

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

Surplus Property Auctions: An Opportunity for the Public to Share in the Savings!

Many of our readers are familiar with the Surplus Property Program to benefit their agency's operation. But, did you know that state employees (except those employed by the Purchasing Division) can participate in the public sales offered?

Do you have a son or daughter starting college next year who needs a computer or furniture for their dormitory or apartment? Surplus Property is the place you'll want to shop.

The West Virginia State Agency for Surplus Property has trucks arriving daily, loaded with items such as computers, camera equipment, household items and vehicles that can meet your needs at a price you can afford.

"For example, we just had beds and chests of drawers that came from one of the state parks," said Surplus Property Director Ken Frye. "They were solid wooden pieces of furniture. The beds went for \$10 each and the chests for \$25-\$40 each. It could have all been cleaned up or refinished and been perfect for a college apartment."

Surplus Property, a unit under the Programs Services Section of the Purchasing Division, consists of two separate programs—a federal surplus property program and a state surplus property program. Each has its own rules, regulations and procedures. Both programs relate to property that is no longer needed by the state and



federal government agency that originally acquired the items.

The property is brought to a centralized location and made available to eligible organizations. With the state program, eligible organizations are encouraged to utilize the property; however, frequently, the property is offered to the public to purchase through a competitive bid process. This can be accomplished in two ways: public auctions and a sealed bid process.

At public auctions, property is brought to one location and on a specific time and date, an auctioneer leads the bidding to the highest bidder. The sealed bid process allows individuals to visit Surplus Property

Hundreds of people regularly attend the Surplus Property auctions in Dunbar.

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THE PURCHASING DIRECTOR'S COMMENTS



The New Fiscal Year Comes Upon Us

By Dave Tincher
State Purchasing Director

Budgetary constraints are a concern to all entities, public and private. Often the end of fiscal year is when our state agencies find it most difficult to acquire needed items with limited funds remaining.

However, there are many ways the dollar can be stretched to enhance

your operation, while abiding by established purchasing policies and procedures.

In some cases, quantities within a spending unit may be combined, offering lower costs for quantity purchases. Even though combining quantities may result in the need to solicit written or verbal competition, it may reduce the overall costs to your agency.

Establishing competitively bid term contracts for small dollar repetitive type service requirements is yet another idea, even when the total annual expenditure may not exceed \$5,000. Be creative in ways to reduce spending within your agency or to find alternative ways to meet the needs of your agency using limited tax dollars. More importantly, be cautious when utilizing state funds throughout the year. By doing so, this mindset will alleviate any funding problems at the fiscal year end.

Surplus Property Auctions Continued from Page 1

throughout the week and bid on any item(s) they are interested in. The bid has to be at least equal to the already established market value determined at Surplus Property.

"We have a lot of state employees that shop with us," said Frye. "The only stipulation we have on state individuals bidding on property is that the item must first be available for sale for five working days to eligible organizations before we can accept a bid from the public. That gives eligible organizations an opportunity to acquire it before the public. Eligible organizations are state agencies, municipalities, board of education, housing authorities, public service districts, volunteer fire departments and certain non-profit organizations.

State employees are generally interested in computer equipment, office furniture, file cabinets, chairs, desks, lawn mowers and power tools, according to Frye.

He added that Surplus Property is an excellent place to purchase a used vehicle. "Most of the people who buy vehicles from us through public auctions are car dealers. And, naturally, when the dealer buys those

vehicles, he takes them to his lot, and bumps the price up to make a profit. But individuals can come down and compete with those dealers. We have a group of vehicles every week that is available for sealed bid and we have the prices posted. These vehicles are inspected and we note everything we've found out about them. Dissatisfied vehicle buyers are very rare."

Frye explains there are advantages of coming down during the week to participate in the sealed bid process; one of the biggest benefits is the wider selection. What items make it to the auction, have already been viewed by individuals interested in the sealed bid process.

However, one of the biggest benefits of the public auction is there are no minimum prices on the property sold. The highest bidder wins the bid and, often, property sells for considerably less than through the sealed bid process.



A variety of items are sold during the auction process, including household furniture, kitchen equipment, computers, office equipment, lawn maintenance equipment and vehicles.

The next public auction is scheduled for Saturday, June 11 at 2700 Charles Avenue in Dunbar. Gates open at 9:00 a.m., with the auctioning beginning at 10:00 a.m. The vehicle sale starts promptly at 12:00 noon.

For more details, contact Surplus Property at 766-2626 or toll-free (800) 576-7587. To view the public sale notice, visit Surplus Property's website at www.state.wv.us/admin/purchase/surplus.

Fiscal Year-End Reminder to Agencies

As a reminder to state agencies, a specific timeline has been established to process requisitions prior to the fiscal year deadline of June 30 as reported in the April 2005 issue of the **TheBuyersNetwork**.

Below is the relative information for the remaining schedule:

Expiring Accounts - [Appropriated General/Special/ Federal Revenue]

These accounts allow for a 31-day close out period for payment, but purchase orders must be encumbered by June 30, 2005. These accounts will be closed on July 29, 2005.

June 10: Last day that non-bid requisitions (e.g. change orders, direct purchase orders, emergency purchase orders, and/or equipment contract orders) referencing expiring funds may be submitted to the Purchasing Division for processing.

After June 10, 2005, agencies may walk through expiring requisitions up to 1 p.m. by June 30, 2005. 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's Administration Unit by 3 p.m. for encumbrance to occur by June 30, 2005. Agencies must deliver all paperwork to the Auditor's Office by 5 p.m. in order to complete the transaction by close of business.

June 10: First day fiscal year 2006 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 trans-

actions to the State Auditor's Office until July 1, 2005*.

July 1*: First day the Purchasing Division may be able to encumber and electronically approve fiscal year 2006 encumbrance documents to the State Auditor's Office.

Non-Expiring Accounts - [Non-appropriated Special Revenue / Re-appropriated Accounts]

These accounts follow a June 30, 2005, year end time line for close out and will no longer be valid after June 30, 2005, for process fiscal year 2005. After this date, non-appropriated special revenue account transactions with a fiscal year of 2005 on the split screen will not be accepted. Non-appropriated special revenue accounts will have to be processed with a fiscal year of 2006 on the split screen after this date. If the account has been re-appropriated to fiscal year 2006, prior fiscal years will be accepted on the split screen for process fiscal year 2006.

June 10: Last day to submit fiscal year 2005 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 2005 will be processed in fiscal year 2006. These documents are not to be walked through as expiring requisitions. It is the responsibility of the agency to obtain all required signatures prior to submitting to the Purchasing Division for processing.

June 17: All encumbrance transactions (WVFIMS purchase orders and purchase order adjustments) that were unable to be processed by the Purchasing Division

by this date will be rejected to the agency of origin.

In the case of a rejected WVFIMS purchase order, if you elect to re-submit this transaction for fiscal year **2006, do not delete** the "P" document. Rather, modify it to be funded by fiscal year 2006 accounts and re-approve it to Org. 0200. In the case of a rejected purchase order adjustment, even if the WVFIMS purchase order it references has been flagged for rollover, a rollover document will **not** be created for the referenced WVFIMS purchase order.

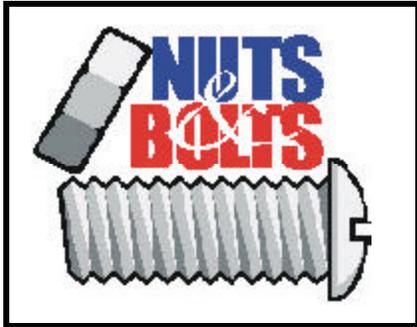
Any WVFIMS purchase order flagged for rollover will **not** have a rollover document created as long as there is a pending purchase order adjustment, i.e., the status of the adjustment is either UAP, UPP, REJ, or REA.

In the case of a rejected adjustment, if the WVFIMS purchase order it references has been flagged for rollover, the adjustment (X Document) **must** be deleted for the rollover process to proceed for that purchase order. If the agency chooses not to delete the rejected AX@document, it would be necessary for the agency to modify the existing purchase order adjustment after the completion of year-end processing to manually rollover the WVFIMS purchase order.

Further, all WVFIMS purchase orders and the adjustments must be modified to be funded by Fiscal Year 2006 accounts and reapproved to Org. 0200 with a status of **UPP** before the Purchasing Division can encumber the purchase order. Purchase orders and change orders will be held in the Purchasing Division until the agency approves the WVFIMS document to Org. 0200.

July 1*: Agencies may modify any encumbrance document that was rejected to their agency due to year-

Continued on Page 7



♦ The **National Institute of Governmental Purchasing (NIGP)** has scheduled its 60th Annual Forum and Products Exposition at the Anaheim Convention Center in Anaheim, California, on July 30-August 3, 2005. For more information, contact NIGP at www.nigp.org or 1-800-FOR-NIGP.

♦ The **West Virginia Chapter of NIGP** is sponsoring a local course, "Introduction to Public Procurement," on September 14-16 at the Hampton Inn at South Ridge Center in South Charleston. For more details or to obtain a registration form, please call Beverly Carte at 558-3397.

Lorrie Yeager, Jr. Detention Facility Officially Dedicated in Parkersburg

The Lorrie Yeager, Jr. Detention Center was dedicated in South Parkersburg on Tuesday, May 10. The \$4.3 million site is an expansion project of the Wood County Juvenile Detention Center and will house juveniles charged with felonies prior to their court appearances. Nearly two million dollars in federal funding is helping with the expansion project.

The remodeled facility was named for Lorrie Yeager, Jr., an employee of Juvenile Services, who worked on securing funds for the project but passed away in 2003. Many of our readers will remember Mr. Yeager who served as the agency fiscal official, working closely with purchasing and fleet management.

"Lorrie Yeager, Jr., was a hard-working, dedicated man not only to his job, but his family," said Fleet Manager Janice Boggs. "He would try to help everyone he came in contact with, making improvements to their job, worksite and vehicles, whatever he could do to help."

State Juvenile Services Interim Director Cindy Largent said, "If it hadn't been for his work for the federal grant, as well as money that we received from the Legislature, this project would not have occurred."



A dedication ceremony was recently conducted for the Lorrie Yeager, Jr. Detention Center.

Purchasing Division Prohibits Backdating Documents



All agreements, many change orders and other documents require an effective date, at which time the vendor may begin to supply the commodities and/or services as specified. The **West Virginia Code**, §5A-3, requires the Purchasing Division to authorize purchases on behalf of state agencies, and the Attorney General's office to approve those purchases 'as to form' before the contract is legal and binding.

The Purchasing Division has recently noticed an increase of requested agreements, change orders and other documents sent to this office with an effective date several months in arrears. In fact, some of the proposed contracts, and renewal change orders actually expired before the Purchasing Division had the opportunity to review and take any action. We have learned from some vendors that verbal approval to proceed was given by agency personnel without a properly executed purchase order. Verbal authorization

to provide commodities and services without a properly executive purchase order is an illegal act. The **West Virginia Code**, §5A-3-17, §5A-3-29, and §5A-3-31, establishes personal responsibility and penalties for noncompliance.

The Purchasing Division will not accept any agreements, change orders or other documents which sets an effective date that precedes the date of arrival in the Purchasing Division by more than 20 calendar days. All documents beyond 20 days will be returned unapproved. Any exceptions must be approved by the Purchasing Director.

Statewide Contract Spotlight...

Impression Products Focuses on Quality and Service

*In each issue of **The Buyers Network**, the Purchasing Division will highlight one of our statewide contractors. Providing information on the company and the products offered on the statewide contract, this feature will help familiarize our agency purchasers with our business partners.*

Impression Products, Inc., a leading printer service and supply company in the state of West Virginia, is the statewide contractor for computer laser cartridges, inkjets and ribbons.

Serving state government for over 20 years, Impression Products has been in business since 1978. "Actually, my dad, Walter Smith, began the business by selling typewriter ribbons and that was it," said Eric Smith, co-owner of the business. "When everyone began using computers and no one was using typewriters, dad had to keep up with the times. The rest is history," he said. In 1990, Smith joined his father in the family business directly out of school and said the business has been his education.

Down through the years, the success of Impression Products, Inc., has expanded into a multimillion dollar organization that specializes



Impression Products has been in business since 1978 and is located at 129 Dutch Road in Charleston.



Computer laser cartridges, inkjets and ribbons are all items that Impression Products provide to the state, along with extraordinary service.

in toner cartridges. With a focus on providing the best product at the best price, they also offer next day service on all orders coming through each agency unless the item is on back order.

Most items can be installed by the end users, but Smith said if needed, Impression Products will send a technician at no extra cost to the agency. They attribute their success to providing a great product, extraordinary customer service and a unique warranty.

"Doing business with the state has definitely been worth it for us," Smith said. "It's been a good reference. I believe all the agencies are very satisfied with our services. Agencies from the Governor's Office to the Attorney General's Office to Employment Programs seem satisfied with our service. I believe they realize they can't get the product quicker anywhere else. Obviously, we're doing something right to be able to do business with the state for over 20 years."

Impression Products' customers have expressed their satisfaction with their products and services. "I appreciate Impression Products so much," said Kathy Burdette of the Governor's Office. "It doesn't matter what I call for or what I need, they are always right there ready to help."

Impression Products has no problem in supplying the entire State with toner and inkjet cartridges. Orders can be taken by phone as well as through email making it easy and convenient for the buyer. They have 15 employees working for them and are quite proud of the fact that they are all in-state residents.

For questions or additional information concerning Impression Products, Inc., please contact the following:

Eric or Walter Smith
129 Dutch Road
Charleston, WV 25302
(800) 642-4359

etsmith@citynet.net

Current Statewide Contract Update

(As of May 15, 2005)

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. If you need additional information on the statewide contracts, please contact Senior Buyer Betty Francisco at (304) 558-0468 or via e-mail at bfrancisco@wvadmin.gov.

Contracts Awarded

<u>Contract</u>	<u>Description</u>	<u>Vendors</u>	<u>Effective Date</u>
CANLINE05	Plastic Can Liners	All American Poly	04/15/05
SUPFD05	Liquit Dietary Supplement	US FoodService	04/15/05

RFQs Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Pre-Bid Meeting</u>	<u>Bid Opening</u>
FUEL05	Gasoline, Diesel, Heating and Oil	---	05/19/05
LAUNDRY05	Laundry Cleaning Materials	---	06/07/05
Xray05	X-Ray Film and Chemicals	---	06/02/05
ENTPRZ05	Microsoft Enterprise	---	04/24/05

Miscellaneous Action on Statewide Contracts

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Comment</u>
TEMP04D	Temporary Services	Career Connections	Cancelled effective 04/30/05
DATA05 [A, B]	Data Circuits	Verizon [A] Frontier Communications [B]	Clarify charges for services
SANPAP05A	Sanitary Paper Supplies	Liberty Distributors	Added item
DIGCOP04B	Digital Copier	Lanier Worldwide	Replace models due to mfg.
FOOD04	Canned Goods, JA Wendling Staple Groceries		Replace pricing pages, effective 05/25/05
MV05B	Motor Vehicles	Country Club Chrysler	2006 models available for class 24 vehicles

Contracts Renewed

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Expiration Date</u>
INKCRT03	Toner Cartridges	Impression Products	07/31/06
TEMP04J	Temporary Services	Snelling Personnel	04/30/06
WELD03	Welding Supplies	Mabscott Supply	04/30/06
DEBT04 [C, D]	Debt Collection	OSI Collection [C] Risk Mgt. Alternatives [D]	02/14/06
MA01SW03	Software (ESRI)	Environmental Systems Research	02/28/06
AEBATT04	Auto and Equip. Batteries	Taylor & Blackburn	06/14/06

Contracts Extended

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Extended Date</u>
XRAY02	Xray Film and Supplies	Amis	06/30/05
FINEPAP02 [B, C]	Paper Products	Unisource [B] XPEDX [C]	06/30/05
FINEPAP02	Paper Products	Unisource [B]	06/30/05

Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date. During this review process, the state buyer examines the specifications and the products included in each contract.

JUNE

WVARF04

WV Association of Rehabilitative Facilities Mandated Services

JULY

MV

Motor Vehicles

NTIRES

New Tires

PURCHASING CONNECTION

West Virginia Chapter of NIGP State Chapter Takes its First LEAP

Beverly Carte, CPPB
Division of Natural Resources

The West Virginia Chapter of the National Institute of Governmental Purchasing (NIGP) took its first LEAP in April when participants from West Virginia, Maryland, Ohio, and Virginia gathered to study legal aspects of public purchasing. LEAP (Learning and Education to Advance Procurement) is a conceptual educational model designed to elevate the professionalism and recognition of public procurement.

This first class of LEAP curriculum, sponsored by the state chapter, was a success, moving the chapter closer to its goals of certification and/or recertification as Certified Professional Public Buyers (CPPB) and Certified Public Purchasing Officers (CPPO).

Areas discussed included types of law, such as legislative (statutory/ordinances), judicial (common), and executive (administrative).

Whether new to public purchasing or a seasoned veteran, the course work was relevant to daily job functions. Knowing the elements that make a legal binding contract is a must, plus understanding why your agency could be held liable for actions of employees under implied authority.

The networking opportunities at the classes add additional value to the experience. The next course scheduled as part of the LEAP curriculum is on parole evidence on September 14–16, 2005. For more information, visit <http://www.state.wv.us/admin/purchase/nigpmeet.htm>.

Fiscal Year-End Reminder
Continued from Page 3

end processing to reflect the correct fiscal year on the split screen. Agencies may begin approving fiscal year 2006 transactions, **dependent upon approved expenditure schedules being filed with the Budget Office.**

General Time Line

July 1*: Agencies may modify any encumbrance document that was rejected to their agency due to year-end processing to reflect the correct fiscal year on the split screen.

Agencies may begin approving fiscal year 2006 transactions, dependent upon approved expenditures schedules being filed with the State Budget Office.

Procurements with Start Dates of July 1, 2005

Any encumbrance document processed that contains a start date of July 1, 2005 clause will be held by the Purchasing Division until the funds associated with the contract can be encumbered on WVFIMS for fiscal year 2006.

The scheduled date for encumbrance of these funds is July 1, 2005*. All P-documents and X (purchase order adjustment) documents must have the correct fiscal year accounting information before the Purchasing Division can encumber these transactions.

The Purchasing Division will execute these documents as soon as possible, so the vendor will have an encumbered purchase order to begin work.

What's State Government Buying?

(This information is compiled from the West Virginia Purchasing Bulletin. The purpose is to provide an awareness of the variety of products and services being procured in state government. Only a small sample of solicitations are listed.)

- ◆ **Division of Culture and History**
Request to provide a typesetting of galley and layout design for the "Goldenseal" magazine (four issues per year).
- ◆ **Department of Health and Human Resources**
Request for a centralized collection, distribution and tracking of child support payments.
- ◆ **Division of Highways**
Request for a high pressure hot water cleaning system.
- ◆ **Division of Natural Resources**
Request to design, conduct, analyze and report the results of a major telephone survey of West Virginia residents for the 2005 West Virginia Fish and Wildlife Survey.
- ◆ **Department of Administration**
Request for a hand-held parking ticket system.

West Virginia Day
June 20, 2005

Celebrate our Great State...
Wild and Wonderful
West Virginia

Questions?...Just Ask Us!

Are you unsure of certain purchasing procedures? Do you need information on the current state travel regulations? Do you have a question regarding travel requests? Would you want to know what surplus property is available?

If you need additional information concerning any function within the Purchasing Division, complete the form below and return to the address below. You also may forward your request via e-mail.

Diane Holley, Assistant Director
Communication and Technical Services Section
West Virginia Purchasing Division
State Capitol Complex
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130
E-Mail Address: dholley@wvadmin.gov



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

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