

# THE BUYERS NETWORK

FEBRUARY 2014

VOL. 24, ISSUE 2

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

## Ski Sledding Upgrades Invigorate Winter Activities at Blackwater Falls State Park

The wintry weather is most welcomed this time of year in the eastern mountains of West Virginia where many ski-related activities serve as a vital cog to the economies of local communities.

This includes one such destination, Blackwater Falls State Park, where for more than 50 years, one area has been dedicated to the age-old fun activity of snow sledding, and in more recent years, cross country skiing. The system used to transport sledding enthusiasts for many years involved a tow rope and a pickup truck with a modified wheel which pulled them to the top of the 1,500-foot run. Though it worked for 50-plus years, Brad Leslie, chief engineer for West Virginia State Parks, said it was time to modernize.

"The decision was made to bring the Blackwater Falls sled run into the 21<sup>st</sup> century," he said with a slight laugh. "The use of a tow rope being pulled by a specially-modified truck sitting on elevated blocks was pretty common in the northeast in a lot of places for many years. There were always safeguards in place but it was time to update. Now, in its place is a rubber-surface conveyor belt which is low to the ground and takes sledders or cross country skiers to the top of the hill. It is such a unique setup that people were buying tickets and riding it like an amusement park ride just to



Please see **BLACKWATER, Page 7**

**A conveyor belt replaced the specially-modified pickup truck and tow rope that once transported sledding enthusiasts at Blackwater Falls State Park.**

## Purchasing Division Adds its Minority Business Information Page to Website

### Minority Businesses

To view the new Minority Business Information page, please visit, [www.state.wv.us/admin/purchase/minority.html](http://www.state.wv.us/admin/purchase/minority.html)

The Purchasing Division has added a new page to its website dedicated specifically to minority-owned businesses interested in doing business with the state of West Virginia. Purchasing Division officials, in collaboration with the Herbert Henderson Office of Minority Affairs, created the Minority Business Information page as a one-stop informational resource.

Various information relating to such topics of vendor registration, bidding opportunities, training opportunities and Small, Women-, and Minority-owned business certification is provided on this webpage.

This centralized source for information also highlight the valued resources located on the Vendor Resource Center, which may be accessed at [www.state.wv.us/admin/purchase/vrc](http://www.state.wv.us/admin/purchase/vrc).

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# Agency Procurement Officer Involvement Vital in All Aspects of Purchasing Process

By Purchasing Director Dave Tincher

As I have stated many times previously, the role of the agency procurement officer is extremely critical in all aspects of the procurement process. From assisting agency staff in determining its need to writing clear, concise specifications and evaluating the responses, to awarding a contract and ultimately making sure what the agency received met those specifications, the agency procurement officer must be involved in all stages of this process for a very good reason. These individuals have been trained and are knowledgeable of the processes in place to ensure that state tax dollars are being used.

The **Code of State Rules** 148CSR1 directs that, “*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 help clarify the involvement of these trained professionals, the agen-

cy procurement officer must serve as the contact between their agency and the Purchasing Division for all transactions and purchasing-related issues. Additionally, any requests for emergency or sole source purchases on behalf of an agency must come from the primary agency procurement officer. The only exception would be that this individual is not available during an emergency situation when notification to the Purchasing Director is needed.

Should a situation arise relating to the performance of a vendor, the agency procurement officer is to be the key contact who works with the vendor to resolve the pending issue. This agency representative should reach out to the vendor to make all attempts to rectify the situation, ensuring that all communication is documented thoroughly. If all attempts fail, it is at that time that the agency procurement officer completes the **Vendor Performance Report** (WV-82), and submit it to the agency assigned buyer within the Purchasing Division. This form may be accessed



on the Purchasing Division's intranet site at: [intranet.state.wv.us/admin/purchase/wv-82.pdf](http://intranet.state.wv.us/admin/purchase/wv-82.pdf). The Purchasing Division has a mechanism to document and retain vendor performance documentation.

The Purchasing Division proudly posts the names of our agency procurement officers on our website

at [www.state.wv.us/admin/purchase/vrc/agencyli.html](http://www.state.wv.us/admin/purchase/vrc/agencyli.html). At the beginning of each fiscal year, we update this contact listing after verification from the agencies under our authority. Our vendor community also values the hard work and dedication of our agency partners for purchases of \$25,000 or less and utilizes this listing for their marketing efforts.

I personally thank all of our agency designated procurement officers for your active role in the state procurement process. Your hands-on involvement in each and every aspect of all transactions enables the Purchasing Division to ensure the proper oversight of the established processes, in accordance with state law, rule and procedures.

## Certain Documentation Essential After a Contract is Awarded

### For More Info

For questions about contract management procedures or reporting requirements, please contact Alan Cummings at [Alan.W.Cummings@wv.gov](mailto:Alan.W.Cummings@wv.gov) or (304) 558-5780.

State agency procurement officers are reminded that certain contract management procedures and reports are required per **West Virginia Code**, **Code of State Rules** and the **Purchasing Division Procedures Handbook**. These statutes empower the Purchasing Director to prescribe contract management procedures for all state contracts except government construction contracts.

The contract management procedures apply to all contracts in excess of \$1 million except construction contracts. There are specific forms that must be completed when conducting the post award conference, monitoring

the contract progress and providing status reports. These three requirements are explained in detail on the Purchasing Division's intranet site at [intranet.state.wv.us/admin/purchase/eArchive.html](http://intranet.state.wv.us/admin/purchase/eArchive.html). On this page, refer to the June 4, 2013 correspondence entitled, “Contract Management Procedures and Reports” to read the requirements.

“This is a reminder to procurement officers that post-award contract information is very important to document,” said State Contract Manager Alan Cummings. “Documentation is essential at all stages throughout the life of a contract.”

# Recycled Products Should Be Considered Whenever Applicable During Procurement

In accordance with the *West Virginia Code* §22-15A-21, it is the policy of the state of West Virginia, to the maximum extent possible, purchase recycled products used by state agencies and instrumentalities. Procuring and utilizing environmentally-preferable products has become a vital part of public procurement in recent years due to its benefits to the environment, improved efficiencies and cost-savings results.

The Purchasing Division has developed a comprehensive procurement program for recycled products, per guidelines in the statute. Part of this program calls for state agency procurement officers to be aware and act upon these guidelines, several of which are listed below.

- A review, and subsequent revision of existing procurement procedures and bid specifications to remove language that discriminates against recycled products.
- A review, and subsequent revision of existing procurement procedures and bid specifications to ensure, to the maximum extent possible, all agencies and instrumentalities of the state purchase recycled products; provided, that recycled paper products shall be given a preference of 10 percent; provided, however, that priority shall be given to paper products with the highest postconsumer content.
- A plan to eliminate, to the maximum extent possible, the use of disposable and single-use products.
- Require all agencies and instrumentalities of the states use compost in all land maintenance and landscaping activities; provided, that the use of composted or deep stacked



poultry litter products, certified by the Commissioner of Agriculture as being free from organisms that are not found in poultry litter produced in this state, have priority unless determined to be economically unfeasible by the agency or instrumentality.

The **Purchasing Division Procedures Handbook** includes information on the use of recycled products, the related price preference of ten percent and that priority shall be given to the highest postconsumer content. This information is included in Section 4: Acquisition Planning under "Other Considerations" (subsection 4.6.1.5). To review, please visit, [www.state.wv.us/admin/purchase/Handbook](http://www.state.wv.us/admin/purchase/Handbook).

## Procedures Handbook

To gain additional information regarding the use of recycled products, please review Section 4 of the **Purchasing Division Procedures Handbook** in subsection 4.6.1.5 at [www.state.wv.us/admin/purchase/Handbook](http://www.state.wv.us/admin/purchase/Handbook).

## Purchasing Division Revises Agency / Buyer Assignments

### Buyer Info

For a complete outline of these changes, please visit [www.state.wv.us/admin/purchase/byrassign.pdf](http://www.state.wv.us/admin/purchase/byrassign.pdf)

As a result of welcoming new buying staff members and addressing other organizational changes in the Acquisition and Contract Administration section, the Purchasing Division modified its buyer assignments, effective January 27, 2014.

The changes to buyer assignments are listed below:

- Senior Buyer Bob Kilpatrick (File 22) oversees purchases for the Department of Health and Human Resources
- Buyer Dean Wingerd (File 41) handles purchases for the Adjutant General's Office; Department of Agriculture; Department of Mili-

tary Affairs and Public Safety (Juvenile Services and Homeland Security and Emergency Services); Department of Veterans Assistance; Division of Natural Resources; elected officials and Legislature; and miscellaneous boards and commissions

- Senior Buyer Beth Collins (File 53) processes purchasing transactions for the the Department of Transportation (excluding Division of Highways) and Department of Commerce

The remaining buying staff had no changes to their agency assignments. Additionally, statewide contracts continue to be divided among the various members of the buying staff.

# Purchasing Division's Intranet Site Offers a Variety of Resources for Procurement Officials

The Purchasing Division's Internet site is an oft-cited source of news, information and resources for state-agency procurement officers. However, the division's intranet site offers a wealth of resources for procurement officers as well.

Technical Services Unit Manager Mark Totten said the Purchasing Division's intranet site features information geared exclusively to state-agency purchasers. "Its content includes the state-agency doorway into the weekly *West Virginia Purchasing Bulletin* that state employees can access without a login or password, as long as they are using a computer connected to the state network or VPN," he said. "The intranet is also where the *Daily Requisition Tracking Report* is posted, generated from the division's internal ReqTrak system, which gives agency viewers updates on the status of their active requisitions being processed by the Purchasing Division."

Totten said the intranet also contains the archive about the Purchasing Division's awards programs, procedural references, and the more sensitive purchasing forms that procurement officers need for business.

"One way of looking at our intranet content is as a private conversation between the Purchasing Division and our state agency partners. Some of the intranet content, such as various forms, could be manipulated beyond their intended state-agency use," he said. "As a precaution against this, we keep this, and some other content, private within state government. This inner-conversation approach is the traditional pur-

West Virginia Purchasing Division Intranet

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Welcome to the **West Virginia Purchasing Division's intranet** website! The information contained herein will provide you with additional resources relating to state procurement, its procedures and statutory and regulatory provisions.

Our intranet site offers all of our required forms, procedures, system applications, the West Virginia Purchasing Bulletin, and various purchasing tools and resources.

The Purchasing Division is organizationally structured under the Department of Administration. In addition to the Purchasing Director's office, the division has three sections: Acquisition and Contract Administration; Communication and Technical Services; and Program Services.

**Acquisition and Contract Administration Section**

This section is responsible for the procurement of products and services for state agencies in excess of \$25,000. It is committed to providing good customer service to agencies and vendors by buying the best quality commodities at the lowest cost to taxpayers. The procurement process is monitored through the Requisition Tracking System from the requisition receipt to the award of the purchase order. The Contract Management Unit within this section oversees the managing of all contracts and the inspection of purchasing documents to ensure compliance with state laws, regulations, and procedures. This section strives to provide quality services in the most efficient manner.

**Communication and Technical Services Section**

This section is responsible for a variety of services offered to agency purchasers, the vendor community and to the general public. It focuses on technology, communication, training, vendor registration and relations, and administrative functions, including records imaging, purchase order encumbrance, bid receipt, and bid package distribution. The Communication Unit provides information related to the division as well as the individual programs which are administered by the division. The Technical Services Unit maintains the automated purchasing systems, our networking services and the division's website. In addition, this unit oversees the administrative functions outlined above. Professional development is also a vital aspect of the division. Conferences, online training modules, in-house workshop sessions, and the West Virginia Procurement Certification Program are offered throughout the year to offer guidance

pose of intranets across other industries."

Both the Purchasing Division Internet site and the intranet site offer valuable information and resources for state procurement officers. "The intranet site is as valuable to state agency procurement officers as our Internet site, *WVPurchasing.gov*. You may say the intranet site serves as procurement officers' secret left hand and *WVPurchasing.gov* as a

strong right hand," he said. "Together, both sites give state purchasers a two-handed punch. Utilizing both these resources together provides real knockout power when handling daily procurement tasks at any state agency."

To view the Purchasing Division intranet site, users' computers must be on the state executive domain. To visit the intranet site, please go to *intranet.state.wv.us/admin/purchase*.

## Purchasing Division's Mike Sheets Earns National Credential

The Purchasing Division salutes Assistant Director Mike Sheets who recently earned national credentials from the Universal Public Procurement Certification Council (UPPCC).

Sheets received the Certified Public Procurement Officer (CPPO) credential upon successfully completing the CPPO examination in December

which focuses on public procurement management. He previously earned his Certified Public Procurement Buyer credential from the UPPCC. Sheets oversees the Purchasing Division's Acquisition and Contract Administration Section.

"I am very pleased to have Mike achieve the CPPO distinction which

showcases his high level of professionalism and knowledge," Purchasing Director Dave Tincher said. "He joins a growing list of our buying staff who have earned these achievements."

The CPPO certification marks an elite level of accomplishment for public procurement officials which focuses on public procurement management.

# Planning Crucial in RFQ Process



**Contract Manager Alan Cummings, center, speaks during the session on Requests for Quotations during the 2013 Agency Purchasing Conference at Pipestem State Park Resort.**

## RFQ Details

An RFQ consists of:

- Detailed description of, or specifications for, item or service being purchased
- Required delivery date
- Bid price per unit
- Any applicable maintenance
- Quantities of all items. Each item should be identified by a model number or some other specific identification .

The Request for Quotations (RFQ) process can seem intimidating for some. However, Contract Manager Alan Cummings of the Purchasing Division compared it to the process undertaken by Adam Richman, host of the popular Food Network series "Man vs. Food."

"When he sets out on a challenge, he creates a plan of attack," Cummings said. "You have to view it almost like eating an elephant: one bite at a time." Cummings addressed the topic of RFQs during the 2013 Agency Purchasing Conference.

Cummings described an RFQ as a document, containing the specifications or scope of work and all contractual terms and conditions, that is used to solicit written bids. Conformity to specifications and price are the only factors used in the evaluation process. It is important to note that the RFQ is the preferred method to acquire all tangible property and most services.

Cummings said a vital aspect of the RFQ process is acquisition planning. He cited the Rolling Stones to explain the goal of acquisition planning: "You don't always get what you want, but sometimes you get what you need."

"A 'want' is a desire, not a necessity. A need is something that is necessary in the purchase. Acquisition planning is all about defining need," he said. Research the market, identifying possible vendors, exploring internal sources and checking mandatory resources are all necessary steps throughout this part of the process.

**Please see RFQ, Page 7**



## In-House Training: February - March

### February

- Wednesday, February 12: Implementing Special Purchases – 10-11:30 a.m.
- Wednesday, February 26: An Introduction to West Virginia's State Purchasing Process – 9 a.m.-4 p.m.\*

### March

- Wednesday, March 12: Best Value Procurements – 9 a.m. - noon
- Wednesday, March 26: Solicitation Process: From Pre-Planning to Award – 9 a.m. - noon

### Location

Purchasing Division's first floor conference room.

\* Regents Room, Building 7, second floor

### Registration

For more information or to register, visit [www.state.wv.us/admin/purchase/training/inhouse.html](http://www.state.wv.us/admin/purchase/training/inhouse.html). First-come, first-served basis.

### For more information

Staff Development Specialist  
Samantha Knapp at (304) 558-7022  
or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## Enterprise's Charleston Locale Open Weekends

The State Travel Management Office recently notified agency travel coordinators that Enterprise Rent-A-Car business location on Smith Street in Charleston is now open on weekends. This statewide contract vendor for rental vehicles is open on Saturdays from 9 a.m. to 3 p.m. and Sundays from 1 p.m. to 4 p.m.

# Re-certification Requirements Clarified for State Procurement Certification Recipients

In late 2009, the West Virginia Purchasing Division proudly introduced its new certification program, the West Virginia Purchasing Certification Program, which recognized two levels of expertise, basic and advanced. In early 2011, the first of the program's candidates successfully completed all requirements of the basic certification, and by January 2014, 35 state purchasers held the certification.

As we come upon the anniversary of the issuance of the first basic certificate, the Purchasing Division would like to remind certificate holders of the re-certification requirements (see information to the right).

These requirements must be met every three years, for both basic- and advanced-level certification recipients, in order to maintain status as certified. Those who fail to meet the requirements will be required to start over from Step 1 in the process. The three year re-certification period begins from the date an individual successfully completes the final exam, or from the time the individual's three year re-certification period expires, assuming he or she has met the requirements for the previous three year period.

To view a list of recipients and their dates of expiration for re-certification, visit [www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification). For questions regarding the certification program or re-certification requirements, contact Staff Development Specialist Samantha Knapp at (304) 558-7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).



## Re-certification Step by Step

- Step 1: Attend two (2) of the next (3) Agency Purchasing Conferences, from the date of certification/re-certification.
- Step 2: Attend a minimum of twenty (20) hours of classes, learning sessions, or Purchasing Certified Events in the three (3) year period from the date of certification/re-certification.
- Step 3: Submit a verification for re-certification form with the appropriate signature from your immediate supervisor and agency head, and if applicable, approval from your department's designated procurement officer. To obtain a copy of this form, contact Staff Development Specialist Samantha Knapp by phone at (304) 558-7022 or via e-mail at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## Purchasing Completes its Online Vendor Training Module Series

The Purchasing Division has added its final three Vendor Resource Modules to its website. General Purchasing Information, Parts 1 and 2 and Vendor Registration are available on the Purchasing Division website. The modules are available for vendors to learning more about doing business with the State of West Virginia.

"The West Virginia Purchasing Division strives to ensure that information posted on its website is clear, concise, and complete," said Staff Development Specialist Samantha Knapp. "Our goal is that these modules will assist vendors wishing to conduct business with the state of West Virginia."

The free training modules follow a format similar to previous modules, with audio narration accompanying the visual presentation. It will be available for download onto the user's computer.

Vendors may view the online modules by visiting [www.state.wv.us/admin/purchase/vrc](http://www.state.wv.us/admin/purchase/vrc).

## ERP Offers Reminder Notice of Security and Workflow Data Collection

By Traci Phillips of *wvOASIS*

The *wvOASIS* Enterprise Readiness team is in the process of collecting security and workflow information that will identify end users and map them to their roles for Phase C implementation.

Scheduled to go live on July 8, 2014, Phase C of the *wvOASIS* project includes General Ledger, Budget Control, Accounts Payable, Accounts Receivable, P-Card, Cost Accounting, Project Accounting, Cash Management, Fixed Assets, Purchasing, Contracts, Inventory, Financial Transparency, Grants, Investments and Comprehensive Annual Financial Reports(CAFR).

Please contact the *wvOASIS* Enterprise Readiness Team at [EnterpriseReadiness@wvOASIS.gov](mailto:EnterpriseReadiness@wvOASIS.gov) with any questions.

## Purchasing Division's Latest Certification Recipients

The Purchasing Division is pleased to recognize the latest recipients in the West Virginia Procurement: Basic Certification program.

Dana Hoffman of the Offices of the Insurance Commissioner and Alberta Kincaid of the State Treasurer's Office are the most recent individuals to receive certification since the program's inception. Currently, 35 procurement officers have achieved Basic Certification.

State agency procurement officials are encouraged to review the program's

requirements and consider enrollment. To review the requirements and steps to enroll, visit [www.state.wv.us/admin/purchase/training/Certification/](http://www.state.wv.us/admin/purchase/training/Certification/).

Procurement officials who may have questions or would like to express their interest in this program are encouraged to contact our training staff: Staff Development Specialist Samantha Knapp at (304) 558-7022 or at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov) or Assistant Purchasing Director Diane Holley-Brown at (304) 558-0661 or at [Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov).

## BLACKWATER

Continued from Page 1



**Pictured left, a modified pickup truck operated the towline that took sleds up the mountain at Blackwater Falls State Park. At right, the towline was replaced with an updated conveyor belt and operation building.**

experience it even before we had snow.”

In addition to a new towing system for patrons, Leslie said that State Parks and Forests also set about to ensure snow would always be on the ground to keep tourists coming back.

“We have had some dry winters in recent years, thus we were also able to budget after the new transport system, a new state-of-the-art snow-making system,” he said.

“These have been some unique projects to work on, that is for sure,” remembered Purchasing Division Senior Buyer Guy Nisbet who handled this procurement. “Making the man-made snow system involved a lot of intricate details in the contract.”

Once completed in the spring, the snow making system will draw water from a nearby 875,000-gallon pond –

one of the elements included in the contract - through a complex filtration and pumping distribution system to four snow guns which can cover the entire sled run area with a foot of snow in a day’s time.

The Tucker County park receives, on average, more than 120 inches of snow per season and the snow making system, coupled with the new transport system, all but ensures winter sledding fun at Blackwater Falls.

“I do not know of a single problem we had when this contract was under evaluation at Purchasing. I am glad we got these projects going,” Leslie said. “These upgrades along with the huge ski upgrades we did last year at [nearby] Canaan Valley State Park, has really made this area worth visiting in the winter.”

No doubt local merchants agree.

## RFQ

Continued from Page 5

Also to be addressed is if the purchase is a one-time procurement or should be an open-end contract with purchases over a period of time. Cummings said that prior to the advertisement of the RFQ in the **West Virginia Purchasing Bulletin**, documents which must be submitted include the Purchasing Requisition (WV-35), including the total estimated value of the requisition and maximum budgeted amount; specifications and suggested vendor list; WVFIMS agency cover sheet (P-document); pre-approvals, when applicable; and completed terms and conditions recommended.

Once the requisition is submitted to the Purchasing Division, until the award is made, this is termed a “blackout period,” Cummings said. During this period, the agency is to have no contact with the vendor until after the award is made.

After the bid opening, the Purchasing Division will ask the agency to evaluate the bids for conformance to specifications, required signatures, bid bonds, resident vendor preference, and other details. The contract is awarded to the lowest responsible bidder who meets the specifications, generally defined as a responsible bidder able to furnish the required needs of the organization as requested in the specifications.

Cummings said the RFQ process is akin to planning a marathon, and requires teamwork to complete the process. To illustrate this, Cummings set up a relay race for attendees where they had to transfer balls held between their knees to one another.

“It is a process, and it is necessary that everyone work together,” he said.

For more information on RFQs, please refer to the presentation materials from the workshop at: [www.state.wv.us/admin/purchase/training/2013ConfPPTs/13CONF\\_RFQs.pdf](http://www.state.wv.us/admin/purchase/training/2013ConfPPTs/13CONF_RFQs.pdf).

## Purchasing Division Approval Required for RFPs

To clarify existing purchasing procedures, state agencies that are considering to utilize the request for proposal (RFP) process must receive prior approval from the Purchasing Division. Please note that the Purchasing Division is the sole agency for approval to utilize this procurement method.

To acquire this approval, prior to development of the RFP, agency designated procurement officers must submit *in writing* the justification for utilizing this process and if this purchase order/contract will replace a current purchase order/contract. If it does replace an existing purchase order/

contract, the agency should identify the current vendor and purchase order number.

Please be reminded that requests for proposals shall have a minimum estimated value of \$250,000. All procurements under this dollar amount must use another purchasing method unless approved by the Purchasing Director.

For additional information on the request for proposal process, please visit subsection 7.2.4 of Section 7: Formal Acquisition Procedures of the *Purchasing Division Procedures Handbook* at [www.state.wv.us/admin/purchase/Handbook/default.html](http://www.state.wv.us/admin/purchase/Handbook/default.html).

# Current Statewide Contract Update

(As of January 15, 2014)

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](http://www.state.wv.us/admin/purchase/swc). For more information, please contact your assigned agency buyer.

## Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Eval.</u>
HOUSE14	Housekeeping supplies	01/23/2014	Yes
TEMP14	Temporary worker services	01/07/2013	Yes

## New Awards

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
COMMTOWER	Communication towers	Allstate Tower Inc.	01/01/2014 -12/31/2014
EMERLIGHT	Mallimar Inc.	Emergency vehicle lighting	01/01/2014 -12/31/2014
RADIO	A.V. Luttamus Communications	Low band two-way radios	01/01/2014 -12/31/2014
SBUS14A	Blue Bird Bus Sales	School buses	01/01/2014 -12/31/2014
SBUS14B	Heritage Bus Sales, Inc.	School buses	01/01/2014 -12/31/2014
SBUS14C	Matheny Motor Truck Company	School buses	01/01/2014 -12/31/2014

## Contract Renewals

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
DIGCOP12	Komax Business Systems	Digital copiers	03/01/2014 -02/28/2015
TEMP11B	Adecco USA Inc.	Temporary employment services	01/01/2014 -02/28/2014
TCARD13	United Bank	Travel cards	04/01/2014 -03/31/2015
PAPER10C	Unisorce Worldwide	Computer paper	11/15/2013 -02/14/2014
WVARF10	WV Assoc of Rehac Facilities	WVARF approved commodities and services	01/01/2014 -02/28/2014

## FOR MORE INFORMATION

Below is a list of Purchasing Division buyers assigned to specific state agencies.

<u>FILE</u>	<u>BUYER</u>	<u>EMAIL</u>	<u>PHONE</u>
21	Guy Nisbet	Guy.L.Nisbet@wv.gov	558-2596
22	Bob Kilpatrick	Robert.P.Kilpatrick@wv.gov	558-8802
23	Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
31	Shelly Murray	Shelly.L.Murray@wv.gov	**
32	Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
33	Crystal Rink	Crystal.G.Rink@wv.gov	558-2402
41	Dean Wingerd	Dean.C.Wingerd@wv.gov	558-0468
52	Evelyn Melton	Evelyn.P.Melton@wv.gov	558-7023
53	Beth Collins	Beth.A.Collins@wv.gov	558-2157
--	Krista Ferrell	Krista.A.Ferrell@wv.gov	**

\* File not yet assigned

\*\* Temporarily assigned to the ERP Project

## Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of Change</u>
FNGRPRNT	Integrated Biometric Tech LLC	Fingerprinting equipment and supplies	Change contract from DPS1115 to FNGRPRNT
FNGRPRNT	Morphotrust USA Inc.	Fingerprinting equipment and supplies	Change contract from DPS1115 to FNGRPRNT

## Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date. During this month, the following statewide contracts for which their expiration dates are approaching will be examined.

ABATMNT	Abatement services
DWASH10	Dishwashing dispensing equipment and supplies
PAPER	Paper products
TEMP	Temporary employee services