

THE BUYERS NETWORK

MARCH 2009 - VOL. 19, ISSUE 3

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

Reorganization Targeted at Strengthening the Purchasing Division Acquisitions and Contract Administration Section

The Purchasing Division has recently reorganized its Acquisition and Contract Administration Section (ACA) to strengthen its ability to provide prompt and efficient customer service to the agencies it serves.

Chuck Bowman, Krista Ferrell and Roberta Wagner have all been re-allocated from senior buyer to join fellow staff member, Ron Price, as buyer supervisors in the division's ACA section.

"We have increased the number of buyer supervisors to provide more depth and assistance to all our

agencies," said Purchasing Assistant Director Karen Byrd, who oversees all contracting for the Acquisitions and Contract Administration Section. "The new buyer supervisors will still work with their respective agencies they had as senior buyers, but in their new roles, they will also take on additional responsibilities such as providing guidance and assistance to the senior buying staff, having signature authority, and reviewing and approving transactions when needed or required.

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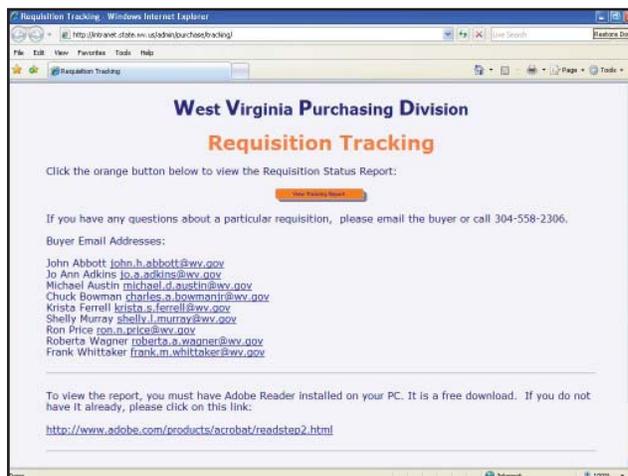


Ron Price, left, has been joined by Roberta Wagner, Krista Ferrell and Chuck Bowman as buyer supervisors for the Purchasing Division.

State Intranet Site Offers Tracking System for Procurement Officers On Purchase Orders

A Requisition Tracking report is available daily on the state's intranet for procurement officers to track purchasing orders. Procurement officers may visit <http://intranet.state.wv.us/admin/purchase/tracking/> and click on the orange button marked "View Tracking Report" to view the requisition status report.

The button produces a searchable PDF document, said Technical Services Manager Dan Miller. Available information includes the agency, the requisition number, the description, the vendor, type, value, the date the requisition



was received, the date the purchase order was sent, status, and the closed date.

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THE DIRECTOR'S COMMENTS

Benefitting From a Network of State Purchasing Professionals

By Purchasing Director Dave Tincher

As a result of a change in the Code of State Rules, 148CSR, in 2006, each spending unit is now required to designate an individual in their organization to serve as the agency's liaison with the Purchasing Division on various procurement issues. This person is vital to us since they are our communication link to that agency for all information relating to procedures, changes, new programs or clarification to existing processes.

This network of purchasing professionals is extremely important to the Purchasing Division in order to convey valuable information so that it may be shared with employees in their own organization. It is the role of these crucial points of contact to inform, educate and communicate information to individuals in their organization so that all procedures and processes are followed according to state law and regulations,

not only for formal acquisitions exceeding \$25,000, but for purchases of less than \$25,000, that are made under the agency's delegated authority.

These designated purchasing liaisons are strongly encouraged to attend our annual training conferences, which cover a wide variety of information relating to state procurement. This year's conference will be conducted on September 29 - October 2, 2009, at Canaan Valley State Resort and Conference Center. Additionally, in-house training courses are being offered, which may prove helpful to state employees who may not be designated as the purchasing liaison, but perform several purchasing tasks as part of their jobs. For a schedule of training classes, please visit: [http://www.](http://www.state.wv.us/admin/purchase/training/inhouse.htm)



[state.wv.us/admin/purchase/training/inhouse.htm](http://www.state.wv.us/admin/purchase/training/inhouse.htm).

In addition to the communication which is distributed to our purchasing liaisons, another aspect of this procurement network is our assigned buying staff. Recently, we reorganized the Acquisition and Contract Administration Section to expand the number of buyer

supervisors from one to four, which provides enhanced structure, oversight and customer service. See related article on page one. Please note that no agency assignments were not adjusted after this change in organization.

We appreciate the cooperative effort of all of our agency liaisons who we work with on a daily basis as we continue to make positive steps in the state purchasing process.

New IP Contract Available For Computer Purchases

A recently awarded statewide contract for computers and monitors gives state agencies a new resource for its technical needs. This open-end statewide contract (IP08) was awarded to Hewlett-Packard Company in Omaha, Neb.

IP08 provides a standard and power PC, three different laptops, tablet, ViewSonic and HP monitors. HP sub-contracted with Pomeroy, to provide additional services such as imaging, configuration, asset tagging and onsite support.

Contract Administrator Dave Shingleton with the Office of Technology (OT) said the new contract offers significantly better pricing and better consolidated shipping and invoicing than previously available. "Whereas we were paying \$1,550 for a tablet under the IP06

contract, IP08 offers an equivalent HP model for under \$1,100," he said.

All agencies are required to include a fourth-year warranty. Executive Branch consolidated agencies are required to purchase imaging services for any PO equal or greater than ten (10). All

items on IP08 have been pre-approved by the WVOT.

Agencies must complete the WV-39 by including purchase order number, brief description of

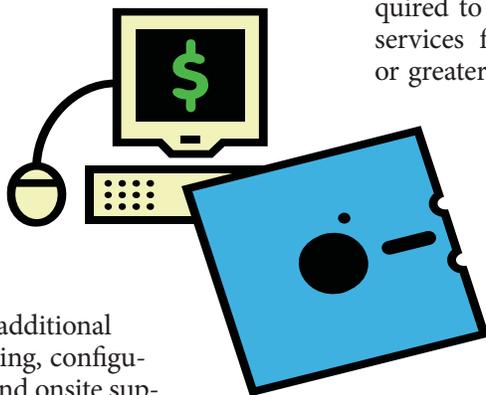
the product, product code, price and agency-authorized signature. The purchase order is first sent to the IP08 contract administrator at ip.board@wv.gov. An emailed PDF is preferable, but faxes may be sent to 558-4445. Upon receipt of the Chief Technology Officer approval

memo, the agency should email the PO to psorderprocessing@hp.com. Faxes and simple mailing are acceptable, as long as the sender's email address is included on the PO. The email address is used to confirm receipt of the order and eventually the shipment notification.

The IP Board Contract Administrator is responsible for reviewing and approving all procurement from IP08, regardless of dollar amount, and returning via email a signed (electronic signature) approval to the agency. This memo is required by the Auditor's Office after receipt of shipment. Any request to go "off contract" must be forwarded to consulting.services@wv.gov for approval.

Any ordering questions should be communicated to Dave Shingleton at David.L.Shingleton@wv.gov. Any product, shipping or receipt issues should be communicated to Jim Easley at Jim.P.Easley@wv.gov at the WVOT Helpdesk.

For more information in IP08, visit <http://www.state.wv.us/admin/purchase/SWC/IP.htm>.



Procurement Officer Profile... Special Needs of Railroad Keep Cindy Butler On Track

Cindy Butler of the West Virginia State Rail Authority could certainly tell you a few things about the way to run a railroad. With 12 years of experience as comptroller and more than two years as director, Butler has found that the needs of operating more than 150 miles of working railroad are oftentimes unique.

"We basically purchase everything from office supplies to locomotives," she said. Established in 1974, the State Rail Authority owns and operates the Southland Branch Valley Railroad, a 52.4-mile route from Petersburg to Green Spring; the West Virginia Central Railroad, a 132-mile route of railway which passes through Barbour, Randolph, Pocahontas and Webster counties; and a five-mile recreational line in Durbin.

While the State Rail Authority owns the Central Railroad and the Durbin Railroad, and performs long-term maintenance, it is operated by the Durbin and Greenbrier Valley Railroad, which performs all marketing, train service and routine maintenance.

Because of the special needs in maintaining the railroads, Butler said qualification paragraphs are typical, to ensure that companies have the proper background and experience for railroad work.

"There are numerous railroad companies out there, and there is a lot of work out there for them," she said. "The companies who come to the pre-bids have to know what they are doing, and I have learned in the past 12 years to place detailed specifications in a contract."

Butler said the rail authority utilizes state contracts for items, such as vehicles, but in order for those vehicles to be rail-accessible, they must be specially modified following purchase. "We use the state contract but then we have that extra step," she said.

And sometimes the purchases are distinct to the needs of a working rail-



Cindy Butler has been with the West Virginia State Rail Authority for 12 years, and has been director for more than two years.

road, Butler said. With that in mind, the West Virginia State Legislature passed a bill six years ago to allow purchases up to \$100,000 with letterhead bids when the circumstance would be detrimental to either customers or the public.

Butler said parts on the rail authority's eight locomotives can often be expensive and difficult to find for the older units, so the bill allows greater flexibility. "It does speed up the process, rather than just going through the regular purchasing process," she said.

For more general purchases, Purchasing Card holders in the office have authority up to \$1,000, and Butler must authorize any purchases more than that amount. The rail authority's bud-

get comes from revenue, which pays the operating expenses of the railroad, and general fund money, which covers capitol improvement.

The rail authority moves freight five days a week on the Southland Branch, approximately 4,000 carloads a year, with freight ranging from chicken feed to lime to plastic pellets. Butler said she has found it an interesting balance through the years, maintaining the business of running a working railroad within the rules of government.

"It does present a challenge to operate an active business and still follow the rules," she said. But, since taxpayers dollars are used, she has understood the need to work within the established guidelines.

Purchasing Division Welcomes Three New Employees to Staff

The Purchasing Division is pleased to welcome our newest employees: **Kim Henry, Lori Hypes** and **David Scruggs**.

Kim Henry is an imaging operator whose responsibility it is to scan and file purchasing documents and to ensure all files are accessible. A resident of St. Albans, Henry is a graduate of Logan High School. She was previously an imaging operator for the Division of Motor Vehicles.



Lori Hypes joins the Purchasing Division as a receptionist. She enters requisitions into ReqTrak, clocks in bids, distributes mail and an-



swers phones while greeting the public. A resident of Elkview, Hypes is a graduate of Nicholas County High School and pursuing an associates degree in accounting and management from New River Community & Technical College.

Scruggs serves the division under the Communications and Technical Services Section as our mail runner.



A graduate of Capitol High School, Scruggs lives in Charleston.

Contact information, including telephone num-

bers and e-mail addresses, for all of our employees is available on the Purchasing Division's web site at <http://www.state.wv.us/admin/purchase/gwadds.htm>.

Welcome Kim, Lori and David to the Purchasing Division family!

Purchasing Division Continues In-House Training Sessions in March

The Purchasing Division in-house training sessions for 2009 continue later this month at the state Capitol campus. These in-house training sessions are a new initiative of the Purchasing Division and were noted in detail in the January issue of the Buyers Network.

The workshop this month is Vendor Registration, which will be conducted Thursday, March 12 from 10 a.m. to noon in the Regents Room of the Caperton Training Center (Building 7). Please note the Basic Purchasing training session scheduled for March 25 is now closed due to full capacity.

The Vendor Registration workshop will explain the vendor registration and disclosure process required for vendors to do business with the state of West Virginia. Purchasing Division staff will lead the class.

Procurement officers have been sent e-mails and will receive reminder e-mails about the workshops throughout the year. The sessions are free and open to those involved with the state procurement process. Registration will be on a first-come, first-serve basis so register early!

For a complete list of classes offered throughout the year with dates, times and course description, or to register for a class, please visit www.state.wv.us/admin/purchase/training/inhouse.htm or contact Staff Development Specialist Brian Holmes at 304-558-7022 or by e-mail at Brian.J.Holmes@wv.gov.

INTRANET

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Miller said the document can be searched by available information for the requisition. He said that items remained in the system for a week after being closed. He said that the system is an invaluable tool for procurement officers.

"If they want to know what is going on with their requisitions, this is their tool for doing that," he said. He said the report is updated every business day and

all information comes from ReqTrak.

Miller added that to ensure the timeliness of information that agencies should be sure to send requisitions during to the Purchasing Division and not the agency buyer. The Purchasing Division receptionist enters all information into ReqTrak, and Miller said tracking can not begin until the requisition has been entered.

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"This will ensure that the work flow in the Purchasing Division remains at a consistent, professional level when staff members are out of the office. In the long run, it is only going to strengthen our already-strong buying staff."

In the new alignment, Chuck Bow-

man, will work directly with senior buyer Shelly Murray. Krista Ferrell is now assigned with senior buyer Frank Whitaker. Roberta Wagner will oversee a buyer to be hired and Ron Price is the direct supervisor to John Abbott, Jo Ann Adkins and Michael Austin.

For more information about the Acquisitions and Contract Administration Section, contact Byrd at 304-558-4317 or e-mail at Karen.Q.Byrd@wv.gov. For a Purchasing Division telephone directory, please visit <http://www.state.wv.us/admin/purchase/phone.htm>.

Statewide Contract Spotlight...

West Virginia Business Products Provides State Agencies with Quality Products and Services

West Virginia Business Products is a vendor on the statewide contract for digital copiers (DIGCOP09), which provides high and low volume digital copier equipment.

The key to securing business is a straightforward formula.

"We sell quality products, give quality service, and strive for 100 percent customer satisfaction," said Hal Zimmer, general manager of West Virginia Business Products. "We sell and service Panasonic, Lexmark, and Canon copiers, faxes, printers and multifunction equipment. We also sell Hewlett Packard printers and multi-functions machines as well. We are an authorized service center for all the products we sell."

West Virginia Business Products is located in Huntington and has been doing business with the state of West Virginia since 1998 when it was first a statewide vendor for fax machines.

The company opened in 1984 by Ashland Office Supply owners Tom and Ron Burnette, along with Jane Zimmer, who purchased the company's current building in Huntington, and began West Virginia Business Products. Zimmer was transferred from Ashland to manage the new store.

Today, West Virginia Business Products has 19 employees and is part of Ashland Office Supply which has two



West Virginia Business Products provides high and low volume digital copier equipment through the DIGCOP09 statewide contract.

offices in Ashland, KY and one in Pikeville, KY.

For more information, contact:
Hal Zimmer, General Manager
West Virginia Business Products
1026 4th Avenue
Huntington, WV 25701-1522
304-525-4714 (office)
www.ashlandoffice.com

*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.

These contracts are available on the Purchasing Division's web site at: <http://www.state.wv.us/admin/purchase/swc/digcop>. Prior to using any statewide contract, agencies are encouraged to check the web site for contract provisions that may apply.

Drug-Free Workplace Conformance Affidavit Required On Construction Contracts

The Purchasing Division has begun requiring that all vendors submitting bids for construction-related solicitations complete the Drug-Free Workplace Conformance Affidavit and submit with their bid.

Agency procurement officers and their staff need to be aware of this requirement and that bids will be disqualified if the affidavit is not submitted.

This requirement will replace the

need for vendors to complete the Purchasing Affidavit at the time of bid submission.

Although all agency procurement officers should be aware of this requirement, it will be the sole responsibility of the Purchasing Division to ensure the new affidavit is issued as a part of every construction bid transaction.

This Affidavit is required by West Virginia Code §21-1D-5.

Purchasing Conference Questionnaire Coming in April Edition of **Buyers Network**

The 2009 Agency Purchasing Conference is September 29 - October 2, 2009, at Canaan Valley Resort. We'll be asking for your input in our conference questionnaire in the April edition of the **Buyers Network**.

For suggestions or questions related to the 2008 agency purchasing conference, please contact Brian Holmes at (304) 558-7022 (Brian.J.Holmes@wv.gov).

Purchasing Division Buying Staff Stay Diligent When Utilizing Evaluation and Award Process

The evaluation and award process performed by the Purchasing Division varies depending on the type of bid process being utilized. In all instances though, once bids are received by the Purchasing Division, they are examined to ensure compliance with all specifications in accordance with **West Virginia Code, Code of State Rules** and the **Purchasing Division Procedures Handbook**.

When the Request for Quotation process is used, competitive bids are received, properly evaluated and an award is made to the **lowest responsible bidder** who meets specifications, in accordance with the **West Virginia Code 5A-3-11**.

After a proper evaluation, if an award is made to other than the lowest responsible bidder, a thorough written justification signed by the evaluator(s) must be inserted into the file and retained for public record and inspection.

If an agency is using the Request for Proposal process, certain stipulations must be met and an evaluation committee is formed to review all proposals. Prior to an award, a vendor must be in compliance.

If an error is discovered by the vendor or the Purchasing Division, the burden of proof and timely action for request of relief is the vendor's responsibility. The request for relief must be made in writing by the vendor to the Director of Purchasing or his/her designee within five working days from the bid opening date.

Code of State Rules 148 CSR 1-5.2.G, offers the Purchasing Director or his/her designee the authority to reject an erroneous bid after the bid opening according to the following criteria:

1. An error was made;
2. The error materially affected the bid;
3. Rejection of the bid would not cause a hardship on the state agency involved other than losing an opportunity to receive commodities and services at a reduced cost; and
4. Enforcement of the part of the bid in error would be unconscionable.

In order to reject a bid, the public file must contain documented evidence that all of the above conditions exist.

The vendor must specifically identify the error(s) and provide documentation to substantiate the claim that the

error(s) materially affected the bid and enforcement of the part of the bid in error would be unconscionable.

The Director may elect to award a contract to more than one vendor when the Director determines such action would be in the best interest of the State of West Virginia.

Spending units shall submit a valid maximum budgeted amount for each requisition or Request for Proposal to the Purchasing Division, which cannot be changed after the bid opening. The Purchasing Division will not disclose this information to the bidders at any time.

If all bids meeting requirements exceed this budgeted amount, the Purchasing Division may negotiate a lower price within budget with the lowest bidder. If the negotiation does not lead to the budget amount being met, the Director may negotiate a lower price with the next lowest bidder and continue negotiations with participating bidders after negotiation closes with the preceding bidder.

It is vital that all incoming requisitions state the maximum budgeted amount for the transaction. This information is requested on the Purchasing Requisition (WV35).

The Director may conduct discussions to obtain best and final offers from bidders to assure full understanding of solicitation requirements. If the Director determines that a best and final offer is necessary from one vendor, all vendors shall be afforded the opportunity to provide best and final offers.

All best and final offers shall be treated like a formal bid, except that advertising is not required. All bidders shall provide their best and final offers to the Purchasing Division prior to the date and time specified. Government construction contracts and supplies and materials are exempt from this negotiation method.

For additional detailed explanation about the Evaluation and Award process, please consult Section 7 of the **Purchasing Division Procedures Handbook** which may be found at:

<http://www.state.wv.us/admin/purchase/Handbook/default.htm>



Current Statewide Contract Update

(As of February 15, 2009)

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.

Out for bid

Contract	Description	Pre-Bid Meeting	Bid Opening
INKCRT09	Ink and toner cartridges	02/17/2009	03/05/2009

New Awards

Contract	Vendor	Description	Dates
XRAY09	AMIS Systems Inc	X-ray film & supplies	01/15/2009 to 01/14/2010
ALCOHOL09	AAPER Chemical Co	Alcohol & Ethyl Alcohol	02/01/2009 to 01/31/2010
DATA09	Frontier Communications	Data Circuits for McDowell & Mercer County areas	02/01/2009 to 01/31/2010
PAPER09A	Unisource Worldwide Inc.	Various papers	02/01/2009 to 01/31/2010
PAPER09B	Liberty Distributors Inc.	Various papers	02/01/2009 to 01/31/2010
PAPER09C	XPEDX An International Paper Co.	Various Papers	02/01/2009 to 01/31/2010
LAUNDRY09A	Ecolab Inc.	Laundry detergent dispensing equipment and technical service	02/04/2009 to 09/30/2009
MOTL09B	Blackwater Falls State Park	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09C	Brier Inn	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09F	Comfort Inn	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09G	Comfort Inn	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09I	Comfort Suites of Parkersburg	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09M	Evans Motel	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09T	Pullman Plaza Hotel	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09V	Residence Inn By Marriott	Hotel/motel services	01/01/2009 to 12/31/2009

New Awards

Contract	Vendor	Description	Dates
MOTL09X	Sleep Inn	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09Y	Sleep Inn	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09Z	Snowshoe Mtn Inc.	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09AA	South Branch Inn Romney	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09AB	South Branch Inn Inc.	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09AD	Super 8 Motel	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09AM	Sutton Flatwoods Days Inn	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09AI	Super 8 Motel	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09AE	Super 8 Motel - Dunbar	Hotel/motel services	01/01/2009 to 12/31/2009
MOTL09AF	Super 8 Motel - Dunbar	Hotel/motel services	01/01/2009 to 12/31/2009

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.

MARCH

CABLE07	Coaxial cable
CANLINE07	Plastic trash can liners
FRMTIRE06	Farm and backhoe tires
FUEL09	Fuel - gasoline, regular and unleaded, premium
FUELHD09	Fuel - diesel and heating

APRIL

DIGCOP09	High and low volume digital copier equipment
ENTPRZ08	Microsoft Enterprise products
MOVE08	Moving services
PPHONE05	Pay telephones
RECMGT07	Records management
RSHEET07	Reflective sheeting
SUPFOOD07	Supplemental liquid food items

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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