

# THE BUYERS NETWORK

OCTOBER 2006 - VOL. 16, ISSUE 10

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

## Introducing our New Purchasing Staff Members

### **Inspection Staff and New Senior Buyers Greatly Welcomed to Division**

Pursuant to the Purchasing Reform legislation, which passed during the Regular Session of the State Legislature, the Purchasing Division has recently hired four new employees, two of which are Senior Buyers and two Inspectors.



**Jo Ann Adkins** of Hurricane has been hired as a Senior Buyer. Her prior experience includes eight years as a buyer for Burco Services, a company that warehouses material for railroads east of the Mississippi and all of Canada. Her duties involved purchasing, inventory management, contract negotiations, customer service and accounts receivable. This December, Adkins expects to graduate from West Virginia State University with a bachelors degree in Business.

**Shelly Murray** of Cross Lanes has also been hired as a Senior Buyer. She comes to us with a bachelors degree in communications and a knowledge of the state purchasing system after having worked for the State Health Department. Both Jo Ann and Shelly have been training with the division's buying staff and learning the state purchasing process.

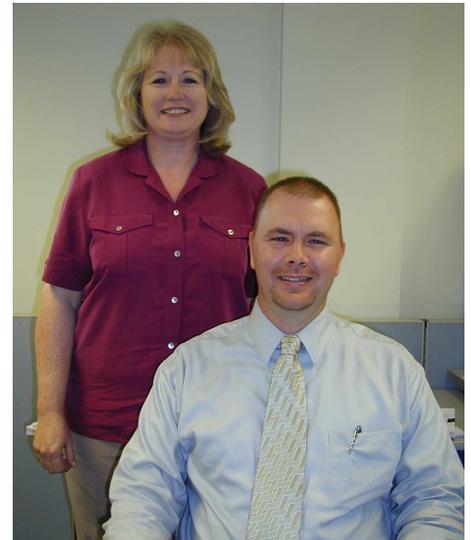


**Susan King** of Ravenswood has been hired as an Inspector III. Prior to accepting this position with the Purchasing Division, King worked for 17 years in the medical profession performing billing and auditing services. She also worked for Workers' Compensation for 10 years reviewing billing and auditing vendor records.

**Shane Hall** of Logan joins the division as an Inspector II. A graduate of Glenville College with a bachelors degree in criminal justice, his experience includes retail sales, customer service and collections along with seven years as a correctional officer with the Regional Jail Authority.

Both King and Hall have been studying the West Virginia laws and regulations as they pertain to the Purchasing Division. As inspectors, they will review and audit requests and purchases by spending units to determine compliance with state regulations and recommend additional training when necessary.

The Purchasing Division is pleased to welcome our new employees and look forward to introducing them to our agency partners in the near future.



**With the creation of our Inspection Program, Susan King (l) and Shane Hall (r) will be working with agencies as our inspectors. Their responsibilities will include the reviewing and auditing of purchasing transactions at the agency level as well as serving as valuable resources to agency personnel.**

## **INSIDE...**

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Temporary Handbook to Clarify Code Changes
- **Statewide Contract Spotlight:** Graybar Electric
- ITECH06 Statewide Contract Offers Savings and Competition
- Use of Statewide Contracts Mandatory to Agencies
- Statewide Contract Status Update

# THE DIRECTOR'S COMMENTS

## Temporary Handbook to Clarify Code Changes

By Dave Tincher  
State Purchasing Director

As a result of submitting our **Emergency Legislative Rule**, our staff has been busy revising the existing Purchasing Division Procedures Handbook to incorporate changes to the **West Virginia Code**.

After the Purchasing Reform bill passed and went into effect on June 8, 2006, our division had to prepare **Emergency Legislative Rule** and a proposed **Legislative Rule** which has been submitted to the Legislative Rulemaking Committee for approval next session. Changes are likely to be made during this process.

However, we do realize the need by agency procurement personnel for immediate guidance and, for this reason, a temporary procedures handbook will

be available within the month.

To gain as much input as possible, we will be requesting the assistance of agency personnel to quickly review the draft revisions prior to the online release on our division's website. More details on this review period will be forthcoming.

Several of the issues clarified in the temporary handbook include piggybacking of contracts, sole source determinations, negotiation when all bids exceed available funds, and contract management.

As a result of the recent reform, we will use this monthly publication as well as memorandums to agency personnel to highlight specific changes affecting state procurement.



## A Communication Policy Reminder for Purchasing Process

As a reminder to a policy that was issued in October of 2001, information relating to contract awards may only be released after an official award is complete.

An award is considered complete only if the contract has been signed off by the Purchasing Division, approved *as to form* by the Attorney General's Office, encumbered and placed in the United States mail. When contract award information is released prior to a contract award, that information may be incorrect, premature, and/or erroneous and cause work to begin or vendors to protest.

Our agency procurement officers are the division's key contact person in relaying information on the status of contracts internally to agency officials.

## Next State Surplus Property Auction Set for October 21

The West Virginia State Agency for Surplus Property (WVSASP) will conduct its next absolute auction on Saturday, October 21, 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.

## 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.)*

- ◆ **Department of Administration**  
Request to provide a point factor, job evaluation system for use in West Virginia state government.
- ◆ **Division of Motor Vehicles**  
Request to provide officially limited license for the manufacture and sale of motor vehicle license plates bearing the NASCAR trademark and the team drivers.
- ◆ **WV State Police**  
Request for an open-end contract to provide random drug testing.
- ◆ **Regional Jail and Correctional Facility Authority**  
Request to provide food and commissary services to the regional jails.
- ◆ **Division of Natural Resources**  
Request to provide research and testing of Chronic Wasting Disease in West Virginia wildlife.
- ◆ **All State Agencies**  
Request to provide model year 2006 motor vehicles.

## Statewide Contract Spotlight...

# Graybar Electric Provides Copper and Fiber Network Cable to Agencies

Graybar Electric Company, Inc., is a Fortune 500 company specializing in chain management services and is a leading North American distributor of high-quality components, equipment and materials for the electrical and telecommunications industries.

Established in 1869, Graybar is one of the largest employee-owned companies in North America. It has approximately 7,400 employees and operates 250 distribution centers throughout the United States, Canada, Mexico and Puerto Rico.

Since the early sixties, Graybar has held various contracts with the State of West Virginia. The most recent being the statewide contract for copper and fiber network cable (Cable06A).

Branch Manager Brenda Vanover said, "All the agencies are very professional with which to work and Betty Francisco is always prompt and courteous when answering any questions we have about the contract."

The current CABLE06 contract pro-

vides computer data cable (copper/fiber) and fittings for all West Virginia State agencies and participating political subdivisions. These products include various copper communication cables (CAT.5e; CAT.5e+; and CAT.6e) as well as fiber optic cable (62.5 micron; 50 micron; and single mode).

Also, included on the contract are connectors, cable assemblies, patch panels, wall plates/housings, enclosures, cable management, etc., which provide our user community with the highest quality, best performing and most reliable data/voice connectivity possible.

"Graybar's sales staff is very knowledgeable in the data/voice communication arena," said Marta Dean, Network Supervisor for the Governor's Office of Technology, "and is always willing to assist us with any questions concerning their products." Dean added that she is especially pleased that Graybar's Charleston office stocks the majority of the items on this

*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.**

contract so they will be readily available for their users.

Graybar has two branch offices located in West Virginia one in Charleston the other in Wheeling that offer 24/7 emergency service by calling 1-800-472-9227.

For questions concerning the products and services offered by Graybar or for more information, please contact:

Kevin Hypes, Sales Rep. or  
Butch Odell, CSR  
Graybar Electric  
1010 Young Street  
Charleston, WV 25301  
(304) 344-2371  
(304) 344-0324 (Fax)  
kevin.hypes@gbe.com

You may also visit Graybar's website at [www.graybar.com](http://www.graybar.com). This contract is available on the purchasing website <http://www.state.wv.us/admin/purchase/swc/CABLE.htm>

Prior to using any statewide contract, agencies are strongly encouraged to check the website for contract provisions that may apply.



**Graybar Electric has been doing business with the state of West Virginia for more than 43 years. The company is a Fortune 500 company that specializes in chain management services. They are currently one of the statewide vendors for the statewide contract for copper and fiber network cable (Cable06A), which supplies copper and fiber network cable to all state agencies.**

# Current Statewide Contract Update

(As of September 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](http://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](mailto:bfrancisco@wvadmin.gov).

## Contracts Awarded

<u>Contract</u>	<u>Description</u>	<u>Vendors</u>	<u>Effective Date</u>
ITECH06 [A-V]	IT Temporary Workers and/or Project Services	Various	09/01/06
FLRCOV07	Floor Covering	Family Carpet	09/01/06
DCBATT07	Dry Cell Batteries	WV Electric Supply Co.	09/15/06
XRAY07	X-Ray Film and Accessories	Amis Systems	09/15/06

## Contracts Under Evaluation

<u>Contract</u>	<u>Description</u>	<u>Bid Opening</u>	<u>Under Evaluation</u>
TCARD	Travel Card Services	10/20/06	Yes
MV07	Motor Vehicles	09/18/06	Yes
SYSFURN07	Systems Furniture	0/16/06	Yes

## Contracts Out for Bid

<u>Contract</u>	<u>Description</u>	<u>Pre-Bid Meeting</u>	<u>Bid Opening</u>
SBUS07	School Buses	09/06/06	09/20/06
INKCRT07	Toner and Ink Cartridges	10/11/06	10/24/06
PC07	Police Cruisers	---	10/11/06
WATERT07	Water Treatment Chemicals	---	09/28/06
CPHONE07	Cellular Telephones	---	09/28/06

## Contracts Renewed

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Expiration Date</u>
DIGCOP04 [D-F, H]	Copiers	Aarons Products, Ikon Office Solutions, Kyocera Mita, Xerox	08/14/07
MA03SW05	Software	Novell Inc.	06/30/07
LAUNDRY05	Laundry Chemicals	Ecolab	08/31/07
DWASH05	Diswashing Chemicals	Ecolab	08/14/07
TOOLS06	Hand Tools	Hagemeyer	11/30/07
TCARD02	Travel Card Services	United Bank	10/31/06
LAWN06B	Lawn Equipment	Moores Tractor Sales	07/31/07
LAN04F	Local Area Network	Pomeroy Computer	12/14/07

## Contracts Extended

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Extension Date</u>
OFFICE02	Office Supplies	Office Max	11/30/06
WATERT03A	Water Treatment	CI Thornburg	11/30/06

## Miscellaneous Action

<u>Contract</u>	<u>Description</u>	<u>Vendor</u>	<u>Comment</u>
ALUM05	Alum Sheets	Rocal Inc	Replace pricing page
LAUNDRY05	Laundry Chemicals	Ecolab	Correction
PAPER06B	Paper	Unisource	Replace pricing page
ABATMNT07 [D-E]	Asbestos Abatement	D: Basic Industries E: Raze Int'l	D: Cancel Contract E: Add region 1 to contract
SAT03	Satellite Services	Intelsat Gen. Corp.	Change vendor name due to merger
SANPAP05A	Sanitary Paper	Liberty Distributors	Chagne item number of product
SELECT04	Software	Software House Int'l	Change pricing page
DIGCOP04 [C, F]	Copiers	C: Komax F: Kyocera Mita	Replace models
LIGHT03	Light Products	Wesco Distribution	Remove ballast from contract
CABLE06A	Cable and Accessories	Graybar Electric	Change price list

## Contracts Reviewed

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

### OCTOBER

ALCOHOL  
*Ethyl Alcohol*

MA02SW  
*Novell*

### NOVEMBER

DEBT  
*Debt Collection*

MA01SW03  
*ESRI*

### Statewide Contract Enhances Information Technology Temporary and Project Support

Effective September 1, 2006, the statewide contract for temporary and project information technology support offers state agencies, community colleges, and political subdivisions a broader variety of services.

Twenty-two companies have been pre-qualified to participate in this contract. The selection of pre-qualified vendors is one facet of this contract, providing a secondary bidding process that is expected to result in the lowest possible price. The goal of this contract is to realize cost savings, while providing agencies with the best contractor for the specific service.

The pre-qualification process is just one modification from the previous contract, which was initiated in 1998. Another change is limiting the number of hours the temporary employer may work on a specific project. The new contract restricts the vendor to 1,000 hours of temporary staffing a year with one renewal for each project, eliminating a long-term dependency.

In addition to the staffing services, which includes such expertise as web programming and help desk support, the new contract allows for the inclusion of project-based services. These services range from electronic document management systems to the migration of legacy systems. The temporary services for projects can last up to 24 months and cost up to \$2 million. Projects of longer length will be bid out separately by the state Purchasing Division.

When an agency wishes to use this statewide contract, the state Office of

Technology must be notified with the specific services to be completed. The office in turn notifies the pre-qualified vendors with a solicitation for services. The hiring agencies then conduct interviews, make a selection and get final approval from the Office of Technology.

The pre-qualified vendors are: Access Systems, Charleston; AC Coy Co., Canonsburg, PA; Advanced Technical Solutions, Scott Depot; Arnett & Foster Professional Limited Liability Co., Charleston; CDI Professional Services, Charleston; Ciber Inc., Mechanicsburg, PA; Contact Pointe, Columbus, OH; Dell Marketing Limited Partnership, Round Rock, TX; Dream Catcher Limited Liability Co., Charleston; Ebridge Consulting Limited Liability Co., Barboursville; Electronic Data Systems Corp., Plano, TX; Fenwick Technologies Inc., Cross Lanes; Global Science & Technology Inc., Fairmont; Hourly Computer Services Inc., Huntington; ManTech Enterprise Integration, Fairmont; Maximation Limited Liability Co., Columbus, OH; PCC Technology Group, Bloomfield, CT; Pomeroy Computer Resources, Charleston; Strictly Business Computer Systems, Huntington; Sycom Technologies Limited Liability Co, Roanoke, VA; Tek Systems, Pittsburgh, PA; and Unisys Corp., Charleston.

The list of vendors and the categories for which each is pre-qualified is posted on the Internet at [www.state.wv.us/admin/purchase/SWC/ITECH.htm](http://www.state.wv.us/admin/purchase/SWC/ITECH.htm).

According to §5A-3-5 of the *West Virginia Code*, the Purchasing Director shall promulgate and adopt standard specifications based on scientific and technical data for appropriate commodities, which shall establish the quality to which such commodities to be purchased and services to be contracted for by the state must conform.

These standard specifications are used to establish statewide contracts for commodities that are needed on a repetitive basis and are established for the benefit of state spending units. By using standard specifications, the state is assured of an acceptable quality that meets the state's needs.

A statewide contract is a legal and binding instrument between the state and a vendor which is used by state agencies and some political subdivisions, such as municipalities, counties, and boards of education to purchase frequently used commodities and services. State agencies that are statutorily required to follow the guidelines established by the Purchasing Division must use these contracts.

These type of contracts are mandatory for use by state agencies under the authority of the Purchasing Division. Please note that the use of the State Purchasing Card shall not be used to circumvent purchases from established contracts.

For a complete list of the current statewide contracts issued by the Purchasing Division, visit its website at <http://www.state.wv.us/admin/purchase/swc/>. Questions relating to any of the statewide contracts may be directed to Senior Buyer Betty Francisco, who administers all statewide contracts for the Purchasing Division, at (304) 558-0468 or via email at [bfrancisco@wvadmin.gov](mailto:bfrancisco@wvadmin.gov).

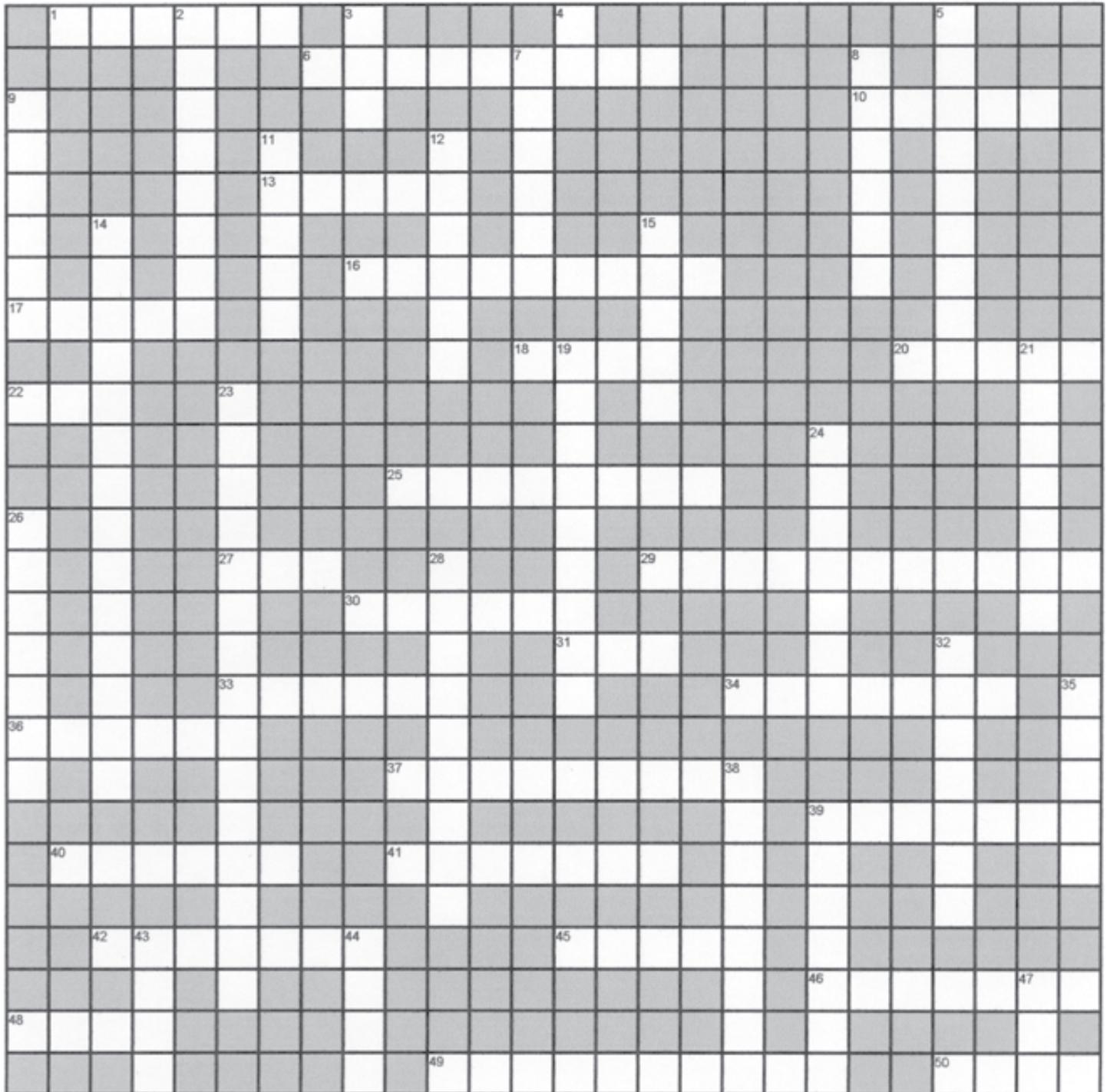
# SPECIAL FEATURE....

## Test Your Knowledge of State Purchasing

As an added feature in this month's issue of *The Buyers Network*, try testing your knowledge of West Virginia state government procurement by completing the crossword puzzle below. The answers to this puzzle will be available in next month's issue.

Let us know if you would like to see special features, such as crossword puzzles, by emailing Diane Holley at [dholley@wvadmin.gov](mailto:dholley@wvadmin.gov). If you have ideas that you would like to share for our special feature section, please detail your suggestions in your email.

**Good luck!**



# CROSSWORD PUZZLE HINTS

## Across

1. Eliminating a contract
6. Use another's contract
10. Giving a contract
13. Agency that controls wage rates
16. List of property
17. WVFIMS Cover \_\_\_\_\_
18. Publicly disclose a bid
20. Rent, but never own
22. Method to hire architects (abbrev.)
25. Purchasing Division Senior Buyer
27. The biggest rule
29. Foundation of public purchasing
30. Correction
31. Complex purchasing method (abbrev.)
33. Early conference for vendors
34. Employees' favorite day
36. Seller
37. Multiple violations of limits
39. Checkwriter
40. Annual allotment
41. Payment must be made this way
42. Upset vendors do this
45. Type of Purchasing Division employee
46. Purchasing Division's publication to agencies
48. Vendors pay these
49. The only one
50. State's protection from vendor who defaults

## Down

2. Legal agreement
3. Vendor offer
4. \_\_\_ixed \_\_\_ssets
5. Contract for all agencies
7. Purchasing Division Senior Buyer
8. Day that occurs twice monthly
9. State's financial processing system
11. Group of vehicles
12. Required when attending out of town conference
14. Descriptions
15. Feds give out
19. Captive furniture workforce
21. Type of legislator
23. Junkyard
24. One more year
26. Accepting the goods
28. Absolute requirement
32. State Capitol Complex logistical problem
35. Agency with preference under law (abbrev.)
38. State Leader
39. When payment must be made
43. Expedite the process
44. State's purchasing processing system
47. Purchasing Division Buyer Supervisor

**ANSWERS TO THE PUZZLE WILL BE INCLUDED IN NEXT MONTH'S ISSUE OF THE BUYERS NETWORK.**

# 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 \_\_\_\_\_  
\_\_\_\_\_

## In This Issue... Did You Read About?

- Stop by the Purchasing Division and meet our new staff members in the Acquisition and Contract Administration Section... **See Page 1.**
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- Statewide Contract Spotlight:** Graybar Electric Provides Cable to State Agencies... **See Page 3.**
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- Current Statewide Contract Update... **See Page 4.**

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