

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's 2nd Annual OPEN HOUSE

Annual OPEN HOUSE Event Draws Full House

Even though she has years of experience in procurement, an event such as the Purchasing Division's 2nd Annual **OPEN HOUSE** gives Alberta Kincaid, procurement officer with the State Treasurer's Office, a chance to reconnect with the division.

"It is a wonderful opportunity to talk one-on-one with your buyers, to talk with other agency participants, and to renew acquaintances within Purchasing," she said. Kincaid was one of more than 60 state agency personnel who attended the four-hour event, held June 2 at the Purchasing Division's offices at 2019 Washington Street East.

State agency procurement officers and staff were invited to the Purchasing Division to meet with staff and discuss issues related to contracts or topics specific to their agency.

Available during the event were buyers and inspectors, as well as represen-



Senior Buyer Michael Austin talks to Nancy Baire with the Office of Technology during the Purchasing Division's 2nd Annual **OPEN HOUSE**.

tatives of the Surplus Property, Fleet Management and Travel Management programs. There was also a presentation of the Purchasing Division's on-

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Conference Registration Begins July 1

Registration is now open for the 2009 Agency Purchasing Conference, scheduled for Sept. 29-Oct. 2, at Canaan Valley Resort and Conference Center in Davis, West Virginia.

Check out our tentative conference agenda available on Page 3 of this issue of *The Buyers Network*! All conference registration materials are available at: <http://www.state.wv.us/admin/purchase/conference/agency/2009>.

This year's registration fee remains at \$200 per participant, which includes all group meals and training materials. Lodging reservations may be made by calling Canaan Valley Resort toll-free at 800-622-4121 (press 1). Please indicate that you are attending our conference to ensure you receive the special rate of \$60 per night.

Direct questions to Brian Holmes at (304) 558-7022 (Brian.J.Holmes@wv.gov) or Diane Holley at (304) 558-0661 (Diane.M.Holley@wv.gov).

Purchasing Division Reaches Out To Agency Partners

By Purchasing Director Dave Tincher

The success of the purchasing process in West Virginia state government may be attributed to the cooperative partnership between the Purchasing Division and the various state agencies. Because authority is delegated to agencies for purchases of \$25,000 or less, the Purchasing Division must work closely with our agency purchasers to answer any questions or concerns expressed to ensure that the established procedures are understood and followed.

We are able to accomplish this goal by several outreach programs currently in place, including our agency buyer assignments, state agency procurement designations, the purchasing inspection program and our recently enhanced training initiatives.

Each agency is assigned a buyer within the Purchasing Division to process its transactions, answer questions and to be its sole contact with our division. For a listing of buyer assignments, please visit <http://www.state.wv.us/admin/purchase/byrassign.pdf>.

On the agency side, as a result of **Legislative Rule and Regulations 148CSRI**, the Purchasing Division is required to ensure that each agency has designated a person who has the procurement responsibility for that agency. This individual is our communication liaison for that agency for information and training.

Our Purchasing Division inspectors are also part of our outreach program by traveling to various agency loca-

tions to ensure that all purchasing transactions are being completed according to our procedures but also to direct agency purchasers to the appropriate person for questions or concerns that arise. They serve as our *ambassadors* to the Purchasing Division.

Education is vital in the purchasing outreach efforts. Beginning Jan. 1, 2009, we began offering training workshops each month at the Gaston Caperton Training Center (Building 7) targeting to agency purchasing personnel to ensure understanding of the statutory and regulatory requirements and procedures. Additionally, our online training program continues to expand, with our recently added "Basic Purchasing" module now available at <http://www.state.wv.us/admin/purchase/training>. Also at this web site are all of the presentations offered at the annual purchasing conference. We continue to develop more online training programs which may be beneficial to our agency partners.

To keep the communication flowing smoothly between our staff and agency purchasers, we continued our tradition last month by offering our 2nd annual **OPEN HOUSE** event, at which we open our doors to welcome our customers and display the services we offer to them. This event provides an opportunity to discuss issues relative to their agencies, bring documentation to



review, and to network with our staff as well as other agency purchasers.

Lastly, our customer friendly initiatives do not stop at these outreach programs. We are continually being asked to participate in events which your agency offers. If our schedules allow, we are always happy and willing to attend

these meetings to explain our procedures and answer questions relative to the state purchasing process.

The Purchasing Division is a customer service driven organization ... our success is dependent upon our customers' understanding of the process. My staff and I stand behind our mission which is to *provide valued services to our customers by making sound and effective decisions in accordance with state law. As a customer-driven organization, we strive to exercise prudent and fair spending practices in acquiring quality goods and services in a timely fashion at the lowest possible cost; to continually improve the services we offer to maximize the efficiency of state government; and to provide leadership and guidance to our customers – state agencies, vendors, legislators and the general public – in building lasting business relationships.*

I would like to thank all of our agency partners for your continued support and cooperative spirit in the state purchasing process.

OPEN HOUSE

Continued from Page 2

line training programs and Web site.

"The response was overwhelming to last year's **OPEN HOUSE**, so we wanted to continue this success," said Purchasing Division Director Dave Tincher. "Maintaining a high standard of customer service is vital for the Purchasing Division, and an event such as this continues to build on the lines of communication al-

ready established."

Kincaid praised the Purchasing Division's buyers and the openness to sit down and talk through procurement issues. "The buyers are very accessible. They are willing to work with us and assist with issues when they arise," she said.

Deanna Sortino, a procurement officer with the Division of Banking, said

she attended the event with a specific question in mind. She had the chance to talk to her Purchasing Division buyer, Shelly Murray, and Technical Services Manager Dan Miller. "They were very helpful and were able to follow up on my question," she said.

Following the event's success, work is underway for planning the Purchasing Division's next **OPEN HOUSE**.

2009 AGENCY PURCHASING CONFERENCE ITINERARY

TUESDAY, SEPTEMBER 29, 2009

Conference Registration: 1 p.m. – 6 p.m.
Evening Social: 6 p.m. – 8 p.m.

WEDNESDAY, SEPTEMBER 30, 2009

Group Breakfast: 7 a.m. – 8:30 a.m.
Conference Registration: 7:30 a.m. – 8:30 a.m.
Commencement: 8:30 a.m. – 9 a.m.
Concurrent Workshop Sessions: 9:15 a.m. – 10:15 a.m. [*Acquisition Planning, Statewide Contracts, Inspection Services, Travel Management, Beginner's Track - Basic Purchasing*]
Concurrent Workshop Sessions: 10:30 a.m. – 11:30 a.m. [*Documents and Approvals, Agency Delegated Purchasing, Basic Purchasing, Correctional Industries, Beginner's Track - Vendor Registration*]
Lunch (On Your Own): 11:30 a.m. – 1:15 p.m.
Concurrent Workshop Sessions: 1:15 p.m. – 2:15 p.m. [*Payment Process, Vendor Registration, Expressions of Interest, Change Order Process, Beginner's Track - Statewide Contracts*]
Concurrent Workshop Sessions: 2:30 p.m. – 3:30 p.m. [*Sole Source Process, Legal Issues, Pre-Bid Conferences, Surplus Property, Beginner's Track - Request for Quotations*]
Conference Banquet / Game Show: 6 p.m. – 8 p.m.

THURSDAY, OCTOBER 1, 2009

Breakfast (On Your Own): 7 a.m. – 8:30 a.m.
Concurrent Workshop Sessions: 8:45 a.m. – 9:45 a.m. [*Request for Quotations, Inspection Services, Fleet Management, Preventing Protests, Beginner's Track - Evaluation and Award Process*]
Concurrent Workshop Sessions: 10 a.m. – 11 a.m. [*Fixed Assets, State Use Program, Purchase Order Encumbrance, Piggybacking Contracts, Beginner's Track - Documents and Approvals*]
Group Lunch: 11:15 a.m. – 12:30 p.m.
Concurrent Workshop Sessions: 12:45 p.m. – 1:45 p.m. [*Payment Process, Acquisition Planning, State Use Program, Purchase Order Encumbrance, Construction Purchases*]
Concurrent Workshop Sessions: 2 p.m. – 3 p.m. [*Statewide Contracts, Legal Issues, Travel Management, Pre-Bid Conferences, RRP/ Mock Evaluation (Part 1: 2pm – 4:15pm)*]
Concurrent Workshop Sessions: 3:15 p.m. – 4:15 p.m. [*Expressions of Interest, Agency Delegated Purchasing, Sole Source Process, Fixed Assets, RRP/ Mock Evaluation (Part 2: 2pm – 4:15pm)*]
Dinner (On Your Own): 4:15 p.m. –
WVU Game Night: 7:30 p.m. – 11 p.m.

FRIDAY, OCTOBER 2, 2009

Group Breakfast: 7 a.m. – 8:30 a.m.
Concurrent Workshop Sessions: 8:45 a.m. – 9:45 a.m. [*Change Order Process, Piggybacking Contracts, Documents and Approvals, Fleet Management, Correctional Industries*]
Concurrent Workshop Sessions: 10 a.m. – 11 a.m. [*Purchasing Website Tour, Evaluation and Award Process, Surplus Property, Request for Quotations, Preventing Protests*]
Closing: 11:15 a.m. – 12 p.m.

Visit www.state.wv.us/admin/purchase/conference/agency/2009 for more conference information!

Procurement Officer Profile... Sortino Demonstrates an Interest in Banking Procurement

Banking and finance are areas in which Deanna Sortino openly admits she has always had an interest. This fact makes her position as procurement officer for the Division of Banking a natural fit. "I have always liked banking and anything to do with finances," she said.

A Boone County native who now lives in Ripley, Sortino worked in the banking industry for several years before beginning work at the front desk of the Division of Banking in 1999. When the procurement position became vacant in 2002, Sortino said she jumped at the opportunity since she had already begun to make some purchases through her existing position.

The Division of Banking supervises financial institutions licensed and chartered by the state of West Virginia, as well as other entities which engage in financial activity in the state. Approximately one half of the division's 30 employees are inspectors who travel across the state. Sortino said much of her purchasing responsibility targets the acquisition of computer equipment and printers for the inspectors.

Sortino said she utilizes the statewide contracts for most equipment and software purchases. "I love using the statewide contracts," she said. "Everything is right now. It makes the process so much simpler."

Among the statewide contracts she uses most often include the moving services contract (**MOVE08**) during the division's relocation from the State Capitol to its new offices at One Players Club Drive. Sortino said she had begun researching the cost of the move when the contract became effective in 2008. The division was then able to use the contract. "I can definitely see where the need existed for such a contract," she said.

Sortino said purchasing reform in recent years has helped clarify the rules for procurement. "I find the changes very beneficial," she said. "It makes understanding the rules much clearer."



Deanna Sortino has worked for the Division of Banking since 1999, and has worked in procurement since 2002. Sortino said the division utilizes the statewide contracts often because of the needs of inspectors in the field for technical equipment.

Changes to Statewide Contracts Designed to Save State Money

Two statewide contracts have been modified in recent months while a new statewide contract has been created and awarded.

A new statewide contract for used vehicles (**MVU09**) has been awarded. This contract includes 2006 and 2007 model year motor vehicles. Chrysler Financial Services is the sole vendor on **MVU09**. The availability of acquiring used vehicles will offer state agencies and political subdivisions an additional alternative to their transportation needs.

As a result of a fluctuating market, the statewide contract for fuel (**FUEL10**) is currently out for bid on a six-month term rather than the more customary one-year time period.

"By bidding out the statewide fuel contract every six months, we are now

able to set pricing that more accurately reflects the market value," said Senior Buyer Jo Ann Adkins, who oversees the processing of statewide contracts. "The price of oil has fluctuated a great deal in the last year or so, which has caused the price of gasoline to go from a high of \$4 per gallon down to less than \$2 per gallon. This allows us to set more accurate mark ups on prices which in turn is more cost-effective."

Several notable changes have recently occurred affecting the contract for digital computers (**DIGICOP09**). Specifications for **DIGICOP09** have been re-written which requires vendors to be first approved as a certified vendor. Agencies needing equipment through

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Statewide Contract Spotlight...

Master Mechanical Crucial Services Not Readily Seen But Certainly Felt

Most of the work that Master Mechanical Insulation, Inc. provides West Virginia state agencies will never be readily seen by the general public. Yet, what the Huntington-based company offers is a crucial part of any building maintenance.

Master Mechanical is one of the vendors on the statewide contract for asbestos abatement services (ABATMNT08A) available for use by all state agencies and subdivisions. The other successful vendors on this statewide contract include Raze International, Inc., Marcor Remediation, Inc., and Astar Abatement, Inc.

Opening its doors in 1987, Master Mechanical provides full service mechanical insulation contracting services to industrial facilities and commercial buildings, in addition to its asbestos abatement services. Master Mechanical serves facilities across West Virginia and certain regions in Ohio, Kentucky, Virginia and Pennsylvania.

*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.

“Our mission is to provide superior quality work performed in a safe and timely manner,” said Richard Meckstroth, executive vice president and one of the founders of Master Mechanical. Company President Thomas Burcham added, “We’ve been serving state colleges and universities and the state of West Virginia for nearly 22 years now.”

With approximately 200 employees, Master Mechanical has a second office in Parkersburg. Recognized with an Environmental Excellence award from the state Department of Environmental Protection Agency in 2005, Master Mechanical has worked with approximately 20 state agencies under its ABATMNT08A contract, particularly with the General Services Division.

To learn more about Master Mechanical Insulation, Inc. contact:

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525 28th Street
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“Our mission is to provide superior quality work performed in a safe and timely manner.”

Richard Meckstroth
Executive Vice President/Co-Founder
Master Mechanical



Master Mechanical Insulation, Inc. is located at a 50,000 square foot facility in Huntington with approximately 200 fulltime employees.

Agency Procurement Designation Forms

Agency Procurement Designation Forms have been mailed to all state agencies. Each spending unit must select a designee, whose names is filed with the Purchasing Director and should take available purchasing training and have responsibility for the function of purchasing. If you have any questions concerning the forms, contact Chad Williamson at Chad.B.Williamson@wv.gov / 304-558-2315.

Bonds Serve as a Guarantee that Bidder Remains True to Contract

The request for a bond or deposit for the bidding process is most often used for construction contracts. Yet, a bond or deposit requirement may be used for any commodity or service if determined by the Purchasing Director to be in the best interest of the state. These sureties serve as a guarantee that if the contract is awarded to such bidder, that bidder will enter into a contract for the work specified in the bid.

There are several types of bonds in the state purchasing process.

Bid Bond - An insurance agreement in which a third party agrees to be liable to pay a certain amount of money in the event a selected bidder fails to accept the contract as bid. This bond is usually required for five percent of the total bid amount. Faxed bids that contain bid bonds, litigation bonds or any other bond should be submitted with the bid and the vendor should provide the original bonds within two working days of the bid opening dates.

Labor and Materials Payment Bond - A valid bond submitted by the apparent successful vendor upon request of the state to ensure payment of labor and materials purchased or contracted for on behalf of the state in a construction project. This bond must be 100% of the value of the contract for construction projects.

Litigation Bond - A valid bond submitted by the vendor at the time of the bid which may be used by the state to recover damages due to frivolous and groundless law suits filed by the

vendor in protest of an award.

Maintenance Bond - A valid bond provided as a warranty of normally two years, which is required on roofing projects.

Performance Bond - An insurance agreement in which a valid surety agrees to be liable to pay a certain amount of money in the event a vendor fails to perform a contract as bid. This bond must be 100% of the value of the contract for construction projects.

For more information about bonds and deposits, consult Section 7 of the Purchasing Division Procedures Handbook which detail the Formal Acquisition Procedures at <http://www.state.wv.us/admin/purchase/handbook/2007R6/default.htm>.



CHANGES

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DIGICOP09 must bid out for the desired product to all certified vendors on this contract. In the past, an agency could purchase directly from a specific contract vendor when it had equipment needs. Now, only the vendors and the lines of equipment that they sell are locked in the contract.

“**DIGICOP09** is now a secondary bid process. This is a noteworthy change in that agencies must plan accordingly and be more diligent in purchasing products off this contract,” she added. “But, at the same time, we are finding this process makes the bidding process for these machines more competitive which, in turn, provides substantial sav-

ings to the state.”

Similar to statewide contract for fuel, the contract term for the statewide contract, **DIGICOP09**, is for six months. “This gives us a chance to see how the new process is working. If, as a result, the bid process is more competitive and the state is saving is money, then no changes will be made to the contract. If the process may be improved or made more competitive, then we will adjust the specifications.”

This is yet another initiative which the Purchasing Division is implementing to ensure that the ultimate level of competition is being sought with the end result of saving state taxpayers’ dollars.

Best Value Training Sessions Added to In-House Training

The Purchasing Division will be adding a monthly Best Value Procurement Training workshop, in addition to its in-house training sessions being offered throughout the year at the State Capitol. The Best Value Procurement Training workshop will be taught by Buyer Supervisor Roberta Wagner, with the first session scheduled at 10-11 a.m. on Monday, July 13, at Building 15. Upcoming classes will be posted on the in-house registration form.

Additionally, the Purchasing Division’s in-house training schedule for July includes the following classes:

- **Request for Quotations** (10 a.m. - 12 noon) - Wednesday, July 8.
- **Emergency Purchases** (10 a.m. - 12 noon) - Thursday, July 23.

For a complete list of classes offered throughout the year or to register for a class, visit www.state.wv.us/admin/purchase/training/inhouse.htm or contact Staff Development Specialist Brian Holmes at 304-558-7022 or by e-mail at Brian.J.Holmes@wv.gov.

Current Statewide Contract Update

(As of June 15, 2009)

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.

Out for bid

| Contract | Description | Pre-Bid Meeting | Bid Opening |
|----------|----------------------------------|-----------------|-------------|
| AEBATT09 | Automotive & equipment batteries | 06/10/2009 | 07/07/2009 |
| FILTER09 | Automotive filters | 06/16/2009 | 07/16/2009 |

Renewals

| Contract | Vendor | Description | Date |
|-----------|-----------------------------|------------------------|-------------------------|
| DIGCOP09A | Aarons Products | Incorp digital copiers | 06/15/2009 - 12/14/2009 |
| DIGCOP09B | Canon USA Inc. | Digital copiers | 06/15/2009 - 12/14/2009 |
| DIGCOP09C | Komax Business | Digital copiers | 06/15/2009 - 12/14/2009 |
| DIGCOP09D | Kyocera Mita America | Digital copiers | 06/15/2009 - 12/14/2009 |
| DIGCOP09E | OCE Imagistics | Digital copiers | 06/15/2009 - 12/14/2009 |
| DIGCOP09F | Remco Sales & Service | Digital copiers | 06/15/2009 - 12/14/2009 |
| DIGCOP09G | Ricoh Americas Corp | Digital copiers | 06/15/2009 - 12/14/2009 |
| DIGCOP09I | Superior Office Service | Digital copiers | 6/15/2009 - 12/14/2009 |
| DIGCOP09J | WV Business Products | Digital copiers | 06/15/2009 - 12/14/2009 |
| DIGCOP09K | Xerox Corp | Digital copiers | 06/15/2009 - 12/14/2009 |
| LGLOVES | Glove USA Inc | Latex gloves | 07/15/2009 - 07/14/2010 |
| RSHEET07 | 3M TCM | Reflective sheeting | 07/01/2009 - 06/30/2010 |
| ENTPRZ08 | SHI International Corp | Microsoft product | 07/01/2009 - 06/30/2010 |
| MOVE08AB | Central Van & Storage | Moving service | 07/01/2009 - 06/30/2010 |
| MOVE08C | Evans Transfer & Movers | Moving service | 07/01/2009 - 06/30/2010 |
| MOVE08D | Lambert Transfer Co | Moving service | 07/01/2009 - 06/30/2010 |
| MOVE08E | Myers Transfer & Storage | Moving service | 07/01/2009 - 06/30/2010 |
| MOVE08F | Nationwide Moving & Storage | Moving Service | 07/01/2009 - 06/30/2010 |

Contracts Extended

| Contract | Vendor | Description | Date |
|----------|---------------------------|------------------------------|-------------------------|
| LEXNEX06 | Lexis Nexis | Online subscription services | 07/01/2009 - 12/31/2009 |
| HOUSE06 | Winans Sanitary Supply Co | Household cleaners | 07/01/2009 - 08/30/2009 |

Contracts Extended

| Contract | Vendor | Description | Date |
|------------|-------------------|-----------------|-------------------------|
| DIGCOP09HA | Sharp Electronics | Digital copiers | 06/15/2009 - 12/14/2009 |

Miscellaneous Actions

| Contract | Vendor | Commodity | Description of change |
|------------|------------------------|-------------------|---|
| IPO8 | Hewlett Packard | Computers | To add/change part numbers |
| ENTPRZ08 | SHI International Corp | Microsoft product | To provide June 2009 price list |
| IPO8 | Hewlett Packard | Computers | To add part number with imaging included |
| DIGCOP09H | Sharp Electronics | Digital Copiers | To cancel due to incorrect address |
| DIGCOP09HA | Sharp Electronics | Digital Copiers | To re-issue with correct address |
| SELECT07 | SHI International Corp | Microsoft product | To provide June 2009 price list. |
| IPO8 | Hewlett Packard | Computers | To delete "end of life" equipment and add new equipment |

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.

JULY

| | |
|-----------|--|
| BEDDING09 | Mattresses, box springs and pillows |
| DWASH08 | Solvents, lubricants, cleaners, etc. |
| FUEL10 | Fuel – gasoline, regular and unleaded, premium, #1 |
| FUELHD10 | Fuel – diesel and heating |
| IPO8 | Computers and printers |
| LAWN09 | Lawn maintenance equipment |
| MV09 | Automotive vehicles |
| OIL09 | Motor, hydraulic oils, transmission fluids, etc. |

AUGUST

| | |
|-----------|---------------------------|
| ABATMNT08 | Asbestos abatement |
| FOOD08 | Canned foods |
| MA05SW08 | Oracle – master agreement |
| SBUS09 | School buses |
| WATERT07 | Water treatment chemicals |

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.

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

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STATE OF WEST VIRGINIA

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