-State Petroleum	07/01/05

RFQs Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Pre-Bid Meeting</u>	<u>Bid Opening</u>
XRAY05A	X-Ray Film and Supplies	---	06/28/05
AUD052942	Procurement Card Services	06/16/05	07/19/05
FASTEN05	Nuts, Bolts and Screws	---	07/12/05

Contracts Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Evaluation</u>
LAUNDRY	Laundry Products	06/07/05	Yes

Contracts Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Evaluation</u>
ENTRPRZ05	Account Reseller of Microsoft Products	05/24/05	Yes

Contracts Renewed

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Expiration Date</u>
SELECT04	Account Reseller of Microsoft Software	Software House International	03/04/06
FLRCOV03	Carpet and Vinyl Tile	Family Carpets	03/31/06
IP04 [A-D]	Information Processing Equipment	Pomeroy Computers, NCompass Network, Hourly Computer Services, Computer Store of WV	08/31/06
DWASH04	Dishwashing Systems	Ecolab	08/14/06
SAT03	Satellite Transponder Time	G2 Satellite Solutions	08/14/06

Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date. During this review process, the state buyer examines the specifications and the products included in each contract.

JULY

MV
Motor Vehicles

NTIRES
New Tires

AUGUST

ALCOHOL
Ethyl Alcohol

JITLECT
Multi-Media Development

WAN
Wide-Area Network Hardware, Software and Services

Miscellaneous Action on Statewide Contracts

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Comment</u>
MV05	Motor Vehicles	Country Club Chrysler	Made Class 14 Available for 2006 Models
CANLINE05	Trash Can Liners	All American Poly	Changed Size of Orange Bag (Item #4)
WAN04	Wide-Area Network Connections	Verizon	New Price List Effective 05/24/05
WVARF04	Various	West Virginia Association of Rehabilitative Facilities	Added Fish Habitat Structures

Fleet Management Contracts
Continued from Page 1

monitor bills to ensure federal excise taxes are being deducted.

Cost-saving features ARI provides which are expected to reduce operating expenses are:

- Server-based Intellifleet, which incorporates specific parameters, vehicle history, dollar approval limits, vendor and parts exceptions, and component warranty information.
- Proper vendor management and usage allows clients to take advantage of the reduced contracted pricing through National Account facilities, which can produce long-term savings and nationwide warranty coverage.
- 100% payment to vendors.

Other services offered as part of this contract include:

- 24 Hour Roadside Assistance
- Fuel Card Program
- Custom Maintenance Program

Fleet coordinators can view each driver's history online as well as each vehicle's history. ARI's website address is www.arifleet.com and is quite user friendly.

"We're really looking forward to working with ARI and believe it will be a productive business relationship," Boggs said.

"We are eager to start this partnership," said Rob Jackson, Regional Sales Manager for the Mid-Atlantic Region. "We sell and deliver service. Our people make the difference."

Established in 1948, ARI is a wholly owned subsidiary of Holman Automotive, a family-owned and operated company established in 1924.

In other fleet-related news, the lease rates for model year 2000 and 2001 have decreased. The administrative fee for the leased vehicles did slightly increase from \$85 to \$92.

Should agency fleet coordinators have questions regarding the new contracts or other fleet issues, they are encouraged to contact:

Department of Administration
Purchasing Division
Fleet Management Office
50130 Washington Street, East
P.O. Box 50130
Charleston, WV 25305

Janice Boggs, Fleet Manager
jboggs@wvadmin.gov
(304) 558-0086

Barry Gunnoe, Fleet Assistant
bgunnoe@wvadmin.gov
(304) 558-2614



Agency fleet coordinators met last month in Charleston to review the new fuel and maintenance contracts awarded to Automotive Resources International (ARI).

MoneyWise...

Tips for the Thrifty

Map Your Way to Financial Freedom and Stay on Course

Financial security is a goal most everyone would like to attain. However, many people live paycheck to paycheck. Here is a list of principles designed to help you map your way to financial success:

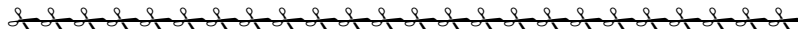
- Acquire as much knowledge as possible about finances.
- Start saving and investing. Be patient. Starting early enough means the snowball effect will have enough time to make you live comfortably.
- Be disciplined. It's the accumulation of small steps over time that will win your security. People don't usually get rich overnight. It takes time.
- Set goals and be flexible. Know where you want to be in 12 months, five years, 10 years from now.

Questions?...Just Ask Us!

Are you unsure of certain purchasing procedures? Do you need information on the current state travel regulations? Do you have a question regarding travel requests? Would you want to know what surplus property is available?

If you need additional information concerning any function within the Purchasing Division, complete the form below and return to the address below. You also may forward your request via e-mail.

Diane Holley, Assistant Director
Communication and Technical Services Section
West Virginia Purchasing Division
State Capitol Complex
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130
E-Mail Address: dholley@wvadmin.gov



Name _____
Organization _____
Address _____
Telephone Number _____
E-Mail Address _____
Need Information about _____

In This Issue... Did You Read About?

- ARI has been awarded the contract to provide fuel credit cards and conduct maintenance on vehicles participating in the state's Fleet Program... **See Page 1.**
- The only acceptable method to determine whether a vendor is sole source is to formally advertise and solicit competition... **See Page 2.**
- The "bulk of the business" of CONTECH Construction Products is for state projects... **See Page 4.**
- Meet Jeannie and Amy, who have recently joined the Purchasing Division... **See Page 5.**
- Current Statewide Contract Update... **See Page 6.**

STATE OF WEST VIRGINIA
Purchasing Division
State Capitol Complex
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130

Telephone Number: (304) 558-2306
FAX Number: (304) 558-4115

Joe Manchin III
Governor

Robert W. Ferguson, Jr.
Cabinet Secretary
Department of Administration

David Tincher
Director
Purchasing Division

Diane Holley
Editor
(304) 558-0661

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