

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

Purchasing Division Strives to Make Statewide Contracts Beneficial to All

Of the many advantages that statewide contracts offer, their two most valuable assets are that they save agencies and political subdivisions time and money. The use of statewide contracts ensures that a consistent level of service and pricing are available to meet the needs of all state agencies.

State law makes this possible. **West Virginia Code §5A-3-5** authorizes the Purchasing Director to promulgate and adopt specifications which are used to establish statewide contracts for commodities that are needed on a repetitive basis and are established for the benefit of state spending units.

The Purchasing Division uses this law to form its policies on how it handles statewide contracts. Doing this helps make existing statewide contract arrangements as beneficial as possible for both vendors and agencies.

One measure implemented to keep the statewide contract process as seamless as possible is devoting a single buyer to them.

For more than three years, the Purchasing Division has dedicated statewide contracts to a single buyer whereas the contracts used to be split among all the buyers.

"There were several advantages to assigning statewide contracts to a single buyer, but the main reason is that having one buyer ensures that they get the proper attention they deserve," said Purchasing Director Dave Tincher. "This also allows our other buyers to remain focused on their respective assigned agencies."

One of the ways in which the Purchasing Division can maintain quality service levels is by surveying agency procurement officers. This allows agencies an opportunity to help shape future contract for each commodity on the statewide contract list. Under **West Virginia Code §5A-3-6**, the Purchasing Director can request any official or employee of any spending unit to aid and advise in formulating, revising or amending the specifications in statewide contracts.

"You can't overstate the importance of statewide contracts," Tincher said. "At the Purchasing Division, we will continue to shape our process toward statewide contracts in a way that is fair, competitive and, most importantly, offered in such a manner to make it as economical as possible for state taxpayers."

Jo Ann Adkins (*Jo.A.Adkins@wv.gov/304-558-8802*) and Nathan Mitchell (*Nathan.K.Mitchell@wv.gov / 304-558-8806*) are the senior buyers handling all statewide contracts.

For a list of all statewide contracts issued by the Purchasing Division, visit our web site at <http://www.state.wv.us/admin/purchase/swc/>.



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THE DIRECTOR'S COMMENTS

Write What You Want ... And Mean What You Write

By Dave Tincher
State Purchasing Director

The specifications included in a solicitation is extremely important to the success of your purchase. The words you write are the sole basis of how the vendor will respond. In short, it is crucial to write what you want and mean what you write.

The two primary things to remember in writing specifications are to be accurate and clear in defining what product or service your agency needs.

It's all in how you say it...One of the most important tasks which public purchasers perform is the preparation of specifications.

You get what you ask for...Occasionally, though, specifications may be the weakest part of our effort.

Be careful what you ask for, you may get...Many problems that arise during the purchasing process can

be directly attributed to poorly prepared specifications. With this being said, let's spend more time upfront in preparing the foundation of the entire purchasing process: the specification.

It is important to define our actual needs and then look at the market to determine the availability of commodities and services to meet those needs. When brand names and model numbers, or equal, with no reference to necessary features and functions are the only information included on a requisition, well-meaning vendors submit quotations as to what is assumed is required only to learn later that more or less was actually intended.

The solution...I encourage you to take the time to plan and research your actual needs. Define only the required functions and features and determine if more than one source can meet those requirements.

Be cautious when collecting information to assist you in preparing your specifications. By focusing on



only one known source, you may get features which you do not need or, on the reverse, you may not get what you need. Some com-

modities and services are purposely "gold-plated" to make them appear more appealing; however, you will be paying for those extra features which you may not need.

To save time, agency purchasers may innocently copy descriptions directly from vendor literature - tack on the clause "or equal" - expecting bidders to match their commodities to that description. This is impossible since no two products can be identical under these terms. Patents, trademarks and copyright laws prevent it.

It's simple...Take the necessary time to gather the appropriate information and to prepare your specifications so they are complete, concise and accurate. The result will be apparent in the quality of your end product.

SURPLUS PROPERTY WEEKLY BIDS

The West Virginia State Agency for Surplus Property accepts sealed bids for state property located at its Dunbar facility throughout the week. The Surplus Property facility is located at 2700 Charles Avenue in Dunbar. Bids must be received no later than 4:30 p.m. on Fridays to be considered for the 9 a.m. Monday weekly bid openings.

Contact Surplus Property at 766-2626 for more details or visit its web site at www.state.wv.us/admin/purchase/surplus.

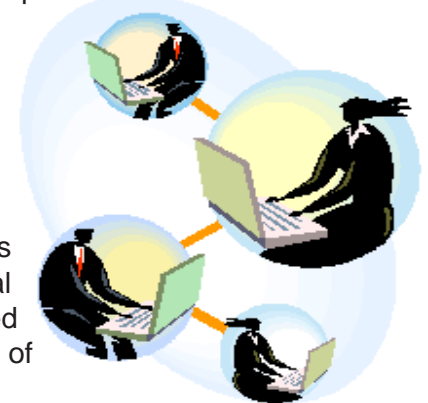
New Additions Made to the Purchasing Division's Web Site

The Purchasing Division's web site has recently been updated to include the fiscal year 2007 Annual Report and a revised "Marketing Your Business with the State of West Virginia" vendor guide.

The Annual Report may be accessed from the division's home page or directly at <http://www.state.wv.us/admin/purchase/Annualreport/Annual07.pdf>. This document highlights the Purchasing Division's accomplishments for the fiscal year.

The "Marketing Your Business with the State of West Virginia" vendor guide is an excellent tool for businesses wanting to participate in the competitive bid process. You are encouraged to refer vendors to this site at <http://www.state.wv.us/admin/purchase/vrc/ABC.htm>.

The Purchasing Division continues to enhance its web site to better meet the needs of our agency purchasers and the vendor community.



Statewide Contract Spotlight...

Hurricane Chevrolet Provides Some Vehicles to Patrol our Highways

Hurricane Chevrolet is working closely with state agencies, including the West Virginia State Police, in offering vehicles for use in the programs and services offered by state government as well as in protecting the highways and byways throughout the state.

As part of the statewide contract for police cruisers (PC08), Hurricane Chevrolet provides the Impala model, which is the mid-size, four-door police pursuit vehicle with front wheel drive. Hurricane Chevrolet also provides the Blazer which is the full-size, four-door, four-wheel drive police sport utility vehicle for the PC08 contract.

"There are no modifications made to the vehicle here. The agency chooses its options from a list of options on the contract and they are installed on the cruiser at the plant," said David Hull, Fleet Sales Manager for the Putnam County dealership.

"The Impala is built at the General Motors plant for the civilian model and then the wiring for law enforcement-related options chosen by the ordering agency is installed at another General Motors plant."

Hull added that sirens, lights and radios are installed by the ordering agency once it takes delivery of its vehicle but Hurricane Chevrolet's I-Car Gold Certified body shop can paint the agency's color scheme on the vehicle.

Hurricane Chevrolet is one of three successful vendors on this contract. The other two vendors are Country Club Chrysler and Stephens Auto Center.

Getting the vehicles to the agencies in a timely fashion has been a strong suit for Hurricane Chevrolet. "We have our Chevrolet Impala contract with Hurricane Chevrolet. The staff there has always been very conscious of

the condition of the vehicles that we receive once they are delivered," said First Sgt. Rick Pursley, Fleet Manager for the State Police. "They are very cooperative to work with when it comes to getting our vehicles."

Hurricane Chevrolet is also a vendor on the statewide contract for motor vehicles (MV08), providing the Class 6 auto alternate vehicle which is the Chevrolet Trail Blazer. The Class 6 auto alternative model is to be ordered only if tow hooks and skid plates are required, which is typical for agencies which have such a need due to their line of work for driving in off-road and rough conditions. Other successful vendors on the MV08 statewide contract are Bill Kelley, Inc., Country Club Chrysler, General Truck Sales, Glen Dale Motors, Matheny Motors and Stephens Auto Center.

Hurricane Chevrolet, owned by the Martin Management Group, has been doing business with the state since 2000. Previously, the dealership was

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*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.



David Hull, Fleet Sales Manager at Hurricane Chevrolet, handles the company's statewide vendor contracts for motor vehicles. Hurricane Chevrolet provides two vehicles, the Impala and Trail Blazer models, under the statewide police cruiser contract and provides the Trail Blazer model under the statewide motor vehicle contract.

As Gasoline Prices Escalate throughout the Nation...



Fleet Management Office Offers Money-Saving Tips at the Pump

The Fleet Management Office offers some interesting and helpful information on money saving tips at the gasoline pump, courtesy of www.SavingAdvice.com.

• Shop around for a lower price, but do not go miles out of your way to get the

best price. When traveling a long distance to save a few pennies, you end up spending more on car driving expenses than you end up saving with the lower gas price.

• To find the least expensive gas in your local area, do not drive around looking. Try Internet sites like www.gasbuddy.com to find the lowest gas price without leaving your driveway.

• It is best to purchase gas from a station that is busy. Gas that sits in tanks for long periods can get contaminated and reduces its effectiveness. Fresh gas is less likely to be contaminated ensuring you get the most power for your dollar.

• Purchase your gasoline in the early morning or at night when it is cold outside. Gas becomes denser in cooler temperatures. Since gas pumps only measure the volume of fuel - not the density - you will get better overall gas mileage for your money by purchasing fuel when it is cool outside rather than in the heat of the day.

• Avoid purchasing gas from a station that has just had a truck fill the station's underground tanks. Filling up the station tanks will stir up particles from the bottom of the tank which can clog your fuel filter and make your car run less efficiently.

• Take the time to check your car's tire pressure each month. Under inflated tires reduce fuel efficiency by 2% for every pound they are under inflated. Be sure to use your owner's manual for the correct tire pressure.

• Remove car racks and other items which make your car less aerodynamic when they are not being used. Leaving them on only makes your car less fuel efficient.

• Do not let your car idle. Even on cold mornings, there is no need to let your car idle for more than 30 seconds. Newer cars are designed to be driven almost immediately and letting your car idle longer is a waste of gas. It is more efficient to turn off your car and turn it on again than to let it idle for more than 45 seconds while waiting.

• Remove all excess weight from your car. Many people use their car trunk as a storage space adding unneeded pounds to the car's weight.

Holmes Joins the Purchasing Division to Lead Our New Training Program

The Purchasing Division is pleased to welcome its newest employee, Brian Holmes, who serves in the Communication and Technical Services Division as a Staff Development Specialist.

Holmes is responsible for developing a training program targeting agency procurement personnel and vendors. Our goal is to provide information on state laws, rules and procedures that relate to state procurement and the programs administered by the division.

A comprehensive training program is being finalized, which will have four primary points of emphasis: the

annual agency purchasing conference; online training courses through the division's web site; quarterly in-house classroom training sessions offered by Purchasing staff for agency procurement officers and their staff; and internal training for the Purchasing Division staff.

A Charleston resident, Holmes most recently worked in the Information Technology Division of the Secretary of State's office. He also spent four years at the Schoenbaum Family Enrichment Center, a local non-profit corporation, as Associate Director, where he was involved in training, facility management and human resources. Holmes earned his bachelor's degree in Economics from West Virginia State College and his Master's degree in Industrial and Employee Relations from Marshall University Graduate College.



Taking a **CLOSER** Look at the Purchasing Division's Procedures Handbook

Recent Update Clarifies WV-96 Addendum

In recent months, the Attorney General's Office revised the **Agreement Addendum** (WV-96), a form which is required whenever a vendor submits alternative contractual terms and conditions for an agency representative's signature. Often, these terms and conditions are on preprinted forms that have not been amended or reviewed by the Purchasing Division or the Attorney General's office, according to a memorandum by Deputy Attorney General Dawn Warfield.

The WV-96 was developed by the Purchasing Division and the Attorney General's office to eliminate the most common conflicts with state law that are found in contractual documents for review.

The revised WV-96 is now available on the Purchasing Division's web site at <http://www.state.wv.us/admin/purchase/vrc/pforms.htm>.

The **Purchasing Division Procedures Handbook** has recently been updated to provide more clarification on this form and its usage.

This form is not needed when the Purchasing Division terms and conditions are solely being used and it is not a substitute for any other terms and conditions. Warfield explains that it is intended to *amend* documents submitted by a vendor, and has no significance standing alone.

The WV-96 must be dated on or *after* the signature date on the vendor's quote or agreement, and must be signed by the *same person* who signed the vendor's agreement.

As a general rule, the vendor should sign first on any contract documents. If they refuse to sign the WV-96, the agency should not sign the vendor's document.

Warfield notes that most of the provisions of the WV-96 are not

negotiable, especially when the completion of this form is a mandatory requirement on a request for proposal or quotation. Therefore, when a vendor objects to certain items in the WV-96, please *do not* amend, retype or otherwise alter this form and *do not* sign any Addendum that has been altered without the prior written approval of the Purchasing Division and the Attorney General's office. In these cases, the agency should request that the vendor submit their objections and any proposed alternative language in writing.

The following procedure, depending upon the dollar value of the purchase, will be required:

- ▶ If the final contract will be awarded through the Purchasing Division, the State Buyer will forward to Warfield a copy of the purchasing file, with all relevant documents; or,
- ▶ If the contract will be issued under an agency's delegated purchasing authority, the agency procurement officer should forward to Warfield copies of all relevant contract documents.

For additional information regarding the use of the WV-96, contact your agency assigned buyer within the Purchasing Division or contact Warfield at (304) 558-2021 or via e-mail at dawn.warfield@wvago.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 dairy products for the Mildred Mitchell-Bateman Hospital.
- ◆ **Division of Motor Vehicles**
Request to provide a 40 ft. x 8.5 ft. classroom trailer for mobile motorcycle safety training.
- ◆ **Division of Rehabilitation Services**
Request to provide a third-party administration by a central nonprofit agency for the State Use Program.
- ◆ **State Police**
Request to provide an open-end contract to provide low band, siren, vehicular repeaters and related components for the State Police.
- ◆ **All State Agencies**
Request to provide an open-end contract to furnish new tires and tubes for all state agencies and political subdivisions.

Current Statewide Contract Update

(As of January 15, 2008)

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 <http://www.state.wv.us/admin/purchase/swc>. For more information, please contact Senior Buyer **Jo Ann Adkins** at (304) 558-8802 or via e-mail at Jo.A.Adkins@wv.gov.

Contracts Awarded

<u>Contract</u>	<u>Description</u>	<u>Vendors</u>	<u>Effective Date</u>
ABATMNT08 [A-C]	Asbestos Abatement	[A] Master Mechanical; [B] Raze Int'l; [C] Marcor Abatement	01/01/08
FOOD07 [A-B]	Food Items	[A] A.F. Wendling [B] US Food Service	01/01/08
IPT07 [A-D]	Internet Protocol Voice Communication	[A] Advanced Technical Solutions; [B] Alpha Technologies; [C] Pomeroy Computer Resources; [D] Verizon Network Integration	01/15/08

Contracts Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Evaluation</u>
WAN08	Wide Area Network Hardware	01/30/08	Yes
NTIRES08	New Tires	01/02/08	Yes
ENCRYPT08	Encryption Services	12/19/07	Yes
SIP08	Server/Computer Peripherals	12/18/07	Yes
SYMC07	Symantec Products	12/12/07	Yes
ITECH07	Temporary Staffing IT Services	11/07/07	Yes
LDPHONE08	Long Distance Service	12/13/07	Yes

Contracts Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Pre-Bid Meeting</u>	<u>Bid Opening</u>
CLRM08	Classroom Furniture	N/A	02/06/08

Contracts Extended

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Extension Date</u>
IP06	Information Processing Equipment	Lenovo	03/07/08

Miscellaneous Actions

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Comment</u>
RECMGT07	Records Management Service	Archive Services	Add cost sheet
SYSFURN07 [C]	System Furniture	Contemporary Galleries	Add corrected Exhibit A
WVARF04	State Use Program	West Virginia Association of Rehabilitative Facilities	Revise pricing
LAWN06 [A]	Reflective Sheeting	3MTCM	Revise item list
CPHONE07 [B]	Cellular Telephones	ATT Mobility	Equipment update
LGLOVES07	Laytex Gloves	Glove USA Inc.	Correct product numbers
IP06	Information Processing Equipment	Lenovo	Equipment Upgrades
SELECT07	Software	Software House Int'l	January 2008 price list
TEMP07	State Use Program	West Virginia Association of Rehabilitative Facilities	Correct price schedule

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.

FEBRUARY

RTIRE

Retread Tires

TEMP

Temporary Employment Services

MARCH

DIGCOP

Digital Copiers

PURCHASING CONNECTION

Changes to Existing Handbook Outlined

Purchasing Division Procedures Handbook Updated Last Month

The **Purchasing Division Procedures Handbook** was recently revised, effective January 16, 2008, to provide additional clarification on the purchasing process.

The current handbook, along with the previous version for archive purposes, are available online at <http://www.state.wv.us/admin/purchase/Handbook/default.htm>. A detailed list of the changes was distributed to agency procurement officers and their staff; however, below is a summary of the changes:

- Added language to Sections 6 (Agency Delegated Acquisition Procedures) and 7 (Form Acquisition Procedures) to include the Attorney General's Office instructions for use of the Agreement Addendum (WV-96). Appendix Q was added, which provides a memorandum from the Attorney

General's office outline of these instructions.

- Revised the example used in Section 7 regarding the Resident Vendor Preference. The previous example referred to a bid of less than \$25,000, which would not be applicable to the formal bid process.
- Deleted the reference in Section 7.7 (Changes and Reinstatements) regarding the Agreement Addendum being required for change order.
- Revised the exemption 30 which referred to "livestock" to incorporate Department of Agriculture exemptions, including livestock and bees.
- Updated the Sole Source Determination template in Appendix N by providing a link to this document.

Statewide Contract Spotlight Continued from Page 3

a statewide vendor for several years as R.H. Peters Chevrolet.

"Working with all the various agencies under these statewide contracts has been a pleasant experience. You work with the people at these agencies year after year after year. You get to know them on a first name basis and find that you have a lot in common," Hull said. "All in all, the statewide contract has been a great experience."

Hurricane Chevrolet has approximately 50 employees working in such areas as sales, service, body shop, and the front office.

For more information, contact:

Hurricane Chevrolet
David Hull, Fleet Sales Manager
200 Saturn Way
Hurricane, WV 25526

304-562-3005
www.hurricanechevrolet.com

These contracts are available on the Purchasing Division's web site at: www.state.wv.us/admin/purchase/swc. Click on the statewide contracts for PC (police cruisers) or MV (motor vehicles). Prior to using any statewide contract, agencies are encouraged to check the web site for contract provisions that may apply.



Hurricane Chevrolet has been doing business with the state of West Virginia since 2000.

MoneyWise...

Tips for the Thrifty

New Ways to Save Your Tax Refund

When the average income tax refund for 2007 is calculated, it will be about \$2,500. Whether you file online or on paper, you now have the opportunity to split your refund so it will automatically be sent to up to three different places, like an investment or checking account. When a big deposit shows up in a checking account balance, most of it will probably be spent, often not wisely.

You can designate an amount to be sent to a savings account, an IRA, education savings, or a health savings account. To deposit to more than one account, fill out Form 8888, available at www.irs.gov

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: Diane.M.Holley@wv.gov



Name _____

Organization _____

Address _____

Telephone Number _____

E-Mail Address _____

Need Information about _____

In This Issue... Did You Read About?

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