

# THE BUYERS NETWORK

JULY 2007 - VOL. 17, ISSUE 7

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



## Registration Now Available to State Purchasers for the 2007 Agency Purchasing Conference

It's time to register for the 2007 Agency Purchasing Conference...You don't want to miss out on this valuable training and networking opportunity!

The conference will be held at Stonewall Jackson Resort, in Roanoke, West Virginia, beginning Tuesday, October 9 through Friday, October 12.

Small workshops will be offered, in addition to group sessions with featured topics. All of these sessions were developed to offer our participants a better understanding of various facets of the Purchasing Division. The appropriate dress for this conference is business casual.

In addition to the educational information presented within the workshops, the conference also offers ample opportunities to meet other agency purchasing professionals to discuss similar issues and concerns.

### How can I register?

Participants may register online at [www.state.wv.us/admin/purchase/conference/agency/2007](http://www.state.wv.us/admin/purchase/conference/agency/2007). At this site, they may pay the registration fee or elect to 'pay later' and receive an invoice at the conference.

### What about your lodging arrangements?

Participants must make their own lodging arrangements **no later than Friday, September 7, 2007**, by calling Stonewall Jackson Resort at (304) 269-7400 or toll-free 1-888-278-8150 and indicating they are attending the Purchasing Conference. A special rate of \$99 per night has been negotiated with this facility.

### What is the registration fee to attend the conference?

The registration fee is \$200 per participant, which covers materials,

group meals, administrative costs and attendance to all workshop sessions. Payment may be made using the State Travel Card, the State Purchasing Card or the participant may choose to process the invoice after the conference and issue payment.

### Questions?

Questions relating to the conference may be directed to our conference coordinators: **Diane Holley** ([dholley@wvadmin.gov](mailto:dholley@wvadmin.gov); (304) 558-0661) or **Debbie Watkins** ([dwatkins@wvadmin.gov](mailto:dwatkins@wvadmin.gov); (304) 558-3568).

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## Purchasing Division Procedures Handbook NOW Available Online

The Purchasing Division is pleased to release our procedures handbook electronically at our web site (<http://www.state.wv.us/admin/purchase/Handbook/default.htm>). We appreciate the comments and suggestions offered by agency purchasers to ensure that the information contained in this document is clear and accurate to its users.

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# THE DIRECTOR'S COMMENTS

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## Purchasing Conference Offers Variety of Learning Opportunities

By Dave Tincher  
State Purchasing Director

The Purchasing Division is pleased to offer our state agency procurement officers an opportunity to learn more about the state purchasing process, including recent procedures that have been implemented as a result of purchasing reform.

In addition to the information offered during our educational workshops, participants will have a chance to meet other individuals who perform similar responsibilities. A great benefit of our conferences is the networking among all our state professionals.

We are looking forward to this year's conference, which will be offered October 9-12 at Stonewall

Jackson Resort. A great amount of information is being compacted in a relatively short amount of time; however, our buying staff, along with our other division professionals, are always available for your questions and comments.



For complete registration information on the 2007 Agency Purchasing Conference, visit [www.state.wv.us/admin/purchase/conference/agency/2007](http://www.state.wv.us/admin/purchase/conference/agency/2007). I encourage each agency in state government to consider having a representative attend this valuable conference to gain information on the state procurement process. It will be a worthwhile investment to your organization.

## Reduced Rental Car Rates Now in Effect

Enterprise Rent-A-Car has reduced its daily car rental rates on certain vehicles used by state agencies. The new rates are:

- Compact cars (Neon, Aveo) / \$30.99 a day.
- Intermediate-midsize (Cobalt, Malibu) / \$36.99 a day
- Full-size (Taurus, Camry, Impala) / \$38.99 a day

These prices do not include any applicable fees, insurance coverage or taxes. All other class size vehicle rates and provisions of the current state contract with Enterprise will remain the same.

For more details on this contract, contact Senior Buyer Jo Ann Adkins at 558-8802 ([JoAdkins@wvadmin.gov](mailto:JoAdkins@wvadmin.gov)). For state travel questions, contact State Travel Manager Catherine DeMarco at 558-2312 ([CDeMarco@wvadmin.gov](mailto:CDeMarco@wvadmin.gov)).

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## Agency Purchasers Reminded that Splitting Contract Awards to Circumvent Spending Limits is Prohibited

With the recent changes resulting from purchasing reform, agency purchasers are reminded of the **West Virginia Code** §5A-3-10(b), which deals with the prohibition of *stringing* commodities and services to circumvent spending limits.

According to this section of the Code, "No spending unit shall issue a series of requisitions or divide or plan procurements to circumvent this twenty-five thousand dollar threshold or otherwise avoid the use of sealed bids.

"Any spending unit which awards multiple contracts for the same or similar commodity or service to an individual vendor over any twelve-month period, the total value of which

exceeds twenty-five thousand dollars, shall file copies of all contracts awarded to the vendor within the twelve preceding months with the director immediately upon exceeding the twenty-five thousand dollar limit, along with a statement explaining how the multiple contract awards do not circumvent the twenty-five thousand dollar threshold. If the spending unit does not immediately report to the director, the director may suspend the purchasing authority of the spending unit until the spending unit complies with the reporting requirement of this subsection.

"The director may conduct a review of any spending unit to ensure compliance with this subsection. Following a review, the director shall complete a report summarizing his or her findings and forward the report to the spending unit. In addition, the director shall report to the Joint Committee on Government and Finance on the first day of January and July of each year the spending units which have reported under this subsection and the findings of the director."

Questions relating to this requirement in the **West Virginia Code** should be directed to your agency procurement officer or the assigned buyer within the Purchasing Division. For a list of our agency assigned buying staff, please visit <http://www.state.wv.us/admin/purchase/byrassign.htm>.

## Statewide Contract Spotlight...

# West Virginia Electric Supply Company Serves Agencies for Lighting and Dry Cell Battery Statewide Contracts

West Virginia Electric Supply Company of Huntington serves the statewide contracts for lighting (LIGHT07) and dry cell batteries (DCBATT07).

"We provide lamps and ballasts for the statewide LIGHT07 contract," said Lee Colker, Executive Vice President, "and batteries under the DCBATT07 contract."

The company's headquarters is in Huntington, with other locations in Beckley, Teays Valley, Ohio and Kentucky. West Virginia Electric has enjoyed a productive relationship with the state for more than 30 years. "The state has been very good for us and, in turn, we feel we have been good for the state. We give competitive pricing and excellent service," said Colker.

Established in 1935 by Joseph Colker and later joined by his brother, Herbert Colker, in 1945, the business has survived several tragedies through the years, including a flood in 1937 and a fire in 1950, both of which required the complete rebuilding of the business.

In 1989, the owners moved their home office facility to its current 72,000 sq. ft. location in Huntington.

A full-line electrical distributor, West Virginia Electric maintains its web site at [www.wvesco.com](http://www.wvesco.com), which offers valuable information on the company.

"West Virginia Electric Supply has provided us good service for more than 25 years. And, they are always prompt," said John Carter, storekeeper for District 10 of the Department of Transportation.

For questions regarding West Virginia Electric Supply's services, contact:

Bob Lockhart  
WV Electric Supply Company  
Industrial Sales  
P.O. Box 6668  
Huntington, WV  
1-800-624-3433  
(304) 525-2726 (fax)

This contract is available on the Purchasing Division's web site at: [www.state.wv.us/admin/purchase/swc/LIGHT07](http://www.state.wv.us/admin/purchase/swc/LIGHT07) and [www.state.wv.us/](http://www.state.wv.us/)



Executive Vice President Lee Colker holds up one of the light bulbs listed on the LIGHT07 contract with the state.

[admin/purchase/swc/DCBATT07](http://www.state.wv.us/admin/purchase/swc/DCBATT07)

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

*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.**



West Virginia Electric Supply Company has been doing business with the state of West Virginia for more than 30 years. Pictured is Lee Colker, (l) Executive Vice President and Bob Lockhart with the Industrial Sales Department.

# Who Do YOU Think Should be this Year's Procurement Officer of the Year and Partner in Purchasing?

The Purchasing Division needs your input to determine this year's recipients of its recognition program. Nominations are now being sought for the **Agency Procurement Officer of the Year** and the **Partner in Purchasing** awards.

The honorees will be announced at the 2007 Agency Purchasing Conference, Oct. 9-12 at Stonewall Resort (see page 1 for conference registration information).

Nomination forms are included in this issue of **The Buyers Network** (see pages 7-12). If you would like to electronically nominate an individual, complete the necessary forms by visiting the Purchasing Division's Intranet web site at:

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

The **Agency Procurement Officer of the Year** program recognizes individuals who have demonstrated high levels of performance and professionalism for their respective agency. This award recognizes excellence in state procurement principles and performance.

West Virginia state agency employees who are working primarily in the purchasing field are eligible for this recognition. The nominee may be a co-worker within your agency or a purchasing officer from a different agency. The Purchasing Division staff is not eligible for this award.

The Purchasing Division is also accepting nominations for our **Partner in Purchasing** program, which honors individuals who have excelled in representing their agency in one of the various programs administered by the Purchasing

Division: **Fleet Management, Fixed Assets, Surplus Property, TEAM and Travel Management.**

The criteria for both awards that have been established, which are included on the nomination forms for each program, include such qualities as:

- tenure
- performance
- cooperation
- work ethic
- professional development
- internal training
- creativity
- reliability

As with the **Procurement Officer of the Year**, the selection will be

based solely on the information submitted on the nomination form.

The **Agency Procurement Officer of the Year** and **Partner in Purchasing** honorees will be recognized at the 2007 Agency Purchasing Conference. Nomination forms for both award programs must be submitted **no later than Wednesday, Aug. 15, 2007** to:

Diane Holley  
Assistant Director  
Purchasing Division  
2019 Washington Street, East  
P.O. Box 50130  
Charleston, WV 25305-0130

[dholley@wvadmin.gov](mailto:dholley@wvadmin.gov)

## 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.)*

- ♦ **State Police**  
Request to provide eight computerized polygraph sensor boxes with applicable software and cable.
- ♦ **Division of Veterans Affairs**  
Request to provide vital signs monitoring system, including blood pressure cuffs for the Clarksburg facility.
- ♦ **Secretary of State**  
Request to provide an open-end contract for 3,000 election law books and campaign finance law books.
- ♦ **All State Agencies**  
Request to provide latex exam gloves to various state agencies and political subdivisions.
- ♦ **Educational Broadcasting Authority**  
Request to repair, pave and seal the driveway and parking area of its offices.
- ♦ **Department of Administration**  
Request to provide CISCO IP telephone hardware and software to the Office of Technology.

# Legislative Rules for Surplus Cannibalization and Waste Disposal Become Effective July 1

**West Virginia Code** §5A-3-45 provides the West Virginia State Agency for Surplus Property (Surplus Property) the exclusive power and authority to make disposition of commodities or expendable commodities now owned or in the future acquired by the state when the commodities are or will become obsolete or unusable or are not being used or should be replaced.

Legislative rules addressing two disposal methods of surplus property, cannibalization and waste disposal, were approved by the Legislative Rule-Making Committee and will go into effect on July 1.

**Legislative Rule CSR148-16** outlines the process by which state agencies may gain approval by Surplus Property to cannibalize property for other uses. Cannibalization means the removal of parts from one commodity to use in the creation or repair of another commodity.

In accordance with law, state assets must be disposed of exclusively through Surplus Property. Requests for cannibalization of property are to be submitted by the agency inventory coordinator and approved by the spending officer. The "Cannibalization Asset Request Form" (WV-105) is to be submitted to Surplus Property with pertinent information on the commodity to be cannibalized and, if applicable, the commodity for which the parts will be used. Prior approval must be attained from Surplus Property before any state asset may be cannibalized.

**Legislative Rule CSR148-17** outlines the guidelines for which Surplus Property may declare certain commodities as waste disposal. All requests for disposal

of assets as waste must be approved in advance by Surplus Property.

The requesting agency must submit a "Surplus Property Retirement Form" (WV-103) to Surplus Property, which in turn will evaluate if an inspection of the property is needed. If a physical inspection of the property is deemed necessary, a representative of Surplus Property will visit the agency location to gather information on the property condition.

Surplus Property has the right to take possession of any commodity retired as waste and provide disposal using any method, in accordance with **West Virginia Code** §5A-3-45. If Surplus Property determines within 15 days of receiving a commodity that it must be disposed of as waste, any costs related to that disposal are the responsibility of the agency retiring the commodity.

There are various methods of disposal, including disposal as waste. Disposal as waste involves either sending commodities to a landfill or having them recycled.

Electronic equipment is determined to be waste when it has little to no

reuse or resale potential. Electronic waste includes older computers (those with processors less than Pentium III); certain CRT monitors; and certain cannibalized computers. Landfills will not accept surplus electronic equipment at their location due to the hazardous material content.

In most cases, the most cost-effective method of disposing of electronic waste is having the owning agency recycle the commodities. The Purchasing Division has entered into a statewide contract with PC Renewal of Morgantown WV to supply recycling of electronic equipment to all state agencies.

The current cost to agencies is five cents per pound. The contract includes the pick up of electronic waste at agency location and requires the vendor to pick up waste within 30 days of notification.

For a copy of the **Legislative Rules** addressing cannibalization and waste disposal, please visit:

<http://www.state.wv.us/admin/purchase/rules.html>

## MoneyWise...

### Tips for the Thrifty

#### Mortgage Smarts

How should you finance a house, take money from your savings and buy for cash or take a mortgage?

Although many individuals cannot afford the thought of paying for a house in cash, however, if you do have a built-up savings, should you consider using the cash for this acquisition?

Financial advisor Jonathan Clements recommends using one-third of money from stocks and savings for a down payment, if possible, and financing the rest.

Regarding making extra payments on a mortgage, Clements says you shouldn't do it unless you are already contributing the maximum to your 401(K) plan.

# Current Statewide Contract Update

(As of June 15, 2007)

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 JoAnn Adkins at (304) 558-8802 or via e-mail at [joadkins@wvadmin.gov](mailto:joadkins@wvadmin.gov).

## Contracts Awarded

Contract	Description	Vendors	Effective Date
CANLINE07	Trash Can Liners	Winans Sanitary Supply	06/01/07
RECMGT07	Records Management Services	Nova Records (Archive Services)	07/11/07
SUPFOOD07	Supplemental Food	Grove Medical Inc.	07/01/07

## Contracts Under Evaluation

Contract	Description	Bid Opening	Under Evaluation
DEBT07	Debt Collection Service	03/15/07	Yes
RSHEET07	Reflective Sheeting	06/19/07	Yes
SAFETY07	Safety Products	06/12/07	Yes
GLOVES07	Latex Gloves	06/14/07	Yes

## Contracts Out for Bid

Contract	Description	Pre-Bid Meeting	Bid Opening
LABSUP08	Laboratory Supplies	---	07/05/07

## Contracts Renewed

Contract	Description	Vendor	Expiration Date
MA03SW05	License Agreement	Novell Inc.	06/30/08
ISCF0072A	Training	Real World Advanced Tech	05/09/08
ISCF0072B	Training	Executrain of WV	05/09/08
AEBATT07	Vehicle Batteries	Taylor & Blackburn	07/14/08
TAG07	Inventory Tags	WV Correctional Industries	07/31/08
FRMTIRE06	Farm and Equipment Tires	S&S Tire	05/31/08

## Contracts Extended

Contract	Description	Vendor	Extension Date
DEBT04 [A-C, DD]	Debt Collection Services	[A] GC Services; [B] Municipal Services; [C] OSI Collection; [DD] NCO Financial Systems	07/14/07

## Contracts Extended

Contract	Description	Vendor	Extension Date
SAT03	Satellite Services	Intelsat	07/31/07
DIGCOP04 [F-G]	Digital Copiers	[F] Kyocera Mita; [G] Superior Office Service	05/31/07

## Miscellaneous Actions

Contract	Description	Vendor	Comment
RTIRE07	Retread Tires	Kings Tire	Approve Oliver Rubber
SYSFURN07G	Furniture	Kimball Int'l	New contact person; add catalog
FILTER07	Filters	Vehicle Maintenance Program	Correct renewal date
DIGCOP04A [A, C, BA]	Digital Copiers	[A] Sharp Electric; [C] Komax Business; [BA] Ricoh Americas	[A] New contact person; [C] Extend contract; [BA] Extend contract
CRENTAL04	Car Rental	Enterprise	Rate reduction
ALUM05	Alum. Coil and Sheets	Rocal Inc.	Revise pricing pages
CANLINE07	Trash Can	Winans	Add count per case
FASTEN05	Fasteners	Fastenal Co.	New contact person
CPIPE05	Corrugated Pipe	Contech Const.	Add items
PAPER06B	Paper	Unisource	Update price list
MV07H	Motor Vehicles	Stephens Auto	Class 33 added
SELECT04	Software	Software House Int'l	June 07 price list
CPHONE07A	Cellular Telephones	Ntelos	Add options

## Contracts Reviewed

JULY

CRENTAL	Car Rental
DCBATT	Dry Cell Batteries
FOOD	Staple Groceries
LADPLAT	Ladder Platforms
TRAVEL	Travel Management Services
WVARF	State Use Program
XRAY	X-Ray Equipment and Supplies

AUGUST

CPHONE	Cellular Telephones/Service
MV	Motor Vehicles
NTIRES	New Tires
PC	Police Cruisers
WAN	Wide Area Network

STATE OF WEST VIRGINIA  
PURCHASING DIVISION

## **Agency Procurement Officer of the Year**

The West Virginia Purchasing Division is pleased to continue our recognition program for excellence in state procurement principles and performance. Individuals who are employed by a West Virginia state agency and are presently working primarily in the purchasing field, are eligible for this recognition. All state procurement officers are encouraged to nominate an individual for "**Agency Procurement Officer of the Year**" for 2007. The nominee may be a co-worker within your agency or a purchasing officer from a different agency. The Purchasing Division staff is **not** eligible for this award.

Nominations will be screened using the following criteria for selection. This criteria should be used as desirable features, but are not mandatory requirements. **Only information submitted on the nomination form will be considered during the selection process.**

**TENURE:** The length of experience in which the individual has worked in the purchasing field.

**PERFORMANCE:** The quality and dependability which the individual demonstrates.

**COMMUNICATION:** Knowledge of terms used in the purchasing profession and the manner in which the individual communicates to others regarding purchasing issues.

**INTERNAL TRAINING:** The level of commitment which the individual displays in training others in the agency on new developments and techniques related to the purchasing process.

**PROFESSIONAL DEVELOPMENT:** The enhancement of his/her position by acquiring advanced skills to continue one's education of various purchasing-related topics.

**COST-SAVING IDEAS:** The development of ways to increase efficiency of programs and processes, while reducing costs.

**COOPERATION WITH PURCHASING AND AGENCY STAFF:** The cooperation and helpfulness demonstrated in dealing with the purchasing and agency staff.

**POSITIVE IMAGE:** The positive image which he/she contributes to the work environment.

**GOOD PURCHASING PRACTICES:** The demonstration of good work ethics and the respect for established regulations to ensure a competitive purchasing process.

**PARTICIPATION IN PROFESSIONAL PURCHASING ORGANIZATIONS:** The participation in various professional purchasing organizations. This membership enables the individual to gain access to information and resources.

Please use the form on the attached page to nominate an agency purchasing professional, using the criteria above as a guide to your nomination. The nomination forms are to be submitted to **Diane Holley**, WV Purchasing Division, State Capitol Complex, 2019 Washington Street, E., P.O. Box 50130, Charleston, WV 25305 **no later than Wednesday, August 15, 2007.**

The recipient of the award will be recognized at the evening banquet of the Agency Purchasing Conference at Stonewall Jackson Resort on October 10, 2007. For more information, please contact Diane Holley at (304) 558-0661 or by e-mail at **[dholley@wvadmin.gov](mailto:dholley@wvadmin.gov)**.

**NOMINATION FORM MAY BE FOUND ON THE NEXT PAGE**

STATE OF WEST VIRGINIA  
PURCHASING DIVISION

# Agency Procurement Officer of the Year

*Please Type or Print Clearly*

Name of Person Nominated: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Supervisor's Name/Telephone: \_\_\_\_\_

**Reason for Nomination:** *(Please explain why you consider the nominee a prime candidate for this honor, basing your summary on the criteria listed on the previous page. In addition, please note any special accomplishments which the nominee attained within the past year.)*

Tenure: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Performance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Communication: \_\_\_\_\_

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Internal Training: \_\_\_\_\_

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STATE OF WEST VIRGINIA  
PURCHASING DIVISION

# Agency Procurement Officer of the Year

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Professional Development: \_\_\_\_\_

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\_\_\_\_\_  
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Cost-Saving Ideas: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

Cooperation with Purchasing and Agency Staff: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

Positive Image: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Good Purchasing Practices: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Participation in Professional Purchasing Organizations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Additional comments may be included on a separate sheet of paper.*

Person Submitting the Nomination: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

STATE OF WEST VIRGINIA  
Purchasing Division



## "Partner in Purchasing" Annual Recognition Program

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A recognition program has been developed, targeting individuals who work closely with the various programs which are administered by the Purchasing Division: **Fleet Management, Fixed Assets, Surplus Property, TEAM** and **Travel Management**. The purpose of this program is to recognize the time, effort and dedication which state employees extend to these programs.

**Please note that this recognition program DIFFERS from the Agency Procurement Officer of the Year program in that it focuses on the programs specified above rather than the 'purchasing' tasks.**

Who is eligible to be nominated? Any state employee who is responsible for coordinating one or more of these programs at the agency level may be nominated for this award. Individuals may nominate from within or outside of their own agency. The Purchasing Division staff is **not** eligible for this award.

Nominations will be screened using the following criteria for selection. The criteria should be used as desirable features, but are not mandatory requirements. **Only information submitted on the nomination form will be considered during the selection process.**

**PERFORMANCE:** The quality and dependability which the individual demonstrates.

**COMMUNICATION:** Knowledge of terms used within the specified program and the manner in which the individual communicates to others serving in similar capacities and to the central program office.

**COOPERATION:** The cooperation and helpfulness demonstrated in dealing with the central office of the program and other agency coordinators/representatives.

**ENTHUSIASM:** The positive image which he/she contributes to the work environment.

**WORK ETHIC:** The demonstration of good work ethics and the respect for established regulations to ensure a competitive purchasing process.

**CREATIVITY:** The ability to suggest new ideas and offer helpful feedback on program operations.

**RELIABILITY:** As with any program, certain deadlines must be met to ensure productivity. The ability to understand and provide organizational skills to get the necessary tasks completed on time.

Please use the form on the attached page to nominate an individual of your choosing, using the criteria above as a guide. Nomination forms are to be submitted to **Diane Holley**, WV Purchasing Division, State Capitol Complex, 2019 Washington Street, E., P.O. Box 50130, Charleston, WV 25305 **no later than Wednesday, August 15, 2007.**

The recipient of the award will be recognized at the evening banquet of the Agency Purchasing Conference at Stonewall Jackson Resort on October 10, 2007. For more information, please contact Diane Holley at (304) 558-0661 or by e-mail at [dholley@wvadmin.gov](mailto:dholley@wvadmin.gov).

**NOMINATION FORM MAY BE FOUND ON THE NEXT PAGE**

STATE OF WEST VIRGINIA  
Purchasing Division



## "Partner in Purchasing"

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*Please Type or Print Clearly*

Name of Person Nominated: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Supervisor's Name/Telephone: \_\_\_\_\_

Program Area Targeted: (Check those the apply)

- Fleet Management       Fixed Assets       Surplus Property  
 TEAM automated purchasing system       Travel Management

**Reason for Nomination:** *(Please explain why you consider the nominee a prime candidate for this honor, basing your summary on the criteria listed on the previous page. In addition, please note any special accomplishments which the nominee attained within the past year.)*

**PERFORMANCE:** \_\_\_\_\_

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**COMMUNICATION:** \_\_\_\_\_

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**COOPERATION:** \_\_\_\_\_

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**ENTHUSIASM:** \_\_\_\_\_

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STATE OF WEST VIRGINIA  
Purchasing Division



# "Partner in Purchasing"

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WORK ETHIC: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CREATIVITY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RELIABILITY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Additional comments may be included on a separate sheet of paper.*

Person Submitting the Nomination: _____
Telephone Number: _____

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# PURCHASING CONNECTION

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## Modifications Made to Agency Assigned Buyers in Purchasing

A change in the agency assignments for our buying staff recently occurred to assist with the processing of the statewide contracts.

Senior Buyer Michael Austin is now working with Senior Buyer Jo Ann Adkins in handling the statewide contracts issued by the Purchasing Division. Austin was previously assigned to the Department of Education; Division of Public Transit, State Rail Authority; Division of Motor Vehicles; Parkways, Economic Development and Tourism Authority; Public Port Authority; and Division of Public Transit.

Those agencies have been redistributed to senior buyers, Shelly Murray (Education) and Butch Chittum (the remaining agencies).

With many large detailed contracts,

including motor vehicles and asbestos removal, which will be bid out in the near future, coupled with the current statewide contracts in place, Adkins and Austin are taking a teamwork approach to the workload.

"This will allow us to provide better service for the agencies," said Adkins. "Our backgrounds in purchasing are really different which makes it better for us to understand the many aspects of the statewide contracts as well as the many needs and concerns of the agencies."

Another enormous task on the horizon will be handling the state's recently-acquired ability to piggy-back contracts with other state and federal agencies.

Regardless of the subject matter, the duo noted that questions

regarding any statewide contract or related issues can be directed to either of them. "It's still business as usual. There are no lines drawn or split in duties. Michael and I are equally charged with overseeing the statewide contracts. It's going to be a team effort in everything," Jo Ann said. "Michael and I meet four to five times a day to make sure we know what's going on with all our dealings."

Michael noted another advantage to the team approach. "This will give us an opportunity to revisit old specifications, modify them where needed and bring them up to speed," he said.

An updated list of the Purchasing Division buying staff and the departments/divisions they represent is available online at our web site: <http://www.state.wv.us/admin/purchase/byrassign.pdf>.

All statewide contracts and subsequent change orders are also available online at the Purchasing Division's web site at: [www.state.wv.us/admin/purchase/swc](http://www.state.wv.us/admin/purchase/swc)

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## SURPLUS PROPERTY **PUBLIC AUCTION**

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The West Virginia State Agency for Surplus Property (WVSASP) will conduct its next absolute auction on Saturday, August 4, 2007, at 2700 Charles Avenue in Dunbar.

Gates open at 9 a.m., with the auction beginning at 10 a.m.

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.



Senior Buyers Michael Austin and Jo Ann Adkins work as a team in processing the numerous statewide contracts that are issued by the Purchasing Division.

# 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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Organization \_\_\_\_\_

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Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Need Information about \_\_\_\_\_

\_\_\_\_\_

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

- Registration for the 2007 Agency Purchasing Conference is now open. Sign up early!... **See Page 1.**
- The Purchasing Division Procedures Handbook becomes effective on July 1... **See Page 1.**
- Enterprise Rent-A-Car has reduced its rates to state agencies.. **See Page 2.**
- Statewide Contract Spotlight:** West Virginia Electric Supply Company is our featured business this month ... **See Page 3.**
- Make your nominations now for our agency recognition awards... **See Page 4.**
- Current Statewide Contract Update... **See Page 6.**

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