

# 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

## Fleet Management Office Steers State Employee Drivers in Right Direction



Do you wish to ensure that your state vehicle is properly taken care once it arrives for agency use and that your agency employee drivers know the procedures for handling it? Certainly, it is a state asset.

The Fleet Management Office of the Purchasing Division is responsible for managing about 1,700 vehicles, nearly 25% of the state-owned fleet, which are purchased through statewide contracts. These vehicles are owned and titled to

the Department of Administration and leased to agencies through this program. The Fleet Management Office coordinates with the Purchasing Division to acquire vehicles; assigns them to state agencies; and establishes the leases. The office also oversees the contracts for fuel, maintenance and services of this fleet of vehicles.

With the many facets involved with a state vehicle, the Fleet Management

**Janice Hartman and Barry Gunnoe of the Fleet Management Office are available to answer questions about vehicles leased through the Department's Fleet Management Program.**

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## Agency Purchasers Invited to OPEN HOUSE

The Purchasing Division invites state agency purchasers to our second annual **OPEN HOUSE** on Tuesday, June 2, from 10 a.m. to 2 p.m. at Building 15, 2019 Washington Street, in Charleston, hosted by the Purchasing Division.

Last year, more than 90 purchasers attended our **OPEN HOUSE** to meet informally with staff to discuss the agency's latest programs and updates to purchasing law, rules and the agency handbook. Similar to last year, there will be no set agenda for this event. Tours of the facility will be offered, but more importantly, the entire Purchasing Division staff will be available to discuss specific purchases that are either being prepared or currently in progress.

This informal gathering will allow state agency purchasing personnel to become more familiar with staff and to learn more about additional Purchasing Division programs, such as inspection services, Surplus Property, Travel Management, and Fleet Management.

Resource materials will be available regarding all aspects of the Purchasing Division. Refreshments will be served. For more details or to RSVP, procurement officers may contact Tony O'Leary at [Tony.M.Oleary@wv.gov](mailto:Tony.M.Oleary@wv.gov) / 558-4213 or Chad Williamson at [Chad.B.Williamson@wv.gov](mailto:Chad.B.Williamson@wv.gov) / 558-2315.

# THE DIRECTOR'S COMMENTS

## Purchasing Division Places a Close Eye on Price Increases

By Purchasing Director Dave Tincher

As budgets become tightened as a result of our nation's economy, the role of the agency procurement officer and the Purchasing Division is even more important to ensure that the state is paying the appropriate contracted costs for the commodities and services it is receiving.

For each requisition for which bids are solicited, agencies are required to inform the Purchasing Division of the budgeted maximum amount. This amount is the expected cost which the agencies cannot exceed. If the low bid is higher than this amount, the state now has the authority to negotiate, beginning with the lowest bidder, for a price that is appropriate.

Another transaction which we are looking at with more scrutiny and encouraging state agencies to follow our lead, is with change orders to existing

contracts. When renewing an existing contract, agencies must review the market conditions and pricing, especially when contract price increase provisions apply and are requested.

When a purchase requisition reaches the Purchasing Division, our buying staff will be taking a close review to make sure that the lowest price has been solicited and, in some instances, negotiated.

Agencies are encouraged to closely look at language which may be included in many agency contracts which relate to price increase provisions. There are instances where a commodity or service may have been affected by certain conditions which *may* warrant a price increase; however, it is our duty, as procurement



professionals, to make sure that every effort is made to keep the price at the lowest possible, while understanding the vendor's need to cover costs and make a sufficient profit.

When questions arise regarding price increases, please feel free to discuss the issue with your assigned buyer within the Purchasing

Division. They will work directly with you and your staff to ensure that all attempts are made to provide the commodities and services needed at the lowest cost to our state taxpayers during this financially conservative time in our country.

For a list of agency assignments for our buying staff, please visit <http://www.state.wv.us/admin/purchase/byrassign.pdf>.

### FLEET

Continued from Page 1

team makes itself available to thoroughly explain policies and procedures for state vehicles.

"Our door is always open," said Janice Hartman, manager of the Fleet Management Office under the Purchasing Division. "We are available to explain the many aspects of the Fleet Management program to agency fleet coordinators and drivers. We detail many issues, such as the proper procedures for purchasing gasoline, how to take a vehicle in for maintenance; and how to report an accident. We also cover the various terms and conditions of operating a state vehicle. One example being that no smoking is allowed in a state vehicle."

Hartman said there are approximately 60 coordinators throughout state government, who are responsible for managing the state vehicles acquired through the Fleet Management Office for their agencies.

"By having this communication among those agencies in our program, it allows us the opportunity to talk directly

to the drivers about all issues and it gives them a chance to bring questions and issues directly to us," said Hartman.

Hartman offers the following reminders when operating a state vehicle:

- Familiarize yourself with your assigned vehicle;
- Care for the vehicle as you would your own;
- Remember state-owned vehicles are for business use only;
- State-owned vehicles are clearly identified.

"The public's expectation is that a state employee driver will always operate the vehicle within the limits of the law and in a courteous manner; and to travel safely," she said.

For more details about the Fleet Management program, contact Manager Janice Hartman at (304) 558-0086 / [Janice.L.Hartman@wv.gov](mailto:Janice.L.Hartman@wv.gov) or Fleet Assistant Barry Gunnoe at (304) 558-2614 / [Barry.D.Gunnoe@wv.gov](mailto:Barry.D.Gunnoe@wv.gov). You may also wish to visit [www.state.wv.us/admin/purchase/fleet](http://www.state.wv.us/admin/purchase/fleet).

## 2009 Agency Purchasing Conference

The 2009 Agency Purchasing Conference is scheduled for Sept. 29-Oct. 2, at Canaan Valley Resort and Conference Center in Davis,

West Virginia. Information on lodging, classes and events is forthcoming. Thank you to

those agency purchasers who completed the conference survey last month. Your input is

invaluable!

For more information or suggestions on this year's conference, please contact Brian Holmes at 558-7022 ([Brian.J.Holmes@wv.gov](mailto:Brian.J.Holmes@wv.gov)), or Diane Holley at 558-0661 ([Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov)).



# Fiscal Year-End Purchasing Procedures Outlined

To facilitate a smooth transition for encumbrance document processing between fiscal year 2009 and 2010, the Department of Administration, in conjunction with the Finance Division and the State Auditor's Office, has formulated the following plan for the fiscal year-end processing of encumbrance documents.

The following time line will provide guidelines for each agency related to the Purchasing Division:

## Expiring Accounts

### *Appropriated General / Special / Federal Revenue*

These accounts follow a year-end time line that allows for a 31-day close out period for payment of transactions, but purchase orders must be encumbered by June 30, 2009. These accounts will be closed out on July 31, 2009.

### **Purchasing Division Time Line - Expiring Accounts**

**May 1:** Last day requisitions (WV-35) for bid referencing expiring funds may be submitted to the Purchasing Division's Acquisition and Contract Administration Section for processing. All pre-approvals (Office of Technology, Attorney General, etc., if applicable) must be obtained prior to submitting the expiring fund requisitions to the Purchasing Division. Large or complex projects may require additional time to process and may need to be submitted prior to the May 1 deadline.

**June 5:** Last day that non-bid requisitions (eg. change orders, emergency purchase orders, and/or equipment contract orders) referencing expiring funds may be submitted to the Purchasing Division's Acquisition and Contract Administration Section for processing. After June 5, 2009, agencies may walk through expiring requisitions up to 1 p.m. by June 30, 2009. Please note that the Attorney General's approval may be required for processing. After the Purchasing Division has executed the purchase order, the agency is responsible for obtaining all necessary signatures and having all paperwork in order and returned to the Purchasing Division by 3 p.m. for encumbrance to occur by June 30, 2009. Agencies must deliver all paperwork to the Auditor's Office by 4 p.m. in order to complete the transaction by close of business.

**June 1:** First day fiscal year 2010 encumbrance documents may be entered into WVFIMS. These transactions can only be approved to the Purchasing Division, Org. 0200. The Purchasing Division may not be able to electronically approve these transactions to the State Auditor's Office until July 1, 2009.

**July 1:** First day the Purchasing Division will be able to encumber and electronically approve fiscal year 2010 encumbrance documents to the State Auditor's Office.

## Non-Expiring Accounts

### *Non-appropriated Special Revenue / Reappropriated Accounts*

These accounts follow a June 30, 2009, year-end time line for close out. These accounts will no longer be valid after June 30, 2009, for process fiscal year 2009. After this date, non-appropriated

Buyers Network

ated special revenue account transactions with a fiscal year of 2009 on the split screen will not be accepted. Non-appropriated special revenue accounts will have to be processed with a fiscal year of 2010 on the split screen after this date. If the account has been reappropriated to fiscal year 2010, prior fiscal years will be accepted on the split screen for process fiscal year 2010.

### **Purchasing Division Time Line - Non-Expiring Accounts**

**June 5:** Last day to submit fiscal year 2009 encumbrance (purchase order) documents to the Purchasing Division for non-appropriated special revenue and/or re-appropriated special revenue accounts. Any document not processed in fiscal year 2009 will be processed in fiscal year 2010.

**June 12:** All encumbrance transactions (WVFIMS purchase orders and purchase order adjustments) unable to be processed by the Purchasing Division by this date will be rejected to the agency of origin.

**July 1:** Agencies may modify any encumbrance document that was rejected to their agency due to yearend processing to reflect the correct fiscal year on the split screen. Agencies may also begin approving fiscal year 2010 transactions.

### **Procurements with Start Dates of July 1, 2009**

Any encumbrance document (purchase order) processed that contains a start date of July 1, 2009 clause will be held by the Purchasing Division until the funds associated with the contract can be encumbered on WVFIMS for fiscal year 2010. The scheduled date for encumbrance of these funds is July 1, 2009.

### **Walk Through of Transactions**

The Purchasing Division will permit walkthroughs of expiring fund requisitions after June 5, 2009. The Auditor's Office will permit transactions to be walked through the system after June 12, 2009.

### **Summary of Procedures**

For the complete procedures for fiscal year-end, please visit the Division of Finance's Web site at: <http://www.wvfinance.state.wv.us> (click WVFIMS, then WVFIMS FY 2009 Year End Policies and Procedures).

Questions regarding the Purchasing Division's time line should be directed to Dan Miller at 558-2314 or via e-mail at [Daniel.E.Miller@wv.gov](mailto:Daniel.E.Miller@wv.gov).

## Procurement Officer Profile...

# Karen Lane Has the Drive to Keep the DMV Moving

A quick tour through the Division of Motor Vehicle (DMV) warehouse shows boxes upon boxes, all the paperwork that feeds the machinery of keeping vehicles legal, getting them sold, and keeping them moving. The process of buying the paper supplies for the division is just one of Karen Lane's responsibilities, one that she enjoys greatly.

"This is what I like," she said. "I get to interact with vendors and employees both. There are very few jobs where you can say you know almost everyone involved."

Lane came to the DMV approximately 13 years ago to work in the purchasing section. Previously, she had worked for 12 years with Airport Authority, also in purchasing. "We bought many light bulbs and snow equipment," she said of her time with Airport Authority.

Lane worked under the agency's previous procurement officer, Alberta Kincaid, upon joining the DMV, and when Kincaid left for another agency, Lane took over her position. She credited Kincaid with helping her learn the intricacies of purchasing, as well as Angie Moorman, the procurement officer for the Division of Highways.

"The network of people you have is the most important thing for your job," she said. "It is not just me, but the whole group that makes it all happen."



**As procurement officer for the Division of Motor Vehicles, Karen Lane said managing the purchasing for her division allows those in field offices to focus on customer service.**

Keeping 23 branch offices and three off-campus sites, as well as the DMV location in Building 3, running with necessary supplies keeps Lane busy. "We supply those offices with everything from forms and furniture to drivers' licenses handbooks." For example, the DMV orders a million per year of the special envelopes

in which vehicle registration cards are mailed.

In fact, she said, the DMV is in the middle of a Request for Proposal for a new vendor for drivers' licenses, now due to ever-changing rules for security features. In addition, the division is in the process of replacing a 23-year-old cash register system and replacing the written driving test.

"It is a really busy time for the Division of Motor Vehicles," she said. In spite of hectic schedule, Lane said the division maintains strong organization in purchasing. "Every single purchase, if it is a box of ink pens, comes across my desk," she said.

By keeping purchasing-focused, Lane said it allows those working in the field offices to maintain customer-oriented, rather than consuming her time worrying about buying equipment or forms. "We have to do as much for them as humanly possible to make their jobs easier," she said.

Lane's motivation and dedication to purchasing earned her the Purchasing Division's 2007 Agency Procurement Officer of the Year honor.

## TSA Requires More Information from Air Travelers

Beginning May 1, those traveling by air will be required to provide additional information to National Travel Service, our state contractor for travel management services, as part of TSA Secure Flight requirements.

The TSA now requires that airlines obtain and submit to TSA the following information: passenger's full name, date of birth and gender. The last two items are new requirements by TSA and will be added to the traveler's information.

State Travel Manager Catherine DeMarco said National Travel Service will be asking for the new information when state employees make their airline reservations. Those state employees who travel

frequently on state business may contact National Travel anytime to have their information updated. Airlines will not issue a boarding pass to a traveler if the new information is not submitted to TSA 72 hours prior to flight departure.

In the event a reservation is created within 72 hours of departure, traveler information must be provided immediately. Airlines will not be able to provide boarding passes for passengers until the Secure Flight program completes a comparison of passenger information. If passengers decline or fail to provide the data, they will be subject to secondary screening at the airport. For more details, contact National Travel Service, Inc. at 357-0808.

# Apollo Oil Greases the Wheels of State Agencies and Political Subdivisions

There is no two ways to look at it... Apollo Oil is the one business that keeps state agencies and political subdivisions moving right along. Or, to be more precise, Apollo Oil keeps many state-owned and leased machinery operational.

This is because Apollo Oil is the only vendor on the statewide contract for oil (OIL09). This contract provides motor, hydraulic oils, transmission fluids, diesel, and multi-purpose oils. In all, Apollo Oil offers more than 40 types of oil on its OIL09 contract.

Dale Hardwick, who is still the store's general manager, opened the doors at Apollo Oil in Nitro on July 1, 2001. Apollo Oil has 20 full-time employees, including truck drivers, warehouse personnel, sales representatives and office staff.

"I have been blessed to be in the petroleum lubricants business for more than 25 years in my home state of West



Dale Hardwick, left, general manager of Apollo Oil and Tim Layne, warehouse manager, are the contacts for those dealing with the statewide contract OIL09.

*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.*

Virginia," said Hardwick. "The Good Lord willing, He will grant me another 25 years to service the wonderful people of this state."

Hardwick said Apollo Oil has been doing business with the state for approximately three years. The company was a vendor on the oil contract back in 2004 and now again beginning in October of 2008. Hardwick said his business has worked with approximately 30 state agencies, especially with equipment divisions within the Division of Highways, providing petroleum lubricating products and greases manufactured by Shell, CITGO, Pennzoil, Valvoline and BP products.

"Our goal is to develop and maintain a high level of communication with our customers," Hardwick said. "We believe

that sharing information with our customers about our policies and processes will enhance our business relationship. Our mission is to partner with our employees, customers, suppliers, and community by providing quality products and services with excellence."

The Nitro location is the only Apollo Oil business in

West Virginia. There are three Apollo Oil stores in the Kentucky cities of Winchester, Louisville, and Madisonville and an Apollo Oil store in Nashville, TN.

For more information about Apollo Oil, contact Hardwick at:

Apollo Oil  
800 1st Ave., S. Nitro, WV 25143  
304-722-6900  
[apollooil.com](http://apollooil.com)



# Purchasing Division Procedures Handbook Recently Updated and Available Online

On April 15, 2009, changes were made to six different sections of the **Purchasing Division Procedures Handbook**, which is available online. Agency procurement officers should take note of the changes and are encouraged to refer the procedure handbook in its entirety at: <http://www.state.wv.us/admin/purchase/Handbook/default.htm>.

The changes include the following text (red text indicates new language added to the handbook; red strikethrough indicates deletion).

In Section 2 which deals with definitions, abbreviations and acronyms, the new definition for a Change Order is: "A document (*WV-35 for formal procurements or an Agency Purchase Order, WV-88, or TEAM-generated Purchase Order for agency delegated purchases*) which is used when it becomes necessary to amend, clarify, change or cancel purchasing documents issued by the Purchasing Division.

In Section 4 of the handbook, which deals with Acquisition Planning, under 4.7.1.4 on criteria for Emergency Purchases, language was added to the provision which noted that "*Agencies must first examine statewide contracts for availability of the product or service and utilize such, if available.*" **Also in this Section under 4.7.1.8.1, relating to Sole Source Procurement – \$25,000 or less, language was modified to read:** If an item is unique and possesses specific characteristics that are available from only one (1) source, an *Agency Purchase Order (WV-88 or TEAM-generated Purchase Order)* must be completed.

In Section 6 of the handbook, which deals with Agency Delegated Acquisition Procedures, under 6.1.2, and 6.1.3, regarding purchases from \$2,500.01 to \$5,000 and \$5,000.01 to \$25,000. The new language reads: **Screened copies printed from the Internet are not acceptable as a valid bid.** Within this Section, a new entry was added as indicated below:

**“6.8 Changes:** Occasionally, it becomes necessary to amend, clarify, change or cancel purchasing documents. Depending upon the type of change required and the original document used, the document used to accomplish the change is an *Agency Purchase Order (WV-88 or TEAM-generated Purchase Order)*, designated “Change Order” as the type of purchase. A contract change order is required whenever the change affects the payment provision, time for completion of the work and/or the scope of the work.

Renewals of existing contracts and price changes may only be executed if language exists in the original contract specifically allowing such. The *Purchasing Affidavit* is required only for renewals of existing contracts.

All agreements, many change orders and other documents require an effective date, at which time the vendor may begin to supply the commodities and services as specified. Changes to the original purchase order must be sequentially numbered in the



appropriate space. To effect the change, written concurrence from the vendor is required. The explanation of change to an existing contract must be described with sufficient detail and clarity that any individual could review and generally understand the contract and change.

Any change of a purchase order in excess of ten percent (10%) of the original contract amount (aggregate) is strongly discouraged, and changes that will cause the original contract amount to exceed \$25,000 during the course of a year are forbidden.”

In Section 7, which deals with Formal Acquisition Procedures, language was added to 7.7.1 regarding changes. It now reads: “Occasionally, it becomes necessary to amend, clarify, change or cancel purchasing documents. Depending upon the type of change required and the original document submitted, the document used to accomplish the change is a **Purchase Requisition (WV-35)**. **A contract change order is required whenever the change affects the payment provision, time for completion of the work and/or the scope of the work.”**

In Section 8, under 8.6 Emergency Purchases, which deals with Special Acquisitions, language was added to note: “**Agencies must first examine statewide contracts for availability of the product or service and utilize such, if available.**”

In Section 9, which deals with Sole Source Acquisitions, under the Non-Competitive / Exempt List of Commodities and Services section, language was changed and now reads that: “The following items comprise the non-competitive/exempt list of commodities and services that may be purchased directly by spending units without advertisement or bid. Purchasing Division approval is not required for these procurements, unless specifically noted. Vendor registration **and all other requirements for the dollar amount of the purchase are is required for vendors providing mandatory for contracts** for these commodities and services; however, the annual **vendor registration** fee is waived.”

Also, in Section 9, item number 29 now reads, “**Utilities (Regulated Services by the Public Service Commission):** (Natural gas, water, sewage, electric, telephone, garbage, cable television service, connection fees, trash hauling and dumpster rental [if only one PSC approved hauler is in the area]). **Agency Purchase Order; (WV-88 or TEAM-generated Purchase Order) or Agreement, WV-48,** is required for cable service and trash hauling in excess of \$2,500 per year. Propane gas and coal must be competitively bid. “

Questions regarding these changes should be directed to you agency procurement officer. Additional information may be attained by contacting the appropriate assigned buyer within the Purchasing Division. For a list of Purchasing Division buyer assignments, please visit:

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

# Current Statewide Contract Update

(As of April 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](mailto:Jo.A.Adkins@wv.gov).

## Out for Bid

Contract	Description	Pre-Bid Meeting	Bid Opening
FRMTIRE09	Farm tires and tubes	04/02/2009	04/22/2009

## New Awards

Contract	Vendor	Description	Dates
FUEL10A	Guttman Oil Co.	Gasoline	04/01/09 - 09/30/09
FUEL10B	R T Rogers Oil Co. Inc.	Gasoline	04/01/09 - 09/30/09
FUEL10C	Bruceton Petroleum Co. Inc.	Gasoline	04/01/09 - 09/30/09
FUEL10D	Tri State Petroleum Corp.	Gasoline	04/01/09 - 09/30/09
FUEL10E	Harris Oil Co. Inc.	Gasoline	04/01/09 - 09/30/09
FUEL10F	Wheeler & Clevenger Oil Co.	Gasoline	04/01/09 - 09/30/09
FUELHD10A	Guttman Oil Co.	Diesel and heating fuel	04/01/09 - 09/30/09
FUELHD10B	R T Rogers Oil Co. Inc.	Diesel and heating fuel	04/01/09 - 09/30/09
FUELHD10C	Bruceton Petroleum Co. Inc.	Diesel and heating fuel	04/01/09 - 09/30/09
FUELHD10D	Tri State Petroleum Corp.	Diesel and heating fuel	04/01/09 - 09/30/09
FUELHD10E	Harris Oil Co. Inc.	Diesel and heating fuel	04/01/09 - 09/30/09
FUELHD10F	Wheeler & Clevenger Oil Co.	Diesel and heating fuel	04/01/09 - 09/30/09
MVU09	Chrysler Financial Services	Used motor vehicles	04/15/2009 - 10/14/2009

## Renewals

Contract	Vendor	Description	Date
WAN08A	Advanced Technical Solutions	Wide area network	04/01/09 - 03/31/10
WAN08B	Alpha Technologies Inc	Wide area network	04/01/09 - 03/31/10
WAN08C	Verizon Network Integrations Co.	Wide area network	04/01/09 - 03/31/10
SIP2008A	Advizex Technologies LLC	Computer & computer peripherals	05/01/09 - 04/30/10
SIP2008B	CDW Government Inc.	Computer & computer peripherals	05/01/09 - 04/30/10
SIP2008C	NCompass Networks	Computer & computer peripherals	05/01/09 - 04/30/10

## Renewals

Contract	Vendor	Description	Date
SIP2008D	Pomeroy IT Solutions Inc	Computer & computer peripherals	05/01/09 - 04/30/10
SIP2008EA	Software Information Systems	Computer & computer peripherals	05/01/09 - 04/30/10
CANLINE07	Winans Sanitary Supply Co. Inc.	Can liners	06/01/09 - 05/31/10

## Miscellaneous Actions

Contract	Vendor	Commodity	Description of change
MV09C	General Truck Sales	Motor vehicles	To remove class 20A (Diesel)
MV09A	Stephens Auto	Motor Vehicles	To add class 20A (Diesel)
PAPER09A	Unisource Worldwide Inc.	Various paper	To provide updated contract coordinator
ENTPRZ08	SHI International Corp.	Microsoft Enterprise	To add 2009 price list
FUELHD10A	Guttman Oil Co.	Gasoline	To provide correct OPIS

## 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.

### MAY

AEBATT07	Automotive and equipment batteries
DEBT07	Debt collection services
FILTER07	Oil, gas and air filters
LGLOVES07	Latex gloves
MA05SW19	IBM - master agreement
MOVE08	Moving services
RECMGT07	Records management
RSHEET07	Reflective sheeting
SAFETY07	Rainwear, ear protection, etc.
SANPA08	Sanitary paper supplies
SELECT07	Microsoft products
SUPFOOD07	Supplemental liquid food items

### JUNE

FLRCOV07	Carpets and rugs
ITECH06	Temporary and project IT support
LABSU08	Lab supplies

# 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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2019 Washington Street, East  
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