

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

A Positive Change for the Future...

Comprehensive State Purchasing Reform Part of Governor's Responsible Government Initiative

Gov. Joe Manchin recently announced his plans to seek comprehensive reform of the state purchasing system; the latest step in the Governor's continuing series of "Responsible Government" initiatives.

"For West Virginia to be truly open for business, we need to make positive changes relating to the manner we procure our necessary products and services from our suppliers," the governor said. "In order to accomplish this mission, we need to take proactive steps to be more inviting to the business community by simplifying our processes and utilizing the technology that is available to us."

Governor Manchin has charged Department of Administration Secretary Robert W. Ferguson, Jr., to aggressively pursue positive change and work closely with state lawmakers during the upcoming 2006 regular session to produce viable solutions and improvements in the system.

Department of Administration officials recently submitted more than 20 suggestions for reform that could restructure the foundation of the state purchasing system to bring about positive results. Additional suggestions throughout the reform process could further drive down change in various areas to save time, enhance efficiencies and generate savings.

Suggested changes include replacing the 15-year old purchasing system that uses antiquated technology; allowing for multi-state purchasing cooperatives; requiring contract management for large contracts; increasing development of statewide contracts; offering reverse auctions; and clarifying West Virginia Code for vendor suspension and debarment.

"Purchasing reform will be welcomed by state agencies and our business partners alike," said Secretary Ferguson. "We will come together with our legislators to make the changes necessary while maintaining the integrity

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Time is Running Out...



Have You Registered for the 2005 Agency Purchasing Conference Yet?

For additional information on the conference or to register online, visit our website at <http://www.state.wv.us/admin/purchase/conference/2005>. If

you have a question, please contact our conference coordinators who can assist you with any information you may need:

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THE PURCHASING DIRECTOR'S COMMENTS



It's Conference Time Again...And We're Looking Forward to it!

By Dave Tincher
State Purchasing Director

'Tis the season for learning! The Purchasing Division is pleased to offer the 2005 Agency Purchasing Conference on October 24-28 at Mountaineer Race Track and Gaming Center.

Our training conference will offer agency purchasing officials an opportunity to gain valuable information on a variety of topics beyond the normal purchasing processes and procedures. One of our classes, titled, "Process Checklists - What's Required and Why We Send Things Back," will

focus on the documentation necessary to process various purchasing transactions. During this class, we will explain some of the top reasons why documents are returned to the agencies. It is our hope this information will assist agencies in learning what documentation is needed to expedite the purchasing process.

Another addition to this year's conference is the assigned buyer - agency meetings. Time has been dedicated during the conference for each of our buying staff to meet with the agencies for whom they serve. Various information will be relayed, but more importantly, those in attendance will be able to ask questions that relate specifically to their organization.

Since modifying the buyer assignments from commodities to agencies, the communication between the division and agencies have been greatly enhanced, resulting in more efficient processing of purchase orders and contracts.

Aside from the workshop sessions and scheduled buyer-agency meeting, the networking opportunities among the state procurement agents are equally valuable. Our staff is looking forward to seeing many of you later this month for this worthwhile event.

Next Surplus Property Auction Set for Oct. 22

The West Virginia State Agency for Surplus Property has scheduled its next public auction and you will NOT want to miss it! If you have never attended a Surplus Property public auction, you don't realize the bargains you are missing. Don't let another month slip by. The next auction at 2700 Charles Avenue in Dunbar is set for Saturday, October 22, 2005. Gates will open at 9 a.m. with the auction promptly beginning at 10 a.m.

The items scheduled to be auctioned include a good assortment of office furniture and equipment including computers, as well as Jeep Cherokees, various pickup trucks, vans and sedans. The vehicles, along with a boat and a trailer will be sold at 12 noon.

Check out our website at www.state.wv.us/admin/purchase/surplus for the latest information on our upcoming sales as well as other valuable information to our customers.

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 Motor Vehicles**
Request to translate the Division of Motor Vehicles Licensing Handbook into Japanese and Spanish in a pdf format.
- ◆ **West Virginia State Police**
Request to provide 60 Remington shotguns.
- ◆ **Lottery Commission**
Request for the production and uplink services for televised nightly online lottery number drawings.
- ◆ **Department of Health and Human Resources**
Request to provide technical/professional assistance and direction in the placement and services to the mentally retarded and/or developmentally disabled.
- ◆ **Division of Highways**
Request to supply materials, equipment and labor to install replacement lights in the Wheeling Tunnel (I-70).
- ◆ **Alcohol Beverage Control Administration**
Request to direct, manage and operate the distribution and transportation activities of the Alcohol Beverage Control Commission.

Dream Comes True for Local Inventor

*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.*

When Oak Hill resident Jerry Skaggs approached the Purchasing Division with his patented invention, a product called Stan-E-Z, interests were peaked. The possibilities of use in state government was present; therefore, Ladder Platforms International, Inc., this wholly-owned West Virginia vendor, was awarded a statewide contract (LADPLAT06).

How does it work? When attached to a step on a ladder, the Stan-E-Z creates a larger foot space which, in turn, enhances safety by alleviating possible injuries. For workers who



Jerry Skaggs demonstrates his invention called Stan-E-Z Platform. Skaggs was just awarded a statewide contract with the West Virginia Purchasing Division.

spend long hours standing on a ladder, it also eliminates fatigue in the back, legs and feet. The Stan-E-Z weighs only four pounds and attaches to any standard step ladder or the new telescopic ladder.

Skaggs said it has taken about 10 years to get where he is now with his invention. "I was a self-employed painter in Charleston for 10 years when one day it dawned on me that I needed more surface to stand on while doing my work. I went to a machinist and told him how I wanted this made," said Skaggs. After the prototype was made in 1996, Skaggs pursued receiving his first patent.

Since that time, he has been marketing and perfecting his product. He obtained an investor and has switched from costly aluminum to plastic...and the rest is history.

"The Purchasing Division is happy to be able to award a statewide contract to a West Virginia vendor for a product made in West Virginia," according to Karen Byrd, Assistant Purchasing Director of Acquisition and Contract Administration.

Senior Buyer Betty Francisco who handles all statewide contracts for the Purchasing Division was pleased to assist this West Virginia business. "He created the product, obtained the necessary patent, and founded the company to bring his product to market. It is great to see a fellow West Virginian make his dream a reality. We were delighted to have the opportunity to make this award," Francisco said.

Another feather in Skaggs' cap is the fact that he has just signed a contract with Lowe's Department Stores, who will soon be placing his product on their shelves. He said his product passed Lowe's testing.



Jerry Skaggs of Ladder Platforms International proudly shows a copy of his signed contract with Lowe's for his invention of Stan-E-Z platforms.

"They put a Stan-E-Z platform in a chamber minus 20 degrees. After bringing it out and letting it get to room temperature, it still withstood over 1,000 pounds. The first order goes out the end of this week."

The Stan-E-Z platform will hold up to 450 pounds and complies with OSHA standards. It is simple to install; no tools are necessary. Skaggs said it is being used by contractors and homeowners alike.

Skaggs expressed his satisfaction in how quickly the contract was expedited through the Purchasing Division. "Now, I just have to get the word out to all the state agencies," he said.

For more information on the Stan-E-Z, contact:

Jerry Skaggs
Ladder Platforms International, Inc.
P.O. Box 344
436 Main Street, East
Oak Hill, WV 25901

PHONE: (304) 469-4950
FAX: (304) 469-3370
www.stan-e-z.com

Proper Documentation and Accountability Vital in Inventory Management Program

Property acquired by state agencies eventually will become unnecessary or, depending on the condition, unusable. Specific procedures are in place to properly retire property to the Surplus Property Unit so it may be offered to other public and non-profit organizations for use.

The process begins when an agency makes a decision to dispose of a piece of reportable property. Reportable property is defined as equipment, machinery, furniture and fixtures which are not attached to the land, building or improvements and is capable of being removed or some disassembly might be required. For example, a piece of equipment which is bolted to the floor for stability purposes may be considered remove-

able property to be placed in inventory.

Any agency retiring equipment with an acquisition of \$1,000 or less and not in the WVFIMS Fixed Asset system are required to use the Surplus Property Retirement Form (WV-103). Agencies retiring equipment with an acquisition of \$1,000 or more are required to retire the equipment to Surplus Property electronically using the WVFIMS Fixed Asset System.

The retirement process via WVFIMS Fixed Asset system automatically generates a FIMS agency retirement cover sheet, which accompanies the equipment to Surplus Property for proper completion of the retirement. There is one exception to this rule. All firearms, regardless of the cost, must be entered into the WVFIMS Fixed Asset system.

The agency will recommend one of the following six disposal methods: (1) deliver property to the



Administrative Assistant Valerie Brown makes sure all fixed assets are properly processed at Surplus Property.

Surplus Property Unit; (2) request the Surplus Property Unit to pick up property; (3) request sale-on-site; (4) request vendor trade-in; (5) sell for scrap; or (6) send to landfill. There can only be one method of disposition for each cover sheet.

Once a request is submitted, Administrative Assistant Valerie Brown of Surplus Property reviews for completeness and forwards to Surplus Property Manager Ken Frye for the final determination of disposal.

The majority of items that arrive at Surplus Property are vehicles and computers, Brown said. Items that are

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Division Selects Mike Sheets as DHHR Buyer

Effective September 26, 2005, Mike Sheets is the dedicated buyer for the Department of Health and Human Services (DHHR).



The agencies previously assigned to Mike Sheets will be handled by Ron Price.



Sheets replaces Marc Roberts, who previously served as the dedicated buyer for DHHR. Roberts resigned from the division in September to pursue other career opportunities. The Purchasing Division wishes him the best of luck in his future pursuits.

MoneyWise...

Tips for the Thrifty

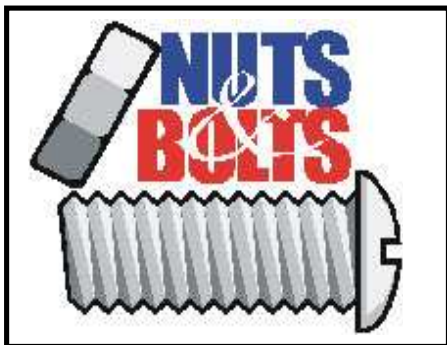
Station 'Drive offs' Rise with Gas Prices

Since June of 2004, the price of gasoline has risen about 21 percent. It's expensive to fill your tank.

Either in desperation or in objection, some people are driving off without paying the tab. This could be a big mistake because many states are calling for big fines and jail time.

Nearly all states have raised penalties for gas theft. Minnesota allows a 30-day license suspension on top of misdemeanor theft penalties for a pump-and-run conviction. Oklahoma raised the fine to \$500 plus up to 60 days in jail. Virginia has raised its fine to \$250 and had added license suspension.

In addition, it's easier than ever to catch gas thieves. Many stations can view your license plate number at the pump.



◆ **TEAM Purchasing System:
Hours of Availability**

Please note there is a revision to the hours of availability which were previously published in the July 2005 issue of *The Buyers Network*. The TEAM Purchasing System is generally available in accordance with the following schedule: **Monday through Saturday** (7:15 a.m. to 8:45 p.m.) and **Sunday** (12:15 p.m. to 8:45 p.m.). However, after normal business hours, availability cannot be guaranteed due to occasional, unforeseen maintenance needs. If the division knows in advance that the system will be unavailable pursuant to the schedule, the Technical Services Unit will notify agency procurement officers who, in turn, will be responsible for sharing with their agency's TEAM users.

- ◆ **Correction Relating to DIGCOP:** In the September 2005 issue of *The Buyers Network*, information in the *Statewide Contract Spotlight* incorrectly stated that 'print only' devices were not available through the DIGCOP contracts. Some printers are available through these contracts. The contract classifies monochrome printers into volume bands based on machine speeds from band 1 - band 3. According to the contract, the state desires to make printers from manufacturers unable to meet the requirements of the PC and peripheral contract available as an additional choice for the state's printing needs.

Best Wishes Extended to Jo Ann Dunlap for a Happy Retirement

Throughout her 35 years of service, Jo Ann Dunlap has performed many roles in state government, beginning with the State Building Commission and finishing the majority of her years with the Purchasing Division.

In her most recent position as assistant director of the Administration and Inspection Section, she was responsible for vendor registration, purchase order encumbrance, contract review, bid receipt and bid packages, new business development, and records and distribution.

Jo Ann was an integral part of the division and the many programs for which it oversees. The staff at the Purchasing Division wishes her the best during her retirement years. Congratulations!



Purchasing Reform

Continued from Page 1

of the procurement process."

Millions of dollars in potential savings are expected from this reform initiative, from leveraging the buying power of the state to eliminating non-essential manual tasks resulting in loss of productivity and time.

The existing process is often viewed as challenging and complex, governed by very strict laws and rules, according to Purchasing Division Director Dave Tincher. He added that he was pleased to have the opportunity to offer ways to improve the stringent procedures.

"Recognizing that many of our laws were written more than 50 years ago, it is easy to understand the basis for the need for change. Although there has been interest from various groups to change or reform state purchasing in the past, rarely, if ever, has the Purchasing Division had the opportunity to participate," Tincher said. "The

"Recognizing that many of our laws were written more than 50 years ago, it is easy to understand the basis for the need for change."

**Dave Tincher, Director
Purchasing Division**

Purchasing Division desires to be a world class leader in providing procurement services effectively and efficiently while satisfying and exceeding customer's expectations and assuring the citizens of the State of West Virginia that expenditures made are for the best products and services at the highest possible quality and the lowest possible cost."

According to Secretary Ferguson, retooling the purchasing process will be a monumental undertaking, but the potential outcomes are overwhelmingly positive.

"Not only will we join together the best minds in state government to determine the prudent path to follow to bring positive change, but also will seek advice from other states as well as our state business leaders," Ferguson said.

Current Statewide Contract Update

(As of September 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. All statewide contracts are available online at www.state.wv.us/admin/purchase/swc. For more information, 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>
DCBATT	Dry Cell Batteries	WV Electric Supply	09/15/05

RFQs Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Pre-Bid Meeting</u>	<u>Bid Opening</u>
LABSUP06	Laboratory Supplies	09/27/05	10/18/05
TOOLS06	Tools	09/22/05	10/18/05
RECYCLE06	Recycling of Electronic Equipment	09/20/05	10/06/05
PC06	Police Cruisers	None	09/29/05
MV06	Motor Vehicles	None	10/18/05
TCARD06	Travel Card Services	09/29/05	10/20/05

Contracts Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Evaluation</u>
AUD052942	Procurement Card	07/19/05	Yes
SYSFURN05	Furniture	08/02/05	Yes

Miscellaneous Action on Statewide Contracts

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Comment</u>
SELECT04	Software / Microsoft	Software House	Issue new price list, effective 08/01/05
MV05D	Motor Vehicles	Glen Dale	Add 2006 Chevrolet Express Cargo Van
OIL05	Oil	Harris Oil Company	Price Change

Contracts Renewed

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Expiration Date</u>
RECMGT00	Storage and Archive of Records	Archive Services	11/30/06
WAN04	Wide-Area Network Archive of Records	Verizon Network Products	10/31/06

Contracts Extended

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Extension Date</u>
DIAPER01	Diapers	Seneca Medical	11/30/05
CABLE02	PC Cable Products	SESCO Electronics - Div. of State Electric	02/28/06

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.

OCTOBER

LAN
Local Area Network Systems

PPHONES
Pay Telephones

LIGHT
Lighting; Bulbs

OIL
Oil and Lubricants

RSHEET
Reflective Sheeting

MOTEL
Hotel/Motel Accommodations

NOVEMBER

MA02SW04
Crystal Software - Business Objects America

PURCHASING CONNECTION

State Capitol Dome Project One Year Ahead of Schedule

The restoration of West Virginia's State Capitol dome is near completion. As the white covering around the dome is removed, the public can begin to see its magnificent beauty.

Great pride has been taken every step of the way to ensure the job was done with excellence. The chain of events leading up to its completion are but a faint memory, though good to reflect upon to appreciate the magnitude of the project.

In 1999, General Services' officials noted an intense surface restoration was desperately needed on the dome. Swanke, Hayden, Connell Architects (SHCA) was hired to provide architectural preservation consulting services. During 2001-2004, project plans and specifications were developed by SHCA, including a testing program involving the removal of about eight square feet of original lead-coated copper sheet metal.

In October, 2004, Wiseman Construction Company, Inc. began its work as general contractor, with an expected completion date of November, 2006.

To assure proper progression of the project, monthly meetings took place with the project director, manager, architect, conservator, structural engineer, general contractor, foreman, inspectors, gilding subcontractor and the sheet metal/painting subcontractor.

As a result of productive teamwork among all parties, the project will be completed more than a year in advance. A fall festival on the State Capitol grounds, which will feature the release of the commemorative West Virginia quarter as well as a celebration of the completion of the dome is set for Friday, October 14 [see informational box to the right].

In a project of this magnitude with as many parties involved, cooperation was the key. As a result, this project has been completed one year ahead of schedule. With unanimous agreement, the project team attributes its success to a team effort built on pride. "The main reason," said Project Conservator Elizabeth Moss of Swanke Hayden Connell Architects, "is everyone involved was very excited to be involved and the ultimate goal was for the gilding. From my point of view, coming out of New York as a preservation architect, this is a significant project and we're proud to have been able to work on it. It's not just a building of state's significance, but of national significance. Cass Gilbert is one of the preeminent architects."



The white covering that has allowed work to continue through various weather conditions began coming down in early September.

FALL FESTIVAL OCTOBER 14, 2005

Join Gov. Joe Manchin III on October 14 on the northside of the Capitol grounds, beginning at 10 a.m. to celebrate the completion of the Capitol dome and for the release of the commemorative West Virginia quarter.

Fixed Assets

Continued from Page 4

made available through Surplus Property are priced in accordance with the fair-market-value.

Making sure proper forms are filled out is essential, she said. Because items \$1,000 or more are in the Fixed Assets System, should the wrong form be used or an incorrect item be retired, problems can occur that may be difficult to realize. Brown suggests when an agency is about to retire an item, the first thing they should do is find out if the item is in their inventory system and then make sure the proper form is filled out.

If they have any questions, she encourages the agency coordinators to contact her for guidance. "The inventory coordinators and I work very well together. When they retire property, they want to make sure the items are correctly out of their inventory. They just want to do the right thing."

NIGP Webinars Planned

October 5, 2005: "Does It Really Say That? The Law and Public Procurement". To register, visit: <http://www.nigp.org/educate/WebDoesItReallySay.htm>

October 6, 2005: "Performance-Based Contracting - For You and Your Agency!" To register, visit: <http://www.nigp.org/educate/WebPerfBasedContr.htm>

Questions?...Just Ask Us!

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

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

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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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