

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

CONFERENCE REGISTRATION OPENS!

It's that time again! Registration is now open for the 2008 Agency Purchasing Conference, hosted this year by Canaan Valley Resort & Conference Center in Davis, West Virginia. Agency purchasers will arrive on Tuesday, October 14, with a full agenda awaiting them.

To register, go to <http://www.state.wv.us/admin/purchase/conference/agency/2008>. New additions to the event are a series have been added to this year's event.

A Beginner's Track will assist those individuals, with two years or less

of state purchasing experience, to gain the general knowledge of the state purchasing process, procedures, and statutory and regulatory requirements. There are many new topics from last year which will be addressed in workshop sessions during this conference, including Acquisition Planning, Preventing Protests, Evaluation and Award Process, Request for Proposal and Mock Evaluation (a two-session workshop), Expression of Interest, and Process Checklist.

And following the success of last year's educational game show,

To register for the 2008 Agency Purchasing Conference, go to <http://www.state.wv.us/admin/purchase/conference/agency/2008>

"Agency Feud," this year, we will offer "Wheel of Misfortune." This game show will be part of our group luncheon scheduled for Thursday, October 16.

Participants must make their own lodging arrangements no later than Friday, September 14, 2008 by calling Canaan Valley Resort & Conference Center toll-free at 800-622-4121. Please indicate that you are attending the 2008

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Surplus Property Proves Successful in Selling on eBay

The West Virginia State Agency for Surplus Property has begun the move to the World Wide Web...The agency has started selling items on eBay, the popular online auction site. Working with Black Knight Trading Company, a Dunbar-based business that consigns items on eBay, Surplus Property is beginning the process of listing a variety of state property items on the Web site.

Black Knight began a test market on eBay on a variety of items accumulated by Surplus Property. Results with the test market were generally successful.

For example, a gas chromatograph that would normally sell for \$400 at a regular auction went for \$2,500 on eBay. "It was a huge spread in profitability and what the state was able to



Black Knight Trading Company owner Ken Mills sells items on behalf of the state Agency for Surplus Property on eBay.

recover," Mills said. "The actions that West Virginia is taking right now will probably put the state on the top of the list of the states most

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THE PURCHASING DIRECTOR'S COMMENTS

High Customer Rating Pleases Purchasing

By Dave Tincher
State Purchasing Director

The Purchasing Division constantly strives to maintain our statutory and regulatory requirements while providing excellent service to those agencies for whom we serve. In the past year, we have generated new ways to enhance the service we offer and open the line of communication with our customers.

New training courses are being offered on our web site to provide agencies with information to assist them in their daily purchasing responsibilities. In addition, members of the Purchasing Division staff have joined me when

meeting with state agency personnel to provide an overview of the state purchasing process.

Our purchasing inspectors are also working closely with agency procurement personnel to ensure they understand the various requirements and to answer or coordinate questions they may have on specific issues.

Our division has its first "OPEN HOUSE" in May at which time we welcomed our agency partners to our offices to discuss purchasing-related issues that may need to be addressed. This event was an excellent opportunity



for our staff to meet face-to-face many individuals from state agencies who we have only spoken with through e-mail or on the telephone.

As a result of this extra effort, the Purchasing Division was pleased to learn that during a recent customer survey conducted by the Performance Evaluation and Research Division of the West Virginia Legislature that our agency achieved a 94% satisfactory rating. This validates the proactive steps that the Purchasing Division has taken and plans to continue to take in order to better serve the agencies within West Virginia state government. I personally thank all of our agency partners in working together to continue to make enhancements in the state procurement process.

Statewide Moving Contract Now in Place

A recently awarded a statewide contract for moving services that will give state agencies an immediate resource during relocations and transitions.

The open-end statewide contract (MOVE08) provides moving services to assist all state agencies and political subdivisions.

Agencies are required to contact all vendors with contracts for the appropriate region to obtain quotes for moving services.

For moving services less than \$500, agencies may contact one of vendors in the appropriate region for services.

For moving services between \$501 and \$2,500, agencies must fax a written request for a quote to all vendors with contracts in the appropriate region.

The request must provide all necessary moving service details, including location of move,

number and types of items to be moved, description of moving conditions, and any other appropriate information.

For moving services more than \$2,500.01, agencies must provide all vendors in the appropriate region with a fax notification of a mandatory site meeting.

The notice should be provided to all eligible vendors no less than three business days prior to the scheduled meeting date and time

Written price quotes for services must be submitted to the agency within five (5) business days following the site meeting.

More information about the contract is available on the Purchasing Division's Web site at: <http://www.state.wv.us/admin/purchase/SWC/MOVE.htm>.



Available Vendors by Region:

Region 1 (Hancock, Brooke, Ohio, Marshall, Wetzel, Monongalia, Marion, Harrison, Doddridge, Gilmer, Pleasants, Calhoun, Wirt, Wood, and Tyler)

- Central Van & Storage of Charleston
- DeMary Brothers Transfer Inc.
- Evans Transfer & Movers Inc.
- Lambert Transfer Co
- Nationwide Moving & Storage

Region 2 (Mason, Cabell, Wayne, Mingo, Logan, Boone, Lincoln, Kanawha, Putnam, Roane and Jackson)

- Central Van & Storage of Charleston
- Lambert Transfer Co.
- Myers Transfer & Storage System
- Nationwide Moving & Storage

Region 3 (Lewis, Upshur, Randolph, Pendleton, Hardy, Grant, Hampshire, Mineral, Morgan, Berkeley, Jefferson, Tucker, Barbour, Taylor, and Preston)

- Central Van & Storage of Charleston
- DeMary Brothers Transfer Inc.
- Evans Transfer & Movers Inc.
- Lambert Transfer Co.
- Nationwide Moving & Storage

Region 4 (Braxton, Clay, Nicholas, Fayette, Raleigh, Wyoming, McDowell, Mercer, Summers, Greenbrier, Pocahontas, Webster and Monroe)

- Central Van & Storage of Charleston
- Lambert Transfer Co.
- Nationwide Moving & Storage

The Wheels on the Bus Go Round and Round ... Thanks to BWAB International and SWC-SBUS08

When the new school year begins later this month, many students across the state will arrive for classes by school bus. For some, the transportation is courtesy of BWAB International of Cross Lanes, which is one of three vendors on the statewide contract for school buses (SBUS08). The other vendors are Blue Bird Bus Sales and Matheny Motor Truck Co.

This statewide contract provides school buses to all state, county, municipalities and school boards. The company has approximately 130 full-time employees at its operations in Cross Lanes, Beckley, Bluefield, White Sulphur Springs and Hazard, Ky. BWAB was opened in West Virginia in February of 2008 by President Mike Touey and Chief Financial Officer Rock Otten. The company previously operated under the name Mountain International Trucks.

“Our company name is new, but we still have the same group of experienced employees working at all our locations,”

said Cassie Rose, marketing manager for BWAB. “Our transition into a new company name has been a seamless one.”

Under this contract, BWAB provides school buses of differing capacities, ranging from buses which seat as few as 24 people to units that can seat as many as 77.

Chuck Bennett, BWAB school bus sales representative, said the company is the final quality control stop before the buses are put into operation.

Once the buses arrive, we thoroughly check it over and do repairs if need be and add on any additional equipment that might come with the order like video cameras,” Bennett said. “We get them ready for the state inspector who gives the final approval for the buses to be put on the roads.”

The company philosophy is “customer first.”

“We take a lot pride in being able to supply the county board of educations around the state the school buses need-

ed to transport students throughout the year,” Rose said. “To us, the customer always comes first.”

For more information about BWAB International, contact:

Chuck Bennett
408 Goff Mountain Road
Charleston, WV 25313
304-776-5600
CBennett@Bwabintl.com
www.Bwabintl.com

These contracts are available on the Purchasing Division’s web site at: www.state.wv.us/admin/purchase/swc. Please click on the statewide contract “SBUS08”. 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.



BWAB International of Cross Lanes provides school buses for state, county, municipalities and school boards through statewide contract SBUS08.

Procurement Officer Profile...

Woodyard Takes Different Route in Family's Police Legacy

To say the legacy of the West Virginia State Police runs in Carole Woodyard's blood might be an understatement.

The daughter of a state trooper, the wife of a retired state trooper, and with a son, son-in-law and daughter-in-law all in law enforcement, Woodyard would seem to know law enforcement from the inside out.

"I have been associated with the State Police since I was six months old," she said. "This is what I know."

So, it makes sense that Woodyard would spend nearly 30 years working for the State Police. She began in 1979 in Individual Issue, issuing equipment to troopers and ordering new equipment.

In 1984, Woodyard moved to Field Supplies, and eventually moved up to a supervisor in open-end contracts.

In her present position as procurement officer, she supervises all major purchases for the State Police.

"I work with very good people," she said. "When they want something, they know what they want."

Working with the State Police means covering numerous needs, Woodyard said. "We might purchase something as simple as paper towels or something as complex as specialized equipment for our Special Operations Division or our K-9 handlers," she said. "We have quite a diverse list of items. It keeps things interesting."

The State Police purchases everything that the officers wear or need to perform in their duties, from uniforms to weapons and ammunition.

Woodyard said in the wake of heightened national security following the 9/11 attacks, some things have been harder to obtain. "We have a terrible problem getting ammunition," she said. "We have been told to place our order six months in advance."

Woodyard said the State Police maintains its own fleet of vehicles, ordering its own cars and issuing the vehicles from the South Charleston post.

That also means purchasing tires, oil, filters and whatever else it takes to keep



Carole Woodyard has worked with the West Virginia State Police for nearly 30 years.

the vehicles on the road.

And despite the State Police's specialized needs, Woodyard said it has always been a help to talk with procurement agents in other state agencies.

"It is always good to be able to call on someone else's expertise when you have a problem or question and get

their take on it or see what they think," she said.

To demonstrate the value of her professionalism and skills in public procurement, Woodyard was selected as the Purchasing Division's Agency Procurement Officer of the Year in 2004.

CONFERENCE Continued from Page 1

Agency Purchasing Conference, to ensure you receive the special rate of \$79 per night for single or double occupancy.

The registration fee is \$200 per participant, which covers materials, group meals, administrative costs and attendance to all workshop sessions. Payment may be made at the conference using the State Travel Card or the State

Purchasing Card. In addition, participants may choose to process their invoice after the conference and issue payment.

For more information, contact our conference coordinators: Brian Holmes (Brian.J.Holmes@wv.gov); Diane Holley (Diane.M.Holley@wv.gov); or Debbie Watkins (Debbie.A.Watkins@wv.gov).

EBAY Continued from Page 1

aggressive and most efficient in the recovery of surplus property," he said.

It is part of Mills' own personal philosophy that the state moves to increase revenue through the surplus property sales.

"I think the government has a

responsibility to be a good steward of my tax dollars," he said.

To view the state surplus property items are available to the general public, please visit eBay by going directly to the surplus items at: http://search.ebay.com/_W0QQsassZwvsurplusproperty.

Capitol Building Commission to Approve Major Capitol Renovation Projects

State agency directors located at the Capitol Complex are reminded to review any major renovation projects with the Capitol Building Commission. The Capitol Building Commission was established by the Legislature to review and approve, modify or reject any substantial physical or aesthetic changes that alter the Capitol or surrounding buildings on the complex.

The approval of the Commission is mandatory before a contract may be let for work which constitutes a substantial physical change, or before changes are started if the work is not done under a contract.

Substantial physical changes refer to permanent physical changes that alter the structural integrity or aesthetic beauty of the public areas of the Capitol and surrounding complex.

Please note that changes, such as painting, paneling, partitions and drop ceilings, do not need Commission approval; however, the proposed plans and information should be passed on to the Commission for its



Major renovations at the Capitol are to be reviewed and approved by the Capitol Building Commission.

use and information.

Pursuant to **West Virginia Code** §4-8-5, any contracts for purchase orders relating to renovations to any building within the Capitol Complex shall not be bid or executed until approval has been obtained by the Capitol

Building Commission.

Please submit your plans for approval before beginning such projects to Randall Reid-Smith, Chairman of the Capitol Building Commission, at 558-0220 or randall.reidsmith@wvculture.org.

Legislation Changes Way Surplus Property Sold to Public

Legislation passed by the West Virginia Legislature during the 2008 Regular Session changed the way the West Virginia State Agency for Surplus Property (Surplus Property) sells items to the general public.

Beginning in June, the general public may now purchase items from Surplus Property the day a visit is made to their Dunbar warehouse. Prior to the change, the general public had to first submit a sealed bid on an item and then wait until the beginning of the following work week to see if the bid was successful.

House Bill 4664, which passed on March 7, made several changes to the policies and procedures for the Purchasing Division, under which Surplus Property is structured.

Surplus Property Manager Ken Frye anticipates the new procedures will increase sales. "We have had, in the past,

people from out of town come to visit because they heard about us and wanted to see what we had.

When they learned they could not purchase an item during their visit, they would leave discouraged because it was not worth their while to place a sealed bid on an item and then have to make a second trip back if they got the winning bid," Frye said.

Though the new law gives the general public much easier access to purchase items, eligible organizations registered with Surplus Property will still receive priority. Frye said all items that come to the warehouse will be placed on hold for five (5) business days, which gives the registered eligible organizations priority over the general public in purchasing such items.

"We will still maintain our request list from our eligible organizations. If

we get a shipment of computers, for example, we will first call those eligible organizations that have placed a request for computers to let them know they are available before they go out to sale to the general public," he said. "The eligible organizations will have to be more diligent and more pro-active checking on our available items."

Surplus Property will accept checks, money orders, Mastercard and Visa for general public sales; however, cash is not accepted, Frye said.

It is uncertain just how much faster inventory will move at Surplus Property because of the new law, but Frye said it "would be a good problem to have" if the general public was constantly flowing through the warehouse.

"I think this new law is going to be a positive change that everyone will benefit from," Frye said.

Expressions of Interest (EOI) Reserved for Architectural and Engineering Service Contracts

The Purchasing Division utilizes several Best Value Procurement methods to award contracts based on evaluating and comparing all established quality criteria and cost is **not** the sole determining factor in the award.

Expression of Interest (EOI) is one such Best Value Procurement method. This evaluation tool is used **only** in the selection of architectural and engineering services. EOIs permit the state to award a contract to the most qualified vendor based on demonstrated competence and qualification for the services required at a fee determined to be fair and reasonable.

For projects estimated to exceed \$250,000, a formal evaluation process and a Class II advertisement is required. Submitted EOIs should include a statement of the firm's qualifications and performance data and may include anticipated concepts and proposed methods of approach to the project. The project must be announced by public notice in accordance with *West Virginia Code*.

Also, according to state code, the agency initiating the EOI will form an evaluation committee of three to five representatives from the agency. This committee shall:

1. Evaluate the statements of qualifications and performance data and other material submitted;
2. Develop a "short list" (minimum of three firms) which, in their opinion, are best qualified to perform the desired service; and
3. Interview each firm on the "short list" and discuss anticipated concepts and proposed methods of approach to the assignment, including clarification of qualifications and performance data, the scope of services offered and needed time to complete project.

The committee will then rank no less than three firms deemed to be the most highly qualified on the basis of the matters discussed during the interview, in order of preference, and present such list to the state agency and the Purchasing Division. The committee will forward its recommendation to the Purchasing Division along with a written justification for selecting the firm. The justification must provide a score sheet with complete explanation of all points deducted to clearly indicate how the firms were ranked. The committee will then begin negotiations as to scope of service and price with the highest qualified firm.

If the agency fails to negotiate a satisfactory contract with the highest qualified firm at a fee determined to be fair and reasonable, negotiations as to scope of services and price with the firm of second choice will commence. Failing that, negotiations as to scope of service and price will be undertaken with the third most qualified firm. In no situation, after negotiations have been terminated with a firm, will negotiations be reopened.

If the agency fails to negotiate a satisfactory contract with any of the selected firms, in order of their competence and quali-



cations, the contract will be put out for bid again.

Projects estimated to be less than \$250,000 do not require the Class II advertisement. Agencies are to conduct interviews with a minimum of three (3) firms and then rank the firms based on their qualifications and concepts. The agency will then begin negotiations with the highest rated firm. The rest of the process follows the same procedures as for projects over \$250,000 (i.e. if negotiations breakdown with the highest rated firm they move on to the next rated firm.) Once the price and scope of work is negotiated, the agency then forwards the evaluation and contract to the Purchasing Division for processing.

For additional information about the Expression of Interest (EOI) or other procedural matters, please consult the Purchasing Division Procedures Handbook at: www.state.wv.us/admin/purchase/Handbook/default.htm

Fleet Management Outlines Procedures for Accidents in State-Owned Vehicles

For state employees who have the misfortune of being involved in a car accident when driving a state-owned vehicle leased from the state Fleet Management Office, the following guidelines are established to resolve these matters in the mostly timely and efficient manner. The first step is to notify your Agency Fleet Coordinator as soon as possible. An Insurance Loss Notice form must be completed in order to submit a claim for an automobile accident. This form can be electronically submitted on the Board of Risk and Insurance Management Web site: www.state.wv.us./brim/Claim/claim.htm. Or, you may submit an original and one copy of the Insurance Loss Notice form to: Claims Manager, Board of Risk and Insurance Management, 90 MacCorkle Avenue, SW, Suite 203. South Charleston, WV 25303, or by phone at 304.766.2646 or 1.800.345.4669

When obtaining an estimate if the estimate is more than \$2,500, an adjustor will evaluate the damage. Otherwise, two estimates must be submitted with the Insurance Loss Notice form. There is a \$1,000 deductible amount. The Fleet Management Office must be notified of **ALL** accidents as soon as possible by sending a copy of the following information:

- Insurance Loss Notice form
- Copy of the check from the appropriate insurance company
- Letter stating date of completion

If the insurance company declares a vehicle as a total loss, please contact the Fleet Management Office immediately. State leased vehicles must be free of accident damage before retirement.

For additional information about the Fleet Management Program, please visit www.state.wv.us/admin/purchase/fleet.

Current Statewide Contract Update

(As of July 15, 2008)

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 <http://www.state.wv.us/admin/purchase/swc>. For more information, please contact Senior Buyer **Jo Ann Adkins** at (304) 558-8802 or via e-mail at Jo.A.Adkins@wv.gov.

Contracts Awarded:

Contract	Description	Vendor	Dates
SANPA08	Sanitary paper supplies	Liberty Distributors Inc.	07/15/08 - 07/14/09
MA05SW19	Master agreement	IBM Corporation	07/15/08 - 07/14/09
MOVE08A	Moving services	Central Van & Storage	07/01/08 - 06/30/09
MOVE08B	Moving services	DeMary Brothers Transfer	07/01/08 - 06/30/09
MOVE08C	Moving services	Evans Transfer & Movers	07/01/08 - 06/30/09
MOVE08D	Moving services	Lambert Transfer Company	07/01/08 - 06/30/09
MOVE08E	Moving services	Myers Transfer & Storage	07/01/08 - 06/30/09
MOVE08F	Moving services	Nationwide Moving & Storage	07/01/08 - 06/30/09

Contracts Out for Bid:

Contract	Description	Pre-Bid Meeting	Bid Opening
IP08	Computers	06/19/2008	07/08/2008
FASTEN08	Fasteners and fastening equipment	N/A	07/09/2008
LAWN09	Lawn equipment	N/A	07/10/2008

Under Evaluation:

Contract	Description	Bid Opening	Under Eval
SANPA08	Sanitary paper supplies	06/05/08	Yes
MOVE08	Moving Service	06/12/08	Yes
OIL08	Oil, lubricants and greases	06/17/08	Yes

Contracts Renewed:

Contract	Vendor	Description	Dates
RSHEET07A	Avery Deenison Corp.	Reflective Sheeting	07/01/2008 - 06/30/2009
SAT07	Space Connections Inc.	Provide Satellite transponder time	08/01/2008 - 07/31/2009
SAFETY07	Discount Industrial Supply	Safety items	07/15/2008 - 07/14/2009
DEBT07A	Affiliated Group Services	Debt collection	07/15/2008 - 07/14/2009
DEBT07B	Alliance One Management	Receivable Debt collection services	07/15/2008 - 07/14/2009

Contract	Vendor	Description	Dates
DEBT07C	CCA	Debt collection services	07/15/2008 - 07/14/2009
DEBT07D	Healthcare Financial Services	Debt collection services	07/15/2008 - 07/14/2009
DEBT07E	Joseph Mann & Creed	Debt collection services	07/15/2008 - 07/14/2009
DEBT07F	National Recovery Agency	Debt collection services	07/15/2008 - 07/14/2009
DEBT07I	Penncro Associates Inc.	Debt collection services	07/15/2008 - 07/14/2009

Contracts Extended:

Contract	Vendor	Description	Dates
FUEL05A	Bruceton Petroleum Co. Inc.	Motor & heating fuel	07/01/2008 - 09/30/2008
IP06	Lenova	Computers, monitors & printers	07/01/2008 - 07/31/2008
WVARF04	WV Assoc. of Rehab Facilities	Statewide contract covering mandated services	07/01/2008 - 07/31/2008
SANPA05A	Liberty Distributors Inc.	Sanitary paper supplies	07/01/2008 - 07/14/2008
IP06	Lenova	Computers, monitors & printers	08/01/2008 - 09/30/2008

Miscellaneous Action:

Contract	Vendor	Commodity	Description of Change
TEMP07B	Express Services	Temporary employment services	To update pricing list

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.

AUGUST

BEDDING	Mattresses, box springs and pillows
DCBATT	Dry cell batteries
DWASH	Dishwashing supplies
TRAVEL	Travel management services
XRAY	X-ray film and supplies

SEPTEMBER

CPHONE07	Cell phones
MV08	Motor vehicles
SYSFURN07	Office furniture

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: Diane.M.Holley@wv.gov

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

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