

THE BUYERS NETWORK

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

State Agencies May Piggyback Existing Contracts Approved for Use by the Purchasing Division

The Purchasing Division is pleased to offer piggyback contracting opportunities to state agencies.

A web site on the Purchasing Division's home page has been developed to share these approved contracts with agency purchasers, to ease and expedite the procurement of goods and services. More piggyback contracts are being encouraged and will be advertised on this web site. A direct link to this web site is www.state.wv.us/admin/purchase/piggyback.

A recent open-end contract through the Western States Contracting Alliance (WSCA) has been approved by the Purchasing Division and now available to state agencies. The contract is with W.W. Grainger Incorporated for certain industrial supplies and equipment, lighting products, janitorial supplies and equipment.

On this piggyback contract approved by the Purchasing Division, it is stated that agencies may order any items in the contract as long as those items are not covered by any statewide contract. Specific statewide contracts that contain items on the Grainger contract include, but are not limited to, TOOLS06, LIGHT07, SAFETY07

and HOUSE06.

The ability to piggyback contracts is authorized in accordance with **West Virginia Code** §5A-3-19, regarding purchases from federal government and other sources,

"...the director may, upon the recommendation of a state spending unit, participate in, sponsor, conduct, or administer a cooperative purchasing agreement or consortium for the purchase of commodities or services with agencies of the federal government, agencies of other states, other public bodies or other state agencies, if available and financially advantageous."

At the discretion of the director, bids may be solicited to determine whether participation in such a cooperative purchasing agreement or consortium is financially advantageous.

The **Code of Rules** 148CSR1-7.9, also addresses purchases from contracts issued by other public agencies and entities, by stating the "director may approve a request by a spending unit to make a purchase from contracts issued by agencies of the federal government, agencies of other states, other public bodies or other state agencies. The director may require the use of a contract issued by another public organization or a spending unit to make a purchase from contracts issued by other public agencies and



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THE DIRECTOR'S COMMENTS

Re-Emphasizing Training Requirement for Agency Purchasing Contacts

By Dave Tincher
State Purchasing Director

All cabinet secretaries, bureau chiefs and elected agency officials were recently provided a list of agency designated purchasing contacts for their agencies, as well as a list of their employees who are registered for the 2007 Agency Purchasing Conference.

In accordance with the **Code of State Rules**, §148-1-3.2, "All purchases must be approved by the secretary or head of the spending unit, or a designee, whose name shall be filed with the director. The

person(s) named should take available purchasing training and have responsibility for the function of purchasing. Each spending unit shall process all purchases through this person(s), who shall be responsible for correspondence and communication with the Purchasing Division."

To comply with this rule, we want to make sure not only every spending unit within all departments and agencies has designated an appropriate individual to serve in this capacity, but also to ensure that they are properly trained at our annual conference scheduled for October 9-12 at Stonewall Resort.

Pursuant to **West Virginia Code** §5A-1-1, "Spending unit means a department, agency or institution of



the state government for which an appropriation is requested, or to which an appropriation is made by the Legislature."

If you have been designated as your agency's purchasing contact, it is important that you attend this training opportunity. For more information on this conference, visit our web site at:

**[http://www.state.wv.us/
admin/purchase/conference/
agency/2007](http://www.state.wv.us/admin/purchase/conference/agency/2007)**

In order to perform your role as your agency's designated purchasing contact, it is crucial that you have the proper tools to successfully accomplish these duties, with education being a key component.

Piggybacking Contracts

Continued from Page 1

entities. The Director may participate in cooperative purchases with other public agencies and entities. In all cases, these contracts or cooperative arrangements shall be from valid, properly awarded contracts and considered by the Director to be available and financially advantageous and comparable to what can be obtained by competitive bid."

As a stipulation, the Purchasing Director shall require spending units to prove that their requests to use such contracts:

(a) Do not conflict with existing State of West Virginia contracts unless the prices on the contracts issued by other public agencies and entities are substantially lower than the state contract based on an equal comparison. No price comparison may be based on differing

specifications as determined by the Director;

- (b) Will not cause a West Virginia vendor that offers like products and services to lose substantial business, unless the Director determines, based on submitted documentation from the spending unit, that the difference in price is so great that the state's best interest is served by using the contracts issued by other public agencies and entities; and,
- (c) Does not cause extensive hardship to any spending unit offered preference under the **West Virginia Code**.

All requests to piggyback contracts shall be submitted in advance to the Purchasing Division with necessary evidence and documentation. The Purchasing Director shall approve only those requests submitted with evidence

that justifies the use of such contracts. Any request that is not supportable shall be returned to the spending unit.

"We are pleased to begin to realize the benefits of this vital aspect of this purchasing reform initiative," said Purchasing Director Dave Tincher. "By enabling the Purchasing Division to approve the use of existing contracts with the appropriate documentation, it expedites the purchasing process, while ensuring that the state is conscious of expending taxpayers' dollars."

Agency purchasers who are interested in possibly piggybacking an existing contract should notify their respective agency buyer within the Purchasing Division.

For a list of agency assigned buyers within the Purchasing Division, please visit our web site at:

**[http://www.state.wv.us/admin/
purchase/byrassign.pdf](http://www.state.wv.us/admin/purchase/byrassign.pdf)**

Statewide Contract Spotlight...

King Tire Service Offers Program to Provide Savings to State Agencies

To provide extra savings to agencies, the state is attempting to explore and promote alternative programs and contracts. One such contract is for retread tires (RTIRE07).

King Tire Service, the successful vendor for the statewide contract for retread tires, did its homework on the amount of tires the state utilizes and pursued this contract through the competitive bid process. "We did a little bit of leg work and talked with some people that enabled us to put together a real cost-savings program for the state of West Virginia," said Clarksburg Branch Manager Jeff Simpson.

As a result of their perseverance, the staff of King Tire Service, Inc. was pleased to be awarded the RTIRE07 statewide contract, which includes the retreading of tires on specific state vehicles such as dump trucks, pick up trucks, and off-the-road equipment. In addition, the company makes service calls and performs a variety of repairs on this equipment.

Tony Columbo, equipment super-



visors for District 9 of the Division of Highways, said, "On some of my larger equipment that we're not capable of having the tires changed, we just call King Tire and they send a truck out to do the repairs on site. The price of a retread tire is significantly less than a new tire. All my dealings with King Tire Services has been real good. I've never heard anything bad from anyone. If the company doesn't have the product in stock, they get it the next day."

First established in 1970 by Sam King, King Tire Service has grown to a large West Virginia company serving five states with more than 100 employees. Mr. King and his two sons, Matt and Ed, are proud of the fact that more than 90 of their employees are West Virginia residents and that their company is West Virginia-owned and operated.

According to its web site, King's Tire Service's philosophy is simple. They never promise more than they can deliver and always give the customer more than they expect. They know that customer service is not enough, so they want to gain their loyalty by working for it every day. Their customers are number one.

"In some way or another, King's Tire Service has served the state of West Virginia for the past 25 years," said Simpson. "Our relationship with the state has been very good and very open. It's a pleasure to deal with all the different entities."

He adds that Senior Buyer JoAnn Adkins of the Purchasing Division and representatives of the Division of Highways, the biggest user of retread tires in state government, have been receptive to this program. "They're just a nice bunch of people

to serve and take care of," Simpson said.

Should you have any questions regarding King Tire Service or the products and services they provide, please contact:

Paul Mazzie, Assistant Manager
King Tire Service Inc.
1100 - 25th Street
Clarksburg, West Virginia 26301

(304) 626-3111
(304) 626-3912 (fax)
king8@earthlink.net

For additional information about the company, you may visit its web site at www.kingtireservice.com.

This statewide contract is available on the purchasing web site at: www.state.wv.us/admin/purchase/swc/RTIRE07.

Prior to using any statewide contract, agencies are strongly encouraged to check the web site for contract provisions that may apply.

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

West Virginia Code, §5A-3-5, authorizes the Purchasing Director to promulgate and adopt standard specifications based on scientific and technical data for appropriate commodities and services. This establishes the quality to which commodities and services to be contracted for, by the state must conform. These standard specifications are used to establish statewide contracts for commodities needed on a repetitive basis. No agency may be exempt from using statewide contracts without prior written approval from the Purchasing Director.

Buyer-Agency Assignments Temporarily Modified to Accommodate Personnel Changes in ACA Section

Due to personnel changes within the Acquisition and Contract Administration Section of the Purchasing Division, the buyer-agency assignments were modified, effective September 6.

These changes include the departure of Senior Buyer Butch Chittum and the arrival of our newest Senior Buyer Nathan Mitchell, who is currently being trained, but has not yet been assigned specific agencies.

Another planned change is the upcoming retirement of long-time Senior Buyer John Johnston, who has handled the Division of Highways file for many years. Senior Buyer Michael Austin is working with Johnston to gain a better understanding of this agency file.

The temporary assignments are as follows:

File 21: Krista Ferrell

Department of Administration

Aviation Division
Children's Health Insurance Program
Consolidated Public Retirement Board
Ethics Commission
Finance Division
General Services Division

Grievance Board, Public Employees Office of Technology
Personnel, Division of
Prosecuting Attorneys Institute
Public Defender Services
Public Employees Insurance Agency
Purchasing Division
Risk and Insurance Management, Board of

Department of Agriculture Division of Natural Resources

File 22: Roberta Wagner

Department of Health and Human Resources

Behavioral Health and Health Facilities, Bureau of
Catastrophic Illness Commission
Child Support Enforcement, Bureau for
Children and Families, Bureau for
Communications and Legislative Affairs, Office of
Credit Union, DHHR Employees Federal
Deaf and Hard-of-Hearing, Commission for
Developmental Disabilities Council
General Counsel, Office of
Health Care Authority

Human Rights Commission
Inspector General, Office of the
Medical Services, Bureau for
Personnel Services, Office of
Public Health, Bureau for
Women's Commission

File 23: Chuck Bowman

Department of Environmental Protection

Air Quality, Division of
Air Quality Board
Environmental Quality Board
Land Restoration, Division of
Mining and Reclamation, Division of
Oil and Gas Conversation Commission
Solid Waste Management Board
Surface Mine Board
Water and Waste Management, Division of

Department of Transportation

Division of Motor Vehicles
Parkways, Economic
Development and
Tourism Authority
Public Port Authority
Public Transit, Division of
State Rail Authority

File 31: Shelly Murray

Department of Revenue

Alcohol Beverage Control Administration
Athletic Commission
Banking, Division of
Budget Office
Insurance Commission
Lottery Commission
Municipal Bond Commission
Racing Commission
Tax Appeals, Office of
Tax Department

Department of Education and the Arts

Culture and History, Division of
Educational Broadcasting Authority

MoneyWise...

Tips for the Thrifty

Online Sales Categories: Travel Leads

According to a study done for *USA Today*, U.S. online business grew by 25 percent in 2006.

Top online retail category was travel at \$73 billion in sales, followed by apparel, accessories and footwear at \$18 billion; computer hardware/software at \$17 billion; automobile and parts, \$17 billion; and home furnishings, \$10 billion.

The survey was published in *USA Today*.

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Clarification of the Receiving Procedures Included in Revised Purchasing Handbook



One of the recent changes in the **Purchasing Division Procedures Handbook** was to clarify information relating to the receiving procedures. Several modifications were made, effective September 1, 2007, to ensure that this reference document is user-friendly, accurate and complete.

As stated in Section 6.3, Receiving Procedures, "in accordance with the West Virginia State Auditor's receiving report requirements (§155-1-4), materials must be opened and inspected within 24 hours of receipt, otherwise the state agency may be subject to difficulty in obtaining an adjustment.

"Agencies must verify the shipment against the specifications in the purchase order and retain a copy of the receiving report prepared for the Auditor's office with the purchasing file. For receipt of services, a receiving report similar in form to that required by the Auditor's office shall be completed, signed and retained with the purchasing file.

"Agencies must verify quantities received. [If quantities do not match the purchase order, insist on a correction of the packing slip. After all corrections have been made, request that the driver sign all shipping documents before leaving. Do not accept any alternate or substitution without Purchasing Division's approval of commodities and services awarded by the Purchasing Division.]

"Several days before the promised delivery of a commodity, the agency should follow-up with the vendor to determine if the promised delivery date will be met. Concurrently, the needs of the end-user

in the organization should be monitored to determine the difficulties that may occur if delivery is delayed. It should also be determined from the vendor, during the follow-up procedure, as to the method of shipment to be used - *motor freight, parcel post or other carrier*. The name of the carrier, expected date and time of delivery and pro-number on the bill of lading should be obtained prior to shipment from the vendor."

A question was recently posed to the Purchasing Division as to deliveries made by third-party carriers, such as UPS and Federal Express, when often the delivery is made without time to inspect the property. If there is any visible damage to the delivery, notation should be written on the delivery/packing slip of such at

the time of delivery.

It is understandable that a third-party carrier may not be willing to wait until the appropriate agency purchaser opens and inspects the packet. However, within the 24-hour period after receipt, should a discrepancy be found, a written and verbal notice must be made to the vendor to resolve the matter.

In terms of asking the carrier to wait and make proper notation on the packing slip of any discrepancies, this reference is primarily for vendor-direct deliveries. The important factor is to be sure that you are not only receiving what you ordered but that the property is in the appropriate condition.

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 Education**
Request to provide an online platform to deliver the health education assessment project for 6th and 8th grade, and high school students.
- ◆ **Department of Health and Human Resources**
Request to provide a sign language interpreter.
- ◆ **Division of Motor Vehicles**
Request to provide a web-based vehicle and motorcycle temporary tags.
- ◆ **Division of Engineering and Facilities**
Request to install a concrete barrier wall for the West Virginia Army National Guard in Charleston.
- ◆ **All State Agencies**
Request to provide an open-end contract for model year 2008 motor vehicles.
- ◆ **Division of Corrections**
Request to provide an open-end contract to provide electronic monitoring services.

Current Statewide Contract Update

(As of September 15, 2007)

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 **JoAnn Adkins** at (304) 558-8802 or via e-mail at joadkins@wvadmin.gov.

Contracts Awarded

<u>Contract</u>	<u>Description</u>	<u>Vendors</u>	<u>Effective Date</u>
BEDDING07 [A-B]	Bedding, All Types	[A] Imperial Bedding; [B] RTS Solutions	10/01/07
RSHEET07 [A-B]	Reflective Sheeting	[A] Avery Dennison; [B] Nippon Carbide Industries	07/01/07

Contracts Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Evaluation</u>
DWASH08	Diswashing Dispensing Equipment and Supplies	---	Yes
LAN07	Local Area Network	---	Yes

Contracts Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Pre-Bid Meeting</u>	<u>Bid Opening</u>
FOOD08	Food Items	08/27/07	09/13/07
PC08	Police Cruisers	---	10/17/07
MV08	Motor Vehicles	---	09/26/07
SBUS08	School Buses	09/24/07	10/22/07
ABATMNT08	Asbestos Abatement	10/03/07	11/07/07

Contracts Renewed

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Expiration Date</u>
FASTEN05	Fasteners	Fastenal Co.	07/31/08
SYSFURN07 [B, G]	Systems Furniture	[B] Capitol Business Interiors; [G] Kimball Int'l	10/31/08
JITLECT06	Multimedia Coursework	MPL Corporation	11/14/08

Contracts Extended

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Extension Date</u>
NTIRES05	New Tires	Goodyear Tire and Rubber	11/30/07

Contracts Extended

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Extension Date</u>
FOOD04 [A]	Food Items	A.F. Wendling	10/31/07

Miscellaneous Action

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Comment</u>
WVARF04	State Use Program	WVARF	Extend laundry service
FRMTIRE06	Farm Tires	S&S Tire	Update price list
MOTL07AG	Hotel/Motel Services	Wingate Inn	Increase room rate
PAPER06B	Paper	Unisource Worldwide	Update price list
ENTPRZ05	Software	Software House Int'l	Update price list
SELECT07	Software	Software House Int'l	Update price list
LAWN06B	Lawn Equipment	Moores Tractor Sales	Model charge
RSHEET07	Reflective	3MTCM	Items re-awarded

Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date.

OCTOBER

HOUSE	Housekeeping Materials
IP	Information Processing Equipment
LEXNEX	Lexus Nexus Online Research Service
LITTER	Litter Grabbers
OIL	Oil: Motor, Transmission, Hydraulic, Etc.
PAPER	Various Paper
PPHONE	Pay Telephones

NOVEMBER

INKCRT	Ribbon and Laser Toner
LIGHT	Lighting; Bulbs
PAINT	Paint and Supplies
PHOTO	Photography Supplies and Film

PURCHASING CONNECTION

Purchasing Division Welcomes Nathan Mitchell as Senior Buyer

The Purchasing Division is pleased to welcome our newest employee, Nathan Mitchell, who will serve as a senior buyer in the Acquisition and Contract Administration Section.

Nathan's duties will include processing purchasing transactions on behalf of state agencies for commodities and services expected to exceed \$25,000. He is currently being trained for this position and has not yet been assigned specific agencies.

A resident of Mink Shoals, Nathan previously worked at NGK Spark Plugs (USA) Inc. in Sissonville for nine years as a team leader, buyer, data entry, and production associate.



A graduate of Capital High School, Nathan earned a Bachelor of Science degree in business administration with an emphasis in marketing from West Virginia State College.

SURPLUSPROPERTY **PUBLIC AUCTION**

The West Virginia State Agency for Surplus Property will conduct its next absolute auction on Saturday, November 3, 2007, at 2700 Charles Avenue in Dunbar. Gates open at 9 a.m., with the auction beginning at 10 a.m.

For more information and a list of merchandise to be sold, please call (304) 766-2626 or toll-free at 1-800-576-7587.

Buyer Reassignments

Continued from Page 4

Library Commission
Professional Development Center
Rehabilitation Services, Division of
Department of Education
Board of Education, State
Curriculum and Instructional
Services, Division of
Deaf and the Blind, Schools for the
Education Performance Audits,
Office of
Regional Education Service
Agencies
Leadership Center for 21st
Century Schools, Division of
Student Support Services, Division of
Superintendent's Office, State
Technical and Adult Services,
Division of
Miscellaneous Boards and
Commissions

File 32: John Abbott

**Department of Military Affairs and
Public Safety**

Adjutant General's Office
Armory Board
Corrections, Division of
Criminal Justice Services, Division of
Homeland Security and
Emergency Management
Fire Commission
Juvenile Services, Division of
Parole Board
Protective Services, Division of
Regional Jail and Correctional
Facility
State Police
Veterans Affairs

Department of Commerce

Development Office
Forestry, Division of
Geological and Economic Survey
Labor, Division of
Marketing/Communications
Miners' Health Safety and Training
Tourism, Division of
Workforce West Virginia

Public Service Commission

File 33: John Johnston
File 43: Michael Austin
Division of Highways

File 41: Ron Price

Major Elected and Legislative

Attorney General's Office
Auditor's Office
Governor's Office
House of Delegates
Legislative Services
Secretary of State
Senate
Supreme Court of Appeals
Treasurer's Office

File 42: JoAnn Adkins

Statewide Contracts

(See www.state.wv.us/admin/purchase/swc for list of all statewide contracts)

For a chart of the temporary buyer-agency assignments, please visit the Purchasing Division's web site at:

<http://www.state.wv.us/admin/purchase/byrassign.pdf>

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 _____

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