

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 Helpful Resource to Agencies

Process Checklists Prove Beneficial for Agency Procurement Personnel

When processing purchasing transactions through the Purchasing Division, it is always helpful to have a 'cheat sheet,' that includes a checklist of the necessary approvals and documentation. To assist our agency procurement personnel, we developed a check list several years ago for various transactions that are submitted through the formal bid process.

The purpose of these checklists is to assist representatives of state agencies who are charged with the task of handling the purchase of products and services on behalf of their agencies. These lists are somewhat of a 'how-to guide' for agency purchasers when they are preparing various transactions to be submitted to the Purchasing Division for processing. Instead of simply returning paperwork to the agencies for missing documentation, the division decided to put in writing the documentation needed from our buyers and other stipulations to be considered, such as the various approvals that may be required.

The checklists are available on the Purchasing Division's Intranet site at <http://intranet.state.wv.us/admin/purchase>.



In addition, the division's Intranet site is an excellent resource for other purchasing-related information, such as the Best Value Purchasing training video, the **West Virginia Purchasing Bulletin**, downloadable forms, online class registration for TEAM, the Purchasing Division Procedures Handbook, emergency purchasing procedures, West Virginia Zip Codes, the Directory of Services and other

valuable information on programs and services that are offered by the Purchasing Division. Agency personnel are also encouraged to visit our division's Internet site at www.state.wv.us/admin/purchase.

Purchasing Conference Planning Begins...

Fall of 2007 Targeted for State Agency Purchasing Training

The Purchasing Division is finalizing the evaluation of proposals received from state facilities to host the 2007 Agency Purchasing Conference. A decision is expected soon as to the location and date of this training effort.

Additional details will be released soon. To assist us in preparing for this training, a one page survey is included on page 5 of this issue of **The Buyers Network**. Please take a few minutes to complete and return to us via fax at (304) 558-6026. Your feedback enables us to provide agency procurement staff the high-quality training program that you expect.

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THE DIRECTOR'S COMMENTS

Taking Pride in our Accomplishments

By Dave Tincher
State Purchasing Director

As days pass, many of us may not take the time to look back at the accomplishments made throughout the year. The Purchasing Division attempts to perform this reflective task each year while preparing our fiscal year annual report.

This report allows us to pat ourselves on the back for a job well done. Our most recent annual report is now available on the division's website at:

<http://www.state.wv.us/admin/purchase/Annualreport/Annual06.pdf>

Next State Surplus Property Auction Set for December 2

The West Virginia State Agency for Surplus Property (WVSASP) will conduct its next absolute auction on Saturday, December 2, 2006, at 2700 Charles Avenue in Dunbar.

Gates open at 9:00 am, with the auction beginning at 10:00 am.

For additional information and a list of merchandise to be sold, please contact WVSASP at (304) 766-2626 or toll-free at 1 (800) 576-7587.

Please note that property will not be awarded through the weekly sealed bid process the week immediately preceding the public auction. Specific merchandise advertised for this public auction will not be available for sealed bids. There are no minimum bids at the auction.

I encourage all of our agency purchasing partners to take a few minutes to review our accomplishments from the past fiscal year. Because of the cooperative and supportive network of purchasing staff throughout all state government, many of these successes may be attributed to you as well.

Some of the highlights of this past fiscal year included changes resulting from the purchasing reform effort; privacy controls in purchasing; e-procurement initiatives; enhanced customer service; and the 2005 agency purchasing conference.

During this fiscal year, our division worked closely with the Governor's Office, as well as our state legislators, in developing a major reform that would provide flexibility and

efficiency in the purchasing process, while ensuring integrity through safeguards and internal controls. I am pleased to announce that we achieved our goal.



This has been a monumental year in state procurement, with positive outcomes for our agency purchasers, lobbyists, business community and for our own staff.

I would like to extend my appreciation to the Purchasing Division staff, who truly works together as a team, for the good of the citizens of West Virginia, and to the personnel at the agency level with whom we enjoy providing procurement services. The staff of the Purchasing Division wish all of our agency purchasers a happy holiday!

Non-Conflict of Interest Revised

A revision was recently made to the Certification of Non-Conflict of Interest, which may be found on the Purchasing Division's Intranet site at:

<http://intranet.state.wv.us/admin/purchase/>

In accordance with §5A-3-31 of the *West Virginia Code*, "It shall be unlawful for any person to corruptly combine, collude or conspire with one or more other persons with respect to the purchasing or supplying of commodities or printing to the state under the provisions of this article if the purpose or effect of such combination, collusion or conspiracy is either to (1) lessen competition among prospective vendors, or (2) cause the state to pay a higher price for such commodities or printing than would be or would have been paid in the absence of such combination, collusion or conspiracy, or (3) cause one prospective vendor or vendors to be preferred over one or more other prospective vendor or vendors. Any person who violates any provision of this section shall be guilty of a felony, and, upon conviction thereof, shall be confined in the penitentiary not less than one nor more than five years, and be fined not exceeding five thousand dollars."

Individuals charged to evaluate or serve as members or advisors of an evaluation committee for a solicitation must certify on this form they have no conflict of interest with any of the participating vendors. Each individual

Continued on Page 7

Statewide Contract Spotlight...

S&S Tire Co. Provides Agricultural and Industrial Tires to State Agencies



S&S Tire Co., a diverse mix of wholesale, commercial and retail tire service, is the awarded vendor for the statewide contract for agricultural and industrial tires (FARMTIRE06).

This contract also includes tubes as well as the agricultural industrial tires. S&S Tire Co. also is an authorized supply point for the statewide contract for tires, held by Goodyear Tire and Rubber Co.

With locations in six states, S&S Tire Co. is present in West Virginia with a wholesale distribution center in Huntington, a commercial tire and service center in Huntington (S&S Truck Tire Center), a commercial tire/retail and service location in Vienna (Best One Tire and Service), and a commercial/retail tire, service and re-treading center in Beckley (Best One Tire and Retreading).

Started in 1974 in Lexington, KY, S&S Tire has grown to more than 29 outlets. The West Virginia operation started in 1982 with only one em-

ployee who took orders, received tires from the main location in Lexington, KY, made deliveries and collected money from accounts. Today, there are the four locations which currently employ over 65 full- and part-time employees.

Because many of the state garages install their own tires, the mounting and disposal charges are listed as separate items on the contract.

S&S Tire has been doing business with the state for about six months, but engaged in business with local government and schools in the Huntington and Charleston area for more than 10 years.

"Our relationship with the state was non-existent until we were introduced to Senior Buyer Betty Francisco in May of this year," said S&S Government Sales Manager Michael Bryant. "Betty encouraged us to attend a pre-bid meeting and make necessary recommendations to the proposed contract. We asked for a few changes in the

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

West Virginia Code, §5A-3-5, authorizes the Purchasing Director to promulgate and adopt standard specifications based on scientific and technical data for appropriate commodities and services. This establishes the quality to which commodities and services to be contracted for by the state must conform. These standard specifications are used to establish statewide contracts for commodities needed on a repetitive basis. **No agency may be exempt from using statewide contracts without prior written approval from the Purchasing Director.**

proposal that made sense to us as did Betty. She made us feel very comfortable and the bidding process less intimidating."

Paul Anderson with the West Virginia Department of Transportation Charleston garage said, "We had a contract with Goodyear, which actually modified their contract so they now don't supply our loader and tractor tires. S & S Tire bid them out and won the statewide contract for those tires. But, they are also a Goodyear dealer which allows us to buy Goodyear tires from them." Anderson added that S&S Tire is very efficient and delivers within a reasonable amount of time. "They are a good company to deal with and I would definitely recommend S&S Tire to other agencies."

For more information on this statewide contract, please contact:

Manager Scott Bailey or
Assistant John Gower
S&S Tire Co.
3096 Woodville Drive
Huntington, WV 25703
(304) 522-9801
(304) 522-9908 (fax)

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 Veterans Affairs**
Request to provide bronze casting of the Women's Veterans statue
- ◆ **Division of Culture and History**
Request to provide architectural and engineering services for the West Virginia State Museum
- ◆ **State Police**
Request to provide compact in-car digital video systems
- ◆ **All State Agencies**
Request to provide litter grabbers

Financial Statistics

Fiscal Year 2006



PURCHASE ORDER SUMMARY

Resident Vendor Analysis:

Vendor	Count (#)	Percent (#)	Value (\$)	Percent (\$)
West Virginia	1,240	65.23%	\$188,663,977.49	51.34%
Non West Virginia	661	34.77%	\$178,826,823.47	48.66%
TOTAL	1,901	100%	\$367,490,800.96	100%

The average purchase order amount for FY 2006 was \$193,314.47.

Agency Analysis:

Top 10 Agencies	Count (#)	Percent (#)	Value (\$)	Percent (\$)
Highways	384	20.20%	\$91,524,593.99	24.91%
DEP	191	10.05%	\$55,135,895.63	15.00%
DHHR	233	12.26%	\$31,455,368.36	8.56%
Tax	23	1.21%	\$23,125,605.52	6.29%
Lottery	9	0.47%	\$19,127,199.64	5.20%
Education	156	8.21%	\$17,550,757.62	4.78%
Secretary of State	11	0.58%	\$16,039,050.00	4.36%
Administration	132	6.94%	\$13,713,319.84	3.73%
State Police	64	3.37%	\$12,185,763.50	3.32%
Natural Resources	108	5.68%	\$10,739,842.91	2.92%
Others	590	31.04%	\$76,893,403.95	20.92%
TOTAL	1,901	100%	\$367,490,800.96	100%

2007 Agency Purchasing Conference

AGENCY QUESTIONNAIRE

Which topics would you like addressed at the 2007 Agency Purchasing Conference next fall?

(Check only those topics on which you would attend a workshop)

- | | |
|--|---|
| <input type="checkbox"/> Agency Delegated Purchasing | <input type="checkbox"/> Legal Issues |
| <input type="checkbox"/> Assigned Buyer/Agency Meeting | <input type="checkbox"/> Payment Issues |
| <input type="checkbox"/> E-Procurement Initiatives | <input type="checkbox"/> Purchase Order Encumbrance |
| <input type="checkbox"/> Best Value Purchasing
(RFP/Expression of Interests/
Design Build) | <input type="checkbox"/> Purchasing Reform Changes |
| <input type="checkbox"/> Change Order Process | <input type="checkbox"/> Purchasing's Website |
| <input type="checkbox"/> Contract Management | <input type="checkbox"/> Question and Answer Session |
| <input type="checkbox"/> Correctional Industries | <input type="checkbox"/> Sole Source Purchase Process |
| <input type="checkbox"/> Fixed Assets (Inventory) | <input type="checkbox"/> State Use Law |
| <input type="checkbox"/> Fleet Management | <input type="checkbox"/> Statewide Contracts |
| <input type="checkbox"/> High-Tech Contracts | <input type="checkbox"/> Surplus Property Program |
| <input type="checkbox"/> Introduction to Purchasing | <input type="checkbox"/> Travel Management |
| <input type="checkbox"/> Intermediate Purchasing | <input type="checkbox"/> Vendor Complaint Procedures |
| | <input type="checkbox"/> Vendor Registration |

What other topics would you like to see addressed at this year's conference?

Would YOUR agency like a special session at our conference to discuss specific issues related to your organization? Yes No

If yes, list state agency: _____

Which format do you prefer for the conference?

- | | |
|---|--|
| <input type="checkbox"/> Group discussions
<i>(all participants)</i> | <input type="checkbox"/> Roundtable discussions
<i>(agency participation)</i> |
| <input type="checkbox"/> Small workshop sessions | <input type="checkbox"/> Other: _____ |

Would you want an opportunity for one-on-one discussions/meetings with our professional staff?

- Yes No

What information/materials would you want to have provided at this conference?

Other comments: _____

Thank you for your cooperation with our professional development efforts!

IMPORTANT Conference Details

General Information

The date and location of the 2007 Agency Purchasing Conference have not been confirmed at the time of this issue's release. However, we are beginning our preliminary planning as to what issues need to be addressed during this training.

For this reason, we need your help...Your input is extremely important to the success of the training conferences offered by the Purchasing Division. Let us know what issues you would like to learn more about by completing the brief questionnaire on this page.

Please return this questionnaire no later than December 15, 2006 to the attention of Diane Holley via fax at (304) 558-6026.

This information will assist us in developing the conference schedule. Additional information on lodging and registration will be forthcoming.

Current Statewide Contract Update

(As of November 15, 2006)

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

Contract	Description	Vendors	Effective Date
MV07 [A-H]	Motor Vehicles	Bill Kelley, Inc.; Country Club Chrysler; General Truck Sales; Glen Dale Motors; Hurricane Chevrolet; Jack Garrett Ford; Matheny Motors; Stephens Auto Center	10/25/06
PC07 [AAA,B-C]	Police Cruisers	Bert Wolfe Ford; Country Club Chrysler; Hurricane Chevrolet	11/01/06
SYSFURN07 [A-C, E-I]	System Furniture	Access Systems; Capitol Business Interiors; Contemporary Galleries; Franklin Interiors; G.F. Office Furniture; Kimball Interiors; KI Kreuger Int'l; Trendway Corp.	11/01/06
CPHONE07	Cellular Telephone Services	Ntelos; Cingular Wireless LLC; Cellular One; Alltell Corporation	11/01/06

Contracts Under Evaluation

Contract	Description	Bid Opening	Under Evaluation
TCARD	Travel Card Services	10/20/06	Yes
INKCRT07	Toner and Ink Cartridges	10/31/06	Yes
SBUS07	School Buses	09/20/06	Yes

FOR MORE INFORMATION...

Who Are You Going to Call?

Below is a list of the Purchasing Division buyers who are assigned specific agencies.

Unassigned File **John Abbott** (558-2544)
 Unassigned File **Michael Austin** (558-2316)
 Unassigned File **Jo Ann Adkins** (558-8802)
 Unassigned File **Shelly Murray** (558-8801)
 Unassigned File **Butch Chittum** (558-8806)
 File 21 **Krista Ferrell** (558-2596)
 File 22 **Roberta Wagner** (558-0067)
 File 23 **Chuck Bowman** (558-2157)
 File 32 **To Be Determined** (558-0492)
 File 33 **John Johnston** (558-2402)
 File 41 **Ron Price** (558-0492)
 File 42 [SWCs] **Betty Francisco** (558-0468)

Contracts Out for Bid

Contract	Description	Pre-Bid Meeting	Bid Opening
PHOTO07	Film and Misc. Supplies	---	11/16/06
LITTER	Litter Grabbers	---	11/28/06
RECYCLE07	Recycle Pick Up and Disposal	11/17/06	11/28/06
PAINT07	Paint Products and Supplies	---	12/14/06
LIGHT07	Lights, Lamps and Ballasts	---	12/14/06

Contracts Renewed

Contract	Description	Vendor	Expiration Date
DIGCOP04G	Copiers	Superior Office Service	08/14/07

Contracts Extended

Contract	Description	Vendor	Extension Date
ORACLE01	Software	Oracle Corp.	12/29/06

Miscellaneous Action

Contract	Description	Vendor	Comment
DIGCOP04H	Copiers	Xerox	Replace Model
FOOD04A	Staple Food and Groceries	A. F. Wendling	Replace Price List

Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date.

DECEMBER

DEBT *Debt Collection*
MA01SW03 *ESRI*

JANUARY

CEREAL *Breakfast Foods; Cereals*
CANLINE *Can Liners*
DFS *Disposable Food Supplies*
SANPAP *Sanitary Paper Supplies*
SELECT *Microsoft Products*

PURCHASING CONNECTION

Non-Conflict of Interest Continued from Page 2

Purchasing Division Welcomes Two New Employees to the Organization

The Purchasing Division is pleased to announce the arrival of two new employees to the organization, Kristi Strader and Thomas "Butch" Chittum, Jr.

Kristi has been hired as a purchasing assistant for the newly developed Contract Management Unit of the Acquisition and Contract Administration (ACA) Section. She will be assisting the contract manager (a position which has not been filled at the time this issue was published). The contract management initiative was included as part of the purchasing reform efforts which went into effect in June of this year.

Kristi brings five years of clerical and computer experience after working for the Department of Environmental Protection. She also has two years of purchasing experience with the Department of Transportation's Adopt-A-Highway program.



Kristi Strader has been hired by the Purchasing Division as a purchasing assistant. She will be working in the newly formed Contract Management Unit under the Acquisition and Contract Administration Section.



Thomas "Butch" Chittum, Jr. is serving as a senior buyer in the Acquisition Unit of the Acquisition and Contract Administration Section. He has an undergraduate degree in Business with a Masters in Secondary Education. He is currently being trained by Senior Buyer John Johnston.

Butch Chittum joins the division with varied experience. A retiree from Union Carbide, he graduated from Marshall University with a bachelors degree in business and a masters degree in secondary education. As a technician at Carbide, he handled a variety of functions, ranging from building equipment to investment recovery.

Butch will be serving as a senior buyer in the Acquisition Unit of the ACA Section. He is currently working closely with John Johnston, who is our dedicated buyer for the Division of Highways.

Strader and Chittum are native residents of West Virginia. The Purchasing Division welcomes them both to our organization!

must acknowledge any and all relationships of any type (business, personal, etc.) with any vendor or vendor-related personnel.

In addition, individuals must certify they have had no contact with any participating vendors between the time of the bid opening and the award recommendation. Failure to disclose this information may result in disciplinary actions, including but not limited to termination. This requirement is applicable to all transaction types.

This certification must be submitted in accordance with the following timeframes:

- Requests for Proposals/ Expressions of Interests: Agencies must submit this certification with the evaluation and recommendation.
- Requests for Quotations and All Other Transaction Types: The evaluator(s) must sign the Certification for Non-Conflict of Interest and submit, along with the recommendation for award, to the Purchasing Division.

This certification applies only to transactions processed through the Purchasing Division. Please note that it is **not** a requirement for agency delegated purchases; however, agencies may adopt this policy at their discretion.



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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