

# 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

## WV State Agency for Surplus Property Offers Free Office Furniture Give-Away to Agencies

It is an “everything must go” sale, though everything is free.

The West Virginia State Agency for Surplus Property (WVSASP) found itself with an excess stock of office furniture, so the agency decided to give it away to eligible organizations. “Everything we are offering is excellent-quality furniture from various state agencies,” said WVSASP Manager Ken Frye. “However, we have too much of it, so the decision was made to give away what we could to eligible agencies we currently serve.”

The furniture will be available December 6-17. Office furniture offered includes desks, chairs and filing/storage cabinets. Office equipment such as computers, faxes and printers is not included in the offer. Agencies will be responsible for making arrangements for pick up of the furniture. Property pick up should be on the day of acquisition.

“This is an extraordinary opportunity



The West Virginia State Agency for Surplus Property will be giving away excess office furniture to public agencies and eligible non-profit organizations.

nity for eligible organizations to furnish their offices with top-line furniture.

Please see **FURNITURE**,  
Page 3

### Surplus Property Now on Facebook

The West Virginia State Agency for Surplus Property now has a page on the social media website Facebook to provide timely information regarding the valuable property available to eligible organizations and the public. The page serves as a new marketing tool for the agency. The page features up-to-date photos of inventory and information on upcoming events, such as auctions and sales. It also includes a link to an online map for directions to the Surplus Property warehouse in Dunbar.

As its initial responsibility, Surplus Property assists hundreds of eli-

Please see **FACEBOOK**, Page 6

### INSIDE...

- **Director's Comments:**  
Are You Getting What You Asked For?
- Samantha Knapp and Doug Elkins Join the Purchasing Division
- Surplus Property's Gene Young Plans to Retire After 30 Years
- New RFP Format Achieves Goal of Simplifying Process
- Software Information Systems Provides the Talent Needed Behind the Technology

# Making Sure You Are Getting What You Asked For

By Purchasing Director Dave Tincher

As public purchasers, it is our job to make sure that specifications are written in such a way that our needs are being met, but our job doesn't end with writing the specifications and releasing the purchase order. Our responsibility continues until the delivery of the goods or service.

It is important that we remain skeptical of the goods and services being delivered to us. This is called good business practices. When we receive an order, we need to make sure that our original records of the purchase coincide with what we have received. This pertains to quality as well as quantity.

If the goods or services were obtained under a contract or purchase order, verify that the terms and conditions

and, equally important, the specifications were met. It is vital to notify the vendor immediately if you detect a problem. If no action is rendered, notify your assigned Purchasing Division buyer at once so the situation may be corrected. Detailing the information in writing is important so that there will be a record at your agency as well as with the Purchasing Division of any discrepancies.

Why do these types of problems occur? In most cases, the problems can be attributed to an oversight or a mistake of the supplier. Despite *why* the problem occurred is one factor, but the more crucial action is making sure that



the problem is resolved to the agency's satisfaction.

Another important aspect of *getting what you asked for* is providing an adequate description of your agency's requirements. Inadequate specifications will always add unnecessary costs and time to your operation. It is important to evaluate the requirements thoroughly before sub-

mitting your requisition to the Purchasing Division or your agency solicitation to vendors.

Remember, YOU are the customer and should expect to receive the goods and services that you ordered with the delivery requirements you specified in your order to the vendor.

## Samantha Knapp and Doug Elkins Join Purchasing Division

The Purchasing Division is pleased to welcome Samantha Knapp and Doug Elkins to the Purchasing Division.

Knapp is the Staff Development Specialist for the Communications and Technical Services Section. She will be responsible for coordinating professional development opportunities and workshops on the purchasing process.

A resident of Charleston, Knapp is a graduate of Fayetteville High School. She graduated from West Virginia University with a journalism degree in 2006 and a Master of Public Administration degree in 2009.

Knapp previously worked as the recruitment and education coordinator for the West Virginia Breast and Cervical Cancer Screening Program at the Mary Babb Randolph Cancer Center at WVU for four years. She is married and has a six-month-old daughter.

Elkins is the vehicle coordinator for the West Virginia State Agency for Surplus Property (WVSASP). He will be responsible for the handling of new



**SAMANTHA KNAPP**

vehicles, the sale of retired vehicles and the maintaining of all associated database information and reporting. He will also assist in auctions at WVSASP.

A resident of Dunbar, Elkins is a graduate of Dunbar High School. He graduated from West Virginia State



**DOUG ELKINS**

University with a business administration degree.

Elkins previously worked as an accounting technician for the Office of the Insurance Commissioner. He enjoys golf, traveling, and antique cars.

Welcome Samantha and Doug to the Purchasing Division family!

Past issues of *The Buyers Network* are available on the Purchasing Division's website. Just visit our site at: <http://www.state.wv.us/admin/purchase/BN/bnlist.html>

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# Gene Young to Retire from Surplus Property After 30 Years Doing “a Bit of Everything”

Gene Young can give you a list of the various titles and positions he has held at the West Virginia State Agency for Surplus Property (WVSASP) over the past 30 years, ranging from truck driver to supervising the federal property warehouse to his current position overseeing retired vehicles. He will also tell you that such a recitation does not cover everything a job is.

“When you go through your jobs like that, it never really encompasses everything you do,” he said. “There are always so many things that go into your job, and you can not really tell that in just a title.”

As Young prepares to retire at the end of December, he said his years spent with WVSASP has allowed for a variety of opportunities while also giving him a chance to see how the various processes for the agency have changed over time.

Though he began at WVSASP “pushing a broom,” he said with a laugh, he moved up within the agency, becoming supervisor of the state property warehouse, then working with the federal property warehouse. He said working with federal property, and in particular screening and obtaining the property for eligible organizations, was one of the tasks he enjoyed most.

“When I started screening federal property, writing pick up schedules and coordinating pickups of the property, it involved a lot of travel,” he said. Young said he covered eight to 10 states, checking with federal facilities on surplus property.

Sometimes that meant leaving on a Monday morning and not returning home until Friday evening. “You just never knew who you would see or what



**Gene Young will be retiring at the end of December following 30 years with the West Virginia State Agency for Surplus Property. He said his job has always involved more than what the title might have implied.**

you would do.”

That sense of the unknown included travel in weather before West Virginia had its present interstate system, which meant it would take much longer to get from one destination to another. He said during one pick up in Washington, D.C. during a snowstorm near the Capitol, he found himself waiting for a truck that could not beat the weather and would not be there until the next day.

“A guard come over to me and asked me if I wanted lunch, and I said sure, so he took me to the cafeteria,” Young said. “I sat down and Tom Foley, who was the Speaker of the House at the time,

was sitting there across from me.”

The travel changed, however, with the increased use of computers. “It completely changed the way business was done on the federal property side,” he said. “Before it really was dependent on traveling to the site and going over what was available. Now you see everything right on the computer screen.”

With his retirement and free time in his future, Young said he does not have any big plans. He looked to a photograph from a fishing trip and said similar trips will probably take up some of that free time.

“I am sure I will find something to do,” he said.

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## FURNITURE

Continued from Page 3

ture for practically no cost to them,” Frye said. “We hope all eligible organizations take advantage of this opportunity.”

All public agencies and certain non-profit organizations may participate in this offer, but **each must have an up-to-date Application for Eligibility on file with WVSASP.** This offer is not extended to the public.

Property is not available for resale by the receiving public agency or non-profit organization and must be used following standard WVSASP rules for property. It must be used for at least 12 months before disposal.

For more details or for eligibility requirements, please contact WVSASP at 304-766-2626.

## Behind the Scenes at the Purchasing Division

### Sherry Fewell Learns Unexpected Things at Surplus Property

Sherry Fewell likes to laugh. Sit down and talk to her and the laughter is immediate and sincere, joking with co-workers at the West Virginia State Agency for Surplus Property (WVSASP) combined with a smile she wears consistently.

As the receptionist for WVSASP, she often serves as the agency's first face in its offices, and she said she enjoys the interaction.

"I have never really considered myself a 'people person,' but I really do like people, working with the customers and with the staff at WVSASP," she said.

But her responsibilities are more than just answering telephones and performing clerical duties. She said the majority of her time is spent posting items onto *GovDeals.com*, a website similar to eBay.com that WVSASP uses to sell items.

Fewell said that once property is retired to WVSASP and she is given the retirement form, she discusses the property with an agency contact person and fills out the *GovDeals.com* inspection form and writes a description of the property. It is there that things can get interesting.

"Many of the things we put up on *GovDeals.com* are unique," she said. "For example, we posted up a bulldozer. I have absolutely no knowledge about bulldozers, so I spend time talking to other agencies and researching on the Internet so that I can write a good description of a bulldozer. It can



**Sherry Fewell is the receptionist for the West Virginia State Agency for Surplus Property and is responsible for updating the GovDeals.com auction site for the agency.**

sometimes take weeks to do some item write-ups. It all ends up being quite the learning experience."

Fewell praised working with *GovDeals.com*, helping her as she has learned more about the site and working with WVSASP. She also said she is fortunate in having an excellent office of people to work with. "I like everyone I work with," she said. "We all help one

another out when someone needs it. It is a good group of people."

A native of Clay County, Fewell lives in Putnam County and has a secretarial degree from West Virginia University Institute of Technology.

She previously worked for both the Division of Natural Resources and the West Virginia Tax Department before taking time at home to raise her family.

## New Request for Proposal Format Simplifies the Process

Changes in the Request for Proposals (RFP) process were meant to simplify a process which might seem unwieldy or intimidating, said Buyer Supervisor Krista Ferrell. Ferrell presented information on the RFP process and changes to the standard format at the 2010 Agency Purchasing Conference.

A committee was formed to review the RFP standard format that was in

place and seek ways to make the process easier for agencies and vendors, while redirecting the focus from requirements to solutions. "I believe that we achieved our goal in simplifying the format for Requests for Proposals. We also now provide agency purchasers with more detailed instructions on the process," Ferrell said.

Changes made to the RFP format include:

**Chronological and topic based format.** By placing the format in a step-by-step chronological order, confusion on the part of both the vendor and the agency should be alleviated.

**Focuses on goals and objectives.** "The RFP process should be seen as a solution to a problem, the solution being the ultimate procurement and

Please see RFP, Page 6

## Software Information Systems Provides the Talent Necessary Behind the Technology

Technology is readily available to resolve many predicaments workers face in their daily duties. The challenge is getting the proper technology for these tasks and another challenge is having the knowledge to place it together.

Software Information Systems (SIS) bills itself as the “talent behind the technology” and is providing its expertise to state agencies and political subdivisions as a vendor on the statewide contracts **SIP2008**, which provides personal computers, peripherals and other technology items. SIS is also a vendor for **ITECH10** which provides temporary staffing for computer technical expertise technology services. SIS first became a statewide contract vendor in May of 2008.

“Our primary focus through the **SIP2008** contract is infrastructure,



which includes servers, storage and related networking. We have responded to a wide variety of state agency requests from scanners to printers to PC software to monitors,” said Charles Arnett, SIS client representative located in Charleston. “Our main distributors give us a wide variety of products to quote. We are partners with IBM, NetApp, EMC, Cisco, Hewlett-Packard, Dell, VMware, Lexmark as well as Microsoft and Oracle.”

Regarding **ITECH10**, Arnett said, “We have eligibility on this contract for both supplemental staffing and long-term projects on almost all categories of services ranging from project management to database management to Microsoft services, which includes Active Directory, SharePoint, Exchange and Business Intelligence.”

Besides Charleston, SIS has offices in Cincinnati, Louisville, Indianapolis, London, KY, and Alexandria, VA with more than 100 fulltime employees

among them. Arnett said SIS is expanding into Cloud Computing in May of 2011 with its new data center in Lexington.

SIS has worked with more than 10 state agencies on these statewide contracts with the Department of Environmental Protection, State Police, Department of Education and Department of Health and Human Resources being some of the agencies SIS was worked with most.

“We adhere to the time proven axiom that the customer is king,” Arnett said. “SIS strives to provide the talent with the technology to exceed our customers’ expectations.”

SIS is one of five vendors on **SIP2008** and one of more than 40 vendors on **ITECH10**, which are awarded through a secondary bid process through the Office of Technology. To review these companies, please visit: <http://www.state.wv.us/admin/purchase/swc/default.html>

To learn more about Software Information Systems, please contact, Charlie Arnett (304) 768-1645 [carnett@thinksis.com](mailto:carnett@thinksis.com) [www.thinksis.com](http://www.thinksis.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.**

### Expendable Commodities Must Follow Same Retirement Rules as Other Commodities

The quandary of what to do with used printer or toner cartridges is a constant for most agencies. Do you recycle? Retire? Donate? Just throw it away?

While there is not a true policy on the disposal of expendable commodities such as toner and printer cartridges by agencies, West Virginia State Agency for Surplus Property (WVSASP) Manager Ken Frye said state law does state that all expendable commodities should be retired through WVSASP.

“Expendable commodities are the same as any other commodity,” Frye said. “The safest thing to do is to not throw any expendable commodities away with-

out first contacting WVSASP.”

Expendable commodities such as printer and toner cartridges must be treated as a regular commodity, which means they may not be donated and must be retired through WVSASP. Frye said many agencies wait until a box of used cartridges has been collected and then retires them to WVSASP. If the agency believes the commodities may simply be thrown away, a Surplus Property Retirement Form (WV-103) should still be filed and submitted to WVSASP.

For more information on retiring expendable commodities, contact WVSASP at (304) 766-2626.

## RFP

Continued from Page 4

the problem being the agency's need," Ferrell said. "By focusing on the ultimate goal, the process should be much clearer."

**Mandatory requirements are limited.** The use of mandatory requirements are limited to functions and duties of the agencies as defined by Federal/State Code, Rule, policy, etc. and/or critical functions of the agency to fulfill the duties and obligations to their end user and customer.

**Vendor response is more standardized.** By standardizing vendor response, the evaluation committee should be able to more clearly understand and compare vendor proposals.

**Checklists.** A checklist allows the process to be followed step by step and lessens the chance of anything being overlooked.

**Evaluation is more standardized.** "The evaluation committee will be able to offer clear evaluations on vendor proposals," Ferrell said.

**Agency instructions are now a separate document.**

In addition, several changes were made to the RFP format which became effective Nov. 1. "These were changes mostly made to style, responding to agency feedback," Ferrell said.

Changes include:

The addition of Qualifications and

Experience (Section 2.3) for vendors to Section Two.

Oral Presentations (Section 2.6), giving agencies the option to require for the RFP process.

In Section 3.3, the changing of Section One, Section Two, and Section Three to Attachment A, Attachment B and Attachment C. The change was to clarify language since sections had been used to denote parts of the RFP.

Explanation of the Vendor Response Sheet in Attachment A.

To review the required RFP standard format, visit:

[www.state.wv.us/admin/purchase/Handbook/2007R7/handJ.htm](http://www.state.wv.us/admin/purchase/Handbook/2007R7/handJ.htm).

## FACEBOOK

Continued from Page 1

gible organizations by offering usable property at a reasonable cost. Due to the volume of property throughout the program, Surplus Property also seeks to provide the public with good, quality merchandise at an excellent price.

Surplus Property's Facebook page can be viewed by visiting [www.facebook.com](http://www.facebook.com) and searching for "WV Surplus Property" or visiting [www.state.wv.us/admin/purchase/surplus](http://www.state.wv.us/admin/purchase/surplus) and clicking on the Facebook link.



## What's Your Question?

*Do all vendors have to complete a Vendor Registration and Disclosure Statement with the Purchasing Division in order to do business with the state?*

All vendors doing business with the state of West Virginia must be registered by having a **Vendor Registration and Disclosure Statement (WV-1 or WV-1A form)** on file with the Purchasing Division in accordance with **West Virginia Code §5A-3-12**. The **Legislative Rule and Regulation, CSR148**, states that, except for purchasing card vendors providing travel-related services or receiving an aggregate total yearly payment less than \$25,000 from a spending unit, all vendors are required to register with the Purchasing Division. It is the agency's responsibility to make sure vendors are properly registered with the Purchasing Division prior to issuing a purchase order either verbally or in writing.

*In each issue of **The Buyers Network**, we will share a question posed by one of our agency purchasers that will be answered so that we all may enhance our knowledge and clarifying our procedures. Send your questions to Diane Holley-Brown at [Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov).*

# Current Statewide Contract Update

(As of November 15, 2010)

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](mailto:Jo.A.Adkins@wv.gov).

## Out for Bid

Contract	Description	Pre-Bid Meeting	Bid Opening
SECSVS11	Security guards	N/A	11/30/2010
SYSFURN10	Office furniture	11/15/2010	12/14/2010
WATERT10	Water treatment chemicals	N/A	12/09/2010

## New Awards

Contract	Vendor	Description	Dates
PC11CA	Glen Dale Motor Co.	Police cruisers	11/1/2010-10/31/2011
PC11B	Hurricane Chevrolet Inc.	Police cruisers	11/1/2010-10/31/2011
PC11A	Stephens Auto Center	Police cruisers	11/1/2010-10/31/2011
OIL10	Apollo Oil	Lubricants, oils & greases	10/15/2010-10/14/2011
OIL10A	Matthew Lubricants Inc.	Lubricants, oil & greases	12/03/2010-12/02/2011
CABLE11	Graybar Elec Comp Inc.	Computer data cable	11/1/2010-10/31/2011
RSHEET10	3M Company	Reflective sheeting	11/1/2010-10/31/2011
PAPER10C	Unisource Worldwide Inc	Paper products	11/15/2010-11/14/2011
PAPER10B	Liberty Dist Inc.	Paper products	11/15/2010-11/14/2011
PAPER10A	XPEDX	Paper products	11/15/2010-11/14/2011
PC11D	Greenbrier Motor Co.	Police cruiser	11/1/2010-10/31/2011

## Under Evaluation

Contract	Description	Bid Opening	Under Eval
LAN10	Local area network	N/A	YES
SBUS11	School buses	10/08/2010	YES
MVU11	Used motor vehicles	N/A	YES
DEBT10	Debt collection	09/08/2010	YES

## Renewals

Contract	Vendor	Description	Date
MOVE08D	Lambert Transfer Comp Inc	Moving services	07/01/2010-06/30/2011
ABATMNT08A	Master Mechanical Insulation	Asbestos abatement	11/21/2010-11/20/2011
DIGCOP09I	Superior Office Serv Inc	Digital copiers and printers	12/15/2010-06/14/2011

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## Renewals

Contract	Vendor	Description	Date
DIGCOP09C	KOMAX Business Systems LLC	Digital copiers and printers	12/15/2010-06/14/2011
FLRCOV09A	Family Carpets	Carpet	01/01/2011-12/31/2011
MOVE08F	Nationwide Moving & Storage Co	Moving services	07/01/2010-06/30/2011
DIGCOP09F	REMCO Sales & Service Inc	Digital copiers	12/15/2010-06/14/2011
DIGCOP09BA	CANON USA Inc	Digital copiers	06/15/2010-06/14/2011

## Contracts Extended

Contract	Vendor	Description	Date
SYSFURN07E	Franklin Interiors	Office furniture	09/01/2010-12/31/2010
SYSFURN07A	Access Systems	Office furniture	09/01/2010-12/31/2010
FOOD08B	US Foodservice WV	Supply food	12/01/2010-01/14/2010
FOOD08A	A F Wendling Inc	Supply food	12/01/2010-01/14/2011
CPHONE07A	Ntelos	Cell phones	11/01/2010-10/31/2011

## Miscellaneous Actions

Contract	Vendor	Commodity	Description of Change
OIL10	Apollo Oil	Lubricants, oil	Cancel contract/reaward

## 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.

## DECEMBER

ITECH10	Technology staffing
LAWN09	Lawn maintenance equipment
PPHONE10	Pay telephones

## JANUARY

CEREAL08	Cold breakfast cereals
CLRM08	Classroom furniture
DFS08	Disposable foods products
ERCYCL07	Recycling of electronic equipment
MEDSUP10	Medical supplies
WAN08	Wide area network hardware and software

# 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-Brown, 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](mailto:Diane.M.Holley@wv.gov)

\_\_\_\_\_

Name \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Need Information about \_\_\_\_\_  
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## In This Issue... Did You Read About?

- West Virginia State Surplus Property is Giving Office Furniture Away ... [See Page 1.](#)
- Public Purchasers Must Remain Skeptical of Goods and Services Being Delivered ... [See Page 2.](#)
- Surplus Property's Gene Young Found Job Titles Never Told the Whole Story ... [See Page 3.](#)
- Vehicle Requests Need Approved by New Fleet Management Office ... [See Page 3.](#)
- Behind The Scenes:** Sherry Fewell Finds Her Job a Learning Experience ... [See Page 4.](#)
- Expendable Commodities Follow Same Retirement Rules as Other Commodities ... [See Page 5.](#)

### STATE OF WEST VIRGINIA

Purchasing Division  
State Capitol Complex  
2019 Washington Street, East  
P.O. Box 50130  
Charleston, WV 25305-0130

Telephone: (304) 558-2306  
Fax: (304) 558-4115

**Earl Ray Tomblin**  
Governor

**Robert W. Ferguson, Jr.**  
Cabinet Secretary  
Department of Administration

**David Tincher**  
Director, Purchasing Division

**Diane Holley-Brown**  
Editor

**Tony O'Leary**  
**Chad Williamson**  
Reporters

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