

# 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 Assists Labor in Acquiring New Truck Units to Ensure Accuracy of Scales



Senior Buyers Guy Nisbet and Beth Collins discuss a heavy truck unit with Labor Commissioner John Junkin. The Division of Labor recently purchased three heavy truck units used to calibrate the accuracy of industrial scales.

We all have those moments in the morning where we stare at the bathroom scale and question those extra few pounds; typically, however, we do not give it another thought. It is another matter entirely when dealing with heavy-duty industrial scales used to weigh everything from lumber to livestock, where the accuracy of the scale becomes a matter of dollars and cents.

It is the responsibility of the Weights and Measures Unit of the Division of Labor to ensure the accuracy of commercial scales. One way this is done is through the use of heavy truck units that utilize a specialized buggy and a variety of weights. The Division of Labor recently purchased three new units that will be used through the state. Looking like big-box trucks, these units cover separate territories throughout the state with the sole function of measuring scale accuracy.

“The buggy itself weighs five thousand pounds,” said Director of Weights and Measures Richard McComas. “The truck also carries 20,000 pounds in known weight. Using the buggy and the weight, we can then calibrate the accuracy of scales.”

Please see **SCALES**, Page 7

## MARK YOUR CALENDAR!

### 2015 Agency Purchasing Conference Set for Oct. 13-16 at Canaan Valley

#### 2015 Purchasing Conference

The 2015 Agency Purchasing Conference will be conducted at Canaan Valley Resort from Oct. 13-16.

The West Virginia Purchasing Division sent a single question survey to agency designated procurement officers about which facility they would like to see as the location for the 2015 Agency Purchasing Conference.

Based on that feedback as well as other variables, including lodging accommodations and rates, food and audio-visual options, the Purchasing Division has scheduled the 2015 conference for Canaan Valley Resort in Davis, WV, from October 13-16. **Lodging may not be reserved until July 13, 2015.** Lodging and additional conference details will be released at a later date. Mark your calendars now for this event.

The Purchasing Division appreciates everyone who took the time to respond to the survey and to help us with our decision.

## INSIDE...

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# Vendor Procurement Guide Available to Assist Potential Suppliers to the State

By Purchasing Director Dave Tincher

West Virginia state government relies heavily on our vendor community. Because our state operations require a wide variety of commodities and services in order to keep valuable programs running smoothly, clarity and consistency in communicating our procedures is of utmost importance. The Purchasing Division would like to share some resources that may be helpful when working with vendors at the agency delegated level.

In order to acquire these commodities and services, vendors who are participating in the competitive-bid process need to have a full understanding of our procedures in doing business with the state. In this issue of *The Buyers Network*, an article is included that announces our new **Vendor Procurement Guide** that has been posted on our website at: [www.state.wv.us/admin/purchase/vrc/VPG](http://www.state.wv.us/admin/purchase/vrc/VPG).

In order to clarify our procedures, we have modeled this new version of the

guide from our **Purchasing Division Procedures Handbook**.

By using similar content and format, vendors will be able to better understand not only information they may need to know to submit a bid or proposal but what agency procurement officers as well as Purchasing Division buyers do in order to process purchasing transactions. Agency purchasers are encouraged to direct vendors to this guide when questions occur.

Additionally, we would like to urge agency purchasers to help us promote the use of the Vendor Registration webpage at [www.state.wv.us/admin/purchase/VendorReg.html](http://www.state.wv.us/admin/purchase/VendorReg.html) when questions relate to requirements of registration or the small, women-, and minority-owned (SWAM) business certification. This webpage outlines what a vendor needs to do when interested in doing



business with the state of West Virginia.

Lastly, the online vendor resource modules are beneficial for vendors needing additional information and wanting a more instructional format. The Purchasing Division is currently in the process of updating all of our training modules as a result of the wvOASIS system

and modified procedures; however, the posted information provides a basic level introduction to the existing processes.

Buyers at both the Purchasing Division and agency levels have frequent contact with the vendor community. Therefore, we need to work together to make sure they have the information they need to compete for state business.

Please be reminded that competition is the foundation of the procurement process, resulting in more efficient use of taxpayers' dollars.

## Increase your wvOASIS Savvy by Knowing the Vocabulary

With the implementation of the new Enterprise Resource Planning system, wvOASIS, comes new procurement terminology. To assist in the transition process, below are wvOASIS-specific terms and acronyms associated with the new procurement system.

Additional terms and acronyms will be listed in future issues of *The Buyers Network*.

**Agency Delivery Order (ADO):** A written agency order to the vendor authorizing quantities of commodities and/or services to be delivered all in accordance with the terms, conditions, and prices stipulated in the master agreement.

**Centralized Master Agreement (CMA):** A procurement document that sets prices, and terms and conditions, by which itemized goods or services can be purchased by Agencies from a vendor at a



specified price. These agreements are processed through the Purchasing Division.

**Commodity Search Table (URSRCH):** Allows you to search the system for a desired commodity. From the search results you may select multiple commodity lines to compare prior to selecting the lines to be placed on a Universal Requestor (UR) document by the system.

**Price Adjustment Indicator:** Field on the Renewal (RN) document that indicates the type of price adjustment required for renewal. Options are: price held firm, escalation percentage applied to all commodities, or individual line adjustment(s) to price.

**Published Date and Time:** The date and time that the solicitation or amendment was successfully published to VSS.

**wvOASIS**  
For more information on wvOASIS, visit [wvOASIS.gov](http://wvOASIS.gov).

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# FY14 Annual Report Showcases Division Successes

The Purchasing Division is pleased to showcase our Annual Report for fiscal year 2014 (July 1, 2013 – June 30, 2014), which is now posted on the Purchasing Division's website at [www.state.wv.us/admin/purchase/Annual-report/Annual14.pdf](http://www.state.wv.us/admin/purchase/Annual-report/Annual14.pdf).

Although this annual document is not statutorily required as with many other state agencies, the Purchasing Division creates this summary of our accomplishments relating to our programs and services for not only historical purposes, but to demonstrate the many improvements that it realizes throughout the year.

This year's Annual Report highlights some of the major activities and achievements that occurred during this time period, including but not limited to, receiving the Achievement of Excellence in Procurement award from the National Procurement Institute; the transition to the wvOASIS enterprise resource planning system; the passage of Senate Bill 356 which made procurement changes in state law; vendor outreach efforts; the success of the 2013 Agency Purchasing Conferences; the Proclamation issued by Gov. Earl Ray Tomblin for March as Purchasing Month; professional certifications attained by staff; and various examples of how procurement plays a vital role in state government.

"Our Annual Report provides a great reference



ments and statistical information from each section of the Purchasing Division, including the Acquisition and Contract Administration Section, the Communication and Technical Services Section, and the Program Services Section. Examples of the data noted includes a training summary, website statistics, administrative functions (vendor registration, encumbrance and imaging) data, Surplus Property sales figures, as well as fixed assets processing documentation.

In addition, the Annual Report always highlights

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**Please see ANNUAL REPORT, Page 6**

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source for various statistical data relating to our procurement processes," according to Purchasing Director Dave Tincher. "Additionally, it provides a consistent way to look back on the fiscal year to see the positive changes that we have made to our programs and processes. Our goal is to continue to look for innovative, effective improvements to better serve our agency purchasers and our vendor community."

The report also notes accomplish-

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## Annual Report

The Purchasing Division's annual report is posted on the Purchasing Division's website at [www.state.wv.us/admin/purchase/Annualreport/Annual14.pdf](http://www.state.wv.us/admin/purchase/Annualreport/Annual14.pdf).

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# Registration Opens for High-level Mandatory Training

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## Registration Information

Officials may register at [www.state.wv.us/admin/purchase/training/MandatoryTraining.shtml](http://www.state.wv.us/admin/purchase/training/MandatoryTraining.shtml).

The Purchasing Division and the State Auditor's Office opened registration for the mandatory training session on procurement procedures and purchasing cards. The training is scheduled in the Culture Center from 9 to 11 a.m. on Wednesday, October 29.

As required by a new provision in *West Virginia Code* §5A-3-60, there will be two training sessions held bi-annually, one in the fall and one in the spring. The date has not yet been set for the spring training session. These sessions will be recorded for online viewing as another option for those designated to participate.

Senate Bill 356, which was passed during the 2014 Regular Session of the Legislature, requires that these training sessions be attended by "all executive department secretaries, commissioners, deputy commission-

ers, assistant commissioners, directors, deputy directors, assistant directors, department heads, deputy department heads and assistant department heads."

The two-hour training will be divided into two presentations, with the first being conducted by the Purchasing Division and the second conducted by State Auditor's Office personnel.

Purchasing Director Dave Tincher and other Purchasing Division personnel will be presenting information on purchasing procedures.

Those individuals in the positions noted above may register at [www.state.wv.us/admin/purchase/training/MandatoryTraining.shtml](http://www.state.wv.us/admin/purchase/training/MandatoryTraining.shtml).

For more information on this mandatory training, contact Staff Development Specialist Samantha Knapp by calling 304.558.7022 or e-mailing [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

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## Department of Health and Human Resources Receives National Certification for Procurement



The Department of Health and Human Resources was named the 2014 recipient of the Universal Public Procurement Certification Council (UPPCC)'s Agency Certification Award in the small agency category. Pictured: (front row from left) Kimberlie Debolt, Jo Bess, Mary Farley and Susie Teel; (back row from left) Bryan Rosen, Roberta Wagner, David Darr, Donna McCormick and Robert Price.

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*I'm extremely proud of my staff and believe the fact that they have undertaken and completed the certification process demonstrates a high level of commitment and competency in their chosen profession.*

**Bryan Rosen,  
Director  
DHHR Office of  
Purchasing**

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*Hard work definitely pays off...*The Department of Health and Human Resources was recently notified that it was named as the 2014 recipient of the Universal Public Procurement Certification Council (UPPCC)'s Agency Certification Award in the small agency category, said Bryan Rosen, director of the DHHR Office of Purchasing. This was DHHR's first submission for this certification.

In a letter issued by David Gragan, CPPO, chairman of the UPPCC Governing Board, DHHR was applauded for their achievement. "Your organization is a fine example of what is becoming a strong indicator of success within state and local governments. This accomplishment speaks volumes of your agency's commitment and dedication to the profession and the skills and expertise that you bring to the public procurement industry," Gragan said.

The DHHR Purchasing Office consists of two divisions, one of which handles agency delegated procurements, while the other works with the Purchasing Division on formal acquisitions, Rosen explains. The office is organizationally structured under the Operations Division, which is led by Executive Director Greg Nicholson, under the leadership of Cabinet Secretary Karen Bowling. There are 10 staff members of the Purchasing Office, including Rosen. Rosen, along with all of his qualifying staff, have become certified as either a Chief Public Procurement Officer (CPPO) or a Certified Professional Public Buyer (CPPB) as of the May 2014 testing cycle.

Having a competent team of procurement officers is beneficial in meeting the daily challenges and volume of work that their office completes. "Like everyone else in state government, the biggest change that we are currently experiencing is the implementation of *wvOASIS*," according to Rosen. "That implementation is proving to have wide ranging effects on our procurement. We are working to adjust to those as well as providing guidance to the rest of the department."

The Agency Certification process includes completing an application along with documentation relating to the total staff members as well as detailed descriptions for each procurement position, list of qualifying procurement staff and a list of those staff member's certification levels. There are three levels in the agency certification: small, mid-sized and large. For the small level certification, 100% of the qualifying staff filling qualifying procurement positions must be UPPCC certified.

"I'm extremely proud of my staff and believe the fact that they have undertaken and completed the certification process demonstrates a high level of commitment and competency in their chosen profession," Rosen said. "We are very excited about receiving this particular award because it demonstrates the commitment of the entire staff." Rosen adds that DHHR is one of about 175 agencies worldwide and currently the only agency within West Virginia with this certification.

## Proposed List of Non-Competitive, Exempt Commodities and Services Shared with Procurement Officers

Agency procurement officers were notified on September 22 of the proposed list of non-competitive, exempt commodities and services that were approved by Purchasing Director Dave Tincher, in accordance with *West Virginia Code* and the *West Virginia Code of State Rules*.

The list, which will become effective on July 1, 2015, includes commodities and services that are not possible to submit competitive bids. The Purchasing Division has the statutory authority to develop this list, which is included in Section 9 of the Purchasing Division Procedures Handbook, located at [www.state.wv.us/admin/purchase/Handbook](http://www.state.wv.us/admin/purchase/Handbook). Again, please note that the proposed list will not be included in the Purchasing Division Procedures Handbook until it becomes effective.

Within the past several months, the Purchasing Division has undertaken an extensive review of this section's list of non-competitive, exempt commodities and services. On May



30, 2014, the division solicited feedback from agency procurement officers on this list. Agency purchasers were reminded at that time of the distinction between these types of commodities and services and those considered sole source. After a thorough internal review, the proposed list was shared with agency designated procurement officers.

Many of the current exemptions are scheduled for deletion; therefore, if agency purchasers request the Purchasing Division to reconsider any exemptions to be deleted, additional written information and documentation must be submitted to the Purchasing Division no later than December 31, 2014. For each item or commodity you wish to retain on the list, please provide at a minimum, the following:

- How often does your agency utilize this exemption?
- Detailed justification for utilizing

**Please see SECTION 9, Page 7**

## Attention Purchasers! Agency Purchasing Webinars Planning Now Underway

Each year, the West Virginia Purchasing Division conducts an Agency Purchasing Conference for all state agency procurement personnel required to procure under *West Virginia Code* §5A-3.

This year, however, due to the implementation of Phase C of wvOASIS, the Purchasing Division opted to conduct three webinars in lieu of the conference. During these webinars, Purchasing Division personnel will review current procedures, discuss legislative changes resulting from the 2014 Legislative Session, and allow for a question and answer period.

**The webinars are scheduled for November 6, 13 and 20, and will last from 10-11:30 a.m.** Each seminar will be limited to 100 individuals, so registration will be given on a first-come, first-served basis. To register, visit [www.state.wv.us/admin/purchase/conference/agency/2014](http://www.state.wv.us/admin/purchase/conference/agency/2014).

Attendance at one of the three webinars will meet the conference requirement in lieu of attending an actual conference for this year only. However, it will only count as 1.5 hours toward the 20-hour class or learning session requirement for re-certification.

## Vendor Procurement Guide Revised Consistent with Purchasing Handbook

The newly revised **Vendor Procurement Guide** is now available on the Purchasing Division's website within the Vendor Resource Center, with a targeted goal of educating and informing existing and potential vendors with the State of West Virginia. An *informed* vendor has a full understanding of the procedures, laws and rules that state agencies must follow. Having this knowledge ensures proper compliance with procedures and contractual terms and conditions.

Recently, the Purchasing Division revamped the **Vendor Procurement Guide** to closely mirror the content and format of the **Purchasing Division Procedures Handbook**. For obvious reasons, some information that is contained in the **Purchasing**

**Please see VENDOR GUIDE, Page 6**

## Vendor Procurement Guide

This guide now contains nine sections including:

<b>Section 1:</b>	General Introduction
<b>Section 2:</b>	Definitions, Abbreviations and Acronyms
<b>Section 3:</b>	Purchasing Levels of Authority
<b>Section 4:</b>	Acquisition Planning
<b>Section 5:</b>	Vendor Responsibilities
<b>Section 6:</b>	Agency Delegated Acquisition Procedures
<b>Section 7:</b>	Formal Acquisition Procedures
<b>Section 8:</b>	Special Acquisitions
<b>Section 9:</b>	Quality Assurance

The appendices that are now part of this new version of the guide include:

<b>Appendix A:</b>	Purchasing Division Directory
<b>Appendix B:</b>	Purchasing Forms
<b>Appendix C:</b>	Agency / Buyer Assignments
<b>Appendix D:</b>	Legislative Rules and Regulations
<b>Appendix E:</b>	Statewide Contract Listing
<b>Appendix F:</b>	NIGP Code of Ethics
<b>Appendix G:</b>	Pre-Bid Conference Sign-in Sheet
<b>Appendix H:</b>	Request for Proposal Standard Format
<b>Appendix I:</b>	Sole Source Determination
<b>Appendix J:</b>	Expression of Interest Standard Format
<b>Appendix K:</b>	Vendor Code of Conduct

## Next Up! ... wvOASIS Phase D Set for Implementation on January 2015

As the scheduled phases of implementation progress, the wvOASIS system is now preparing for Phase D, which includes human resource management, payroll, and time and leave. This phase is set to go live in January of 2015. Thus far, wvOASIS has implemented the budgeting, transportation, and core finances and procurement phases of the wvOASIS system in August 2013, January 2014 and July 2014, respectively.

Once the wvOASIS system is fully implemented, this enterprise resource planning system will incorporate many business functions, including budgeting, accounting, facilities and real estate, fixed assets, fleet, human resources, procurement, purchasing card, travel, and time and leave. In addition to Phase D of the project, the final stage, Phase E, includes the remaining transportation, fleet, facilities and real estate functions, and is expected to be available in July of 2015.

In preparation of Phase D, state employees participated in User Acceptance Tester Training and User Acceptance Testing, which took place August 18

through September 5, according to Traci Phillips, state communication lead for wvOASIS. A staging environment was also prepared to maintain employee updates beginning in September.

Phillips adds that wvOASIS is preparing for agency readiness activities and outreach efforts to agencies and employees. End User Training for administrators will take place during the months of November and December of this year on human resources, payroll, and time and leave.

Data collection and outreach for the Travel function of Phase D kicked off September 11, with a WebEx presentation offered to change leadership team members, agency liaisons and agency travel coordinators. User Acceptance Testing will take place during October and November, with a phased roll-out schedule. End User Training for Travel will be scheduled November of 2014 through March of 2015.

For additional information on wvOASIS, please visit its website at [wvOASIS.gov](http://wvOASIS.gov).

### VENDOR GUIDE

Continued from Page 5

**Division Procedures Handbook** would not apply to vendors or any processes relating to state procurement and, therefore, was not included in the vendor guide. However, it is important for vendors to be aware at a high level of the requirements that agency purchasers and the Purchasing Division must follow.

The **Vendor Procurement Guide** is located on the Purchasing Division's

website at the same location as the previous version. The link is noted below:

[www.state.wv.us/admin/purchase/vrc/VPG/](http://www.state.wv.us/admin/purchase/vrc/VPG/)

The guide is currently available in a pdf format, which allows for easy searching and, if necessary, printing. Archived versions of this guide are also available on the Purchasing Division's website.

### ANNUAL REPORT

Continued from Page 3

our procurement officer of the year. In 2013, the recipients included Charlyn Miller of the Division of Rehabilitation Services and Becky Jones of the Lottery Commission.

Agency procurement officers are encouraged to view our Fiscal Year 2014 Annual Report. To view Annual Reports

from previous years, please access the main Annual Report webpage at [www.state.wv.us/admin/purchase/Annualreport](http://www.state.wv.us/admin/purchase/Annualreport). The Purchasing Division values our partnerships with our state agencies and vendors which enable us to continue to experience great strides in our programs and services each year.



## What's Your Question?

*Does my agency have any recourse if a vendor does not meet the terms and conditions of the contract?*

Section 10 of the *Purchasing Division Procedures Handbook* discusses quality assurance in contracts. Successful vendors are required to meet or exceed the quality level accepted and specified on the final purchase order in addition to meeting delivery requirements.

To ensure delivery deadlines are met, the vendor should communicate and coordinate with its suppliers to fulfill delivery obligations. The vendor is required to negotiate in good faith with agency personnel should a dispute arise.

In the event that a vendor fails to honor any contractual term or condition, the Director may:

(a) Cancel the contract and re-award the purchase order to the next lowest bidder. The vendor failing to honor contractual obligations is responsible for all differences in costs;

(b) Declare a vendor non-responsible or non-responsive and refuse to award a purchase order. All such instances shall be substantiated in writing. The documentation shall be considered a public document and shall be available for inspection at all reasonable times; or

(c) Suspend, for a period not to exceed one (1) year, the right of a vendor to bid on state purchases when there is reason to believe the vendor has violated any of the provisions, terms, or conditions of a contract, this rule or state law. A suspended vendor may appeal the decision of the Director to the Secretary of Administration.

For more information on quality assurance, please visit [www.state.wv.us/admin/purchase/handbook/2007R24/hand10.htm](http://www.state.wv.us/admin/purchase/handbook/2007R24/hand10.htm). Agency procurement officers should continuously review the *Purchasing Division Procedures Handbook* and all relative laws and rules to ensure a complete understanding of requirements.

## SECTION 9

Continued from Page 5

this exemption.

- Explanation as to why competitive bids cannot be possible.
- What suppliers do you use for each specific exemption?
- Why do you believe the commodities and/or services should be obtained by exemption rather than by sole source (or other purchasing method)?

The proposed exemptions for Section 9 include:

**Advertising:** This exemption includes Class II advertisements and any other advertisement placed directly with newspapers, trade magazines, Internet publications. It does not include any indirect placement, promotional items, advertising consultant services, broadcast of Lottery prize drawings, etc.

**Aviation Fuel:** This exemption includes the purchase of aviation fuel, but excludes bulk purchases for delivery to state dispensing stations.

**Government Agencies and Entities:** This exemption only includes: (1) contracts between government agencies and entities that are specifically required by law (any contract or purchase order issued must cite the law and maintain copy on file); (2) regulatory fees legally imposed by government agencies and entities.

**Court Ordered Placements:** This exemption includes when placing children at various educational and/or behavioral centers when ordered by West Virginia courts or the West Virginia Department of Health and Human Resources.

**Postage:** This exemption includes stamps and other mailing services from the United States Postal Service,

but this does not include services available from statewide contracts.

**Railroad Car Hire Fees:** This exemption includes national association fees required from all railroads to monitor the location and use of railroad cars for the owners. Bar codes on railroad cars are scanned into a computer database which in turn notifies the owner of the location and remits the user fees to the appropriate owner.

**Utilities Regulated by the Public Service Commission:** This exemption includes 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]. This exemption does not include propane gas, coal, and satellite television, all of which must be competitively bid.

**Court-Ordered Payments:** This exemption includes court-ordered payment. A copy of the court order must be maintained in the agency file, unless sealed and restricted by the respective judge. If the order is sealed and restricted, an explanation must be maintained in the agency file referencing the court order. Court order payments are exempt from the vendor registration requirement.

Should you use any of the exemptions currently noted under Section 9 of the **Purchasing Division Procedures Handbook**, please plan accordingly to allow sufficient time to process these procurement transactions (contracts) using another procurement method and have those contracts completed and in place prior to July 1, 2015. The Purchasing Division extends its appreciation to all agency procurement officers for their assistance in our review.

## In-House Training: November 2014

Please note there will be no sessions conducted in October.

### November

- Wednesday, November 19:  
Implementing Special Purchases  
10 - 11 a.m. In-House

### Location

Purchasing Division's first floor conference room.

### 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

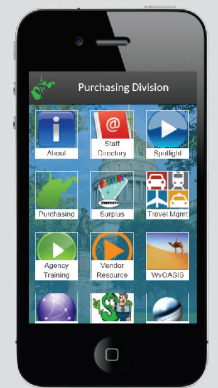
Staff Development Specialist  
Samantha Knapp at 304.558.7022  
or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## Stay in the Know ... on the Go!

Download the  
Purchasing  
Division app!

Available on the  
App Store

ANDROID APP ON  
Google play



## SCALES

Continued from Page 1

That means checking scales that weigh everything from coal to cattle. "We may test the scales at manufacturing plants, polymer plants, and really anywhere with commercial weights and measures," McComas said.

Labor Commissioner John Junkins said verifying the veracity of scale Buyers Network

units is vital for commerce. "For example, the Division of Highways requires that they only purchase across certified scales," Junkin said. "So every bit of gravel or road sale is weighed on scales that these units have confirmed as accurate."

Junkin said the three trucks cost

\$538,000 and were paid for through legislative appropriation. The Division of Labor last bought heavy truck units 17 years ago, and the units are typically expected to have a life span of approximately 20 years. The units are based throughout the state, in Boone County, Buckhannon and the Kanawha Valley.

# Current Statewide Contract Update

(As of September 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 the buyer assigned to the specific statewide contract.

## Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Pre-bid</u>
LGLOVES	Latex gloves	09/25/2014	No
MV	Vehicles, automotive	10/02/2014	Yes

## Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Eval.</u>
DFS	Food, disposable products	09/17/2014	Yes

## Contracts Awarded

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
CABLE	Graybar Electric Company	Computer data cable and fittings	08/01/2014 -07/31/2015
MPLS	Verizon Business	Multi-protocol label switching and other services	07/01/2014 -06/30/2015

## Contract Extensions

<u>Contract</u>	<u>Vendor</u>	<u>Description</u>	<u>Dates</u>
ELECMON14	3M Electronic Monitoring Inc.	Electronic monitoring of offender services	06/25/2014 -12/31/2016
TEMP14A	WV Assoc of Rehab Facilities	Temporary employment services	05/19/2014 -05/18/2015
TEMP14B	Saunders Staffing Inc.	Temporary employment services	05/19/2014 -05/18/2015
TEMP14C	Adecco USA Inc.	Temporary employment services	05/19/2014 -05/18/2015
TEMP14D	Express Services	Temporary employment services	05/19/2014 -05/18/2015
TEMP14E	Manpower of WV Inc.	Temporary employment services	05/19/2014 -05/18/2015
TEMP14F	Choice Staffing	Temporary employment services	05/19/2014 -05/18/2015

## FOR MORE INFORMATION

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

<u>BUYER</u>	<u>EMAIL</u>	<u>PHONE</u>
Guy Nisbet	Guy.L.Nisbet@wv.gov	558-2596
Bob Kilpatrick	Robert.P.Kilpatrick@wv.gov	558-0067
Frank Whittaker	Frank.M.Whittaker@wv.gov	558-2316
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
Crystal Rink	Crystal.G.Rink@wv.gov	558-2402
Dean Wingerd	Dean.C.Wingerd@wv.gov	558-0468
Evelyn Melton	Evelyn.P.Melton@wv.gov	558-7023
Beth Collins	Beth.A.Collins@wv.gov	558-2157
Greg Clay	Gregory.C.Clay@wv.gov	558-2566
Misty Delong	Misty.M.Delong@wv.gov	558-8802
Melissa Pettrey	Melissa.Pettrey@wv.gov	558-0094

## Miscellaneous Actions

<u>Contract</u>	<u>Vendor</u>	<u>Commodity</u>	<u>Description of change</u>
NTIRES13A	Goodyear Tire & Rubber	New tires	Add three additional dealer locations and attach a revised participating dealer location list.

## 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.

CANLINE11	.....	Trash can liners
DCBATT11A	.....	Dry cell batteries
MAILEQ12	.....	Mailing machines
NTIRE13	.....	New tires
PAPER10	.....	Miscellaneous paper
PBKCR10A	.....	Automobile rentals
VOIP13	.....	Voice over Internet protocol