

# THE BUYERS NETWORK

MAY 2024

VOL. 34, ISSUE 5

**THE BUYERS NETWORK**  
*is published monthly by the  
Purchasing Division of the  
West Virginia Department of  
Administration to promote better  
value in public purchasing.*

## Purchasing Division Assists in Procurement of Capitol Murals, Installation Now Underway

Plans are moving forward for the installation of eight new murals in the historic West Virginia State Capitol Rotunda.

These beautiful artworks, which will depict iconic state scenes and landmarks, are set to be installed between April and November of this year.

The original design of the West Virginia Capitol included the decorative murals on the interior of the dome. However, before this could be completed, the Great Depression hit and put the project on hold.

The Department of Arts, Culture, and History was responsible for acquiring the artwork itself and the installation of that artwork. Due to the historic nature, both aspects required meticulous planning. Using the guidelines



WV Legislative Photography, Photo by Perry Bennett

The installation of eight murals is currently underway at the West Virginia State Capitol Rotunda.

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## Vehicles Added Back to Section 9 Due to Vehicle Shortage

In June 2022, the Purchasing Division added vehicles to the Section 9: Impossible to Bid list following a chip shortage and decreased vehicle production. The goal was to allow agencies to obtain vehicles much more quickly until the market stabilized. Vehicles were subsequently removed from that list on Oct. 1, 2023.

Since that time, vehicles have remained in short supply as the industry attempts to recover. It continues to be difficult to obtain vehicles using the competitive bidding process for many reasons, including but not limited to vendors' refusal to hold vehicles for the amount of time it takes to complete the bidding process.

Therefore, vehicles are being returned to the Section 9: Impossible to Bid list, effective immediately. Please note that all procurements made under this Section 9 item require prior approval of the Governor's Of-

Please see **VEHICLES**, page 5

## Purchasing Division Welcomes New Director

I am so honored to be the newest member of the Purchasing Division team. Truthfully, I don't know that I have ever seen such a phenomenal group of hard-working people in my life. Everyone here cares about one another and enjoys their time at work; they are dedicated to serving the state of West Virginia to the best of their abilities and it is inspiring to get to know them.

The West Virginia Purchasing Division is a hidden gem of public employees as far as I can tell. My first day walking through the doors, I was met with so much enthusiasm, support and optimism, more than I could have ever expected. You never know precisely how a group of people will react when a new personality is thrown into the mix, but when I say I have been welcomed with open arms and supported by a foundation of institutional knowledge, it is not an understatement.

Every person in the Purchasing Division, both at the Washington Street and Dunbar locations, has contributed to a genuinely positive and joyful work culture, and I am beyond grateful to be able to participate now.

I did want to take a moment to introduce myself: my name is Samantha Willis, and I am the new director and general counsel for the West Virginia Purchasing Division. I graduated from WVU College of Law in 2021 and Marshall University in 2017. I love to serve my home state of West Virginia in any way I can, and as someone who grew up in 4-H, I truly have tried to continue "to make the best better" into my adult

life. I have been married to my husband, Lucas, for seven years this August, and my son, Silas, turned one in February. I am always happy to chat with anyone if you have more questions about me.

More importantly, I want to circle back to say thank you to all of the wonderful people at the Purchasing Division for helping me to hit the ground running in my first few weeks. For any agency or vendor that has yet to interact with the Purchasing Division, I can assure you from my assessment so far that you will be pleased with the level of positivity and customer service that you receive from each of these members. And for our agency procurement officers, I look forward to meeting you and working with you in the future.

Please do not hesitate to reach out to our office, or to me directly, with any questions.

Thanks!



Samantha L. Willis

### Q&A WITH THE PURCHASING DIRECTOR SAMANTHA WILLIS

**First job?** *Sonic Drive In. I was a skating carhop.*

**One professional skill you would like to learn?** *Organization. I am pretty organized, but I have always wanted one of those Instagram-ready offices.*

**What did you want to be when you were little?** *I wanted to be a TV news reporter most of my childhood.*

**Are you more productive in the mornings, afternoons, or evening?** *I have always been more of a night owl, but I have been working on becoming more of a morning person and I can say that I am finally getting to be more productive in the mornings.*

**How many states have you lived in?** *Just West Virginia!*

**Favorite part of 4-H?** *Camp! I love camp all around but especially circle in the evenings and singing songs by the fire.*

**Currently watching?** *My husband Lucas and I are currently watching The Resident on Netflix.*

**Favorite season?** *Summer for the sunshine but fall for the cozy sweaters and pumpkin flavored things.*

**If you had to listen to one song for the rest of your life, what would it be?** *Bohemian Rhapsody. Even after the millionth time hearing it, I still can't help but sing along.*

**Most controversial food opinion?** *True medium rare (warm red center) is the correct way to eat a steak.*

**Would You Rather...**

- *Writes specs for a NASA rocket OR a herd of buffalo*
- *Present to 10 people in-person at the Agency Purchasing Conference OR Present to 100 people on a live webinar*
- *The office be too hot OR office be too cold*
- *Be an amazing chef OR be an amazing driver?*
- *Have chocolate OR vanilla*
- *Have something sweet OR something sour*

# WVSASP Meets with Highways to Discuss Federal Program

In late March 2024, the West Virginia State Agency for Surplus Property (WVSASP) Manager Tina Desmond met with officials from the Division of Highways (DOH) Equipment Division regarding their acquisition of federal surplus property. The Federal Property and Administrative Services Act of 1949 authorizes the WVSASP to coordinate the donation of federal property to state agencies (such as DOH), local public entities, nonprofit organizations, and veterans who own small businesses.

“DOH has been the state agency that has had the most success with utilizing the Federal Surplus Program,” said Desmond. “It was great to sit down with DOH Equipment Division Director Jeff Pifer and GSA Coordinator Jacob Johnson to review what we have accomplished and discuss future opportunities for DOH.”

During the meeting, Desmond was able to tour their facility and see how DOH was able to utilize the items they

have received through the Federal Surplus Program. Items acquired by the DOH include forklifts, tools, pickup trucks, cargo trucks, a boom truck, a Ford F850 mobile lab, water storage tanks, trailers, motor vehicle maintenance items, and more.

“I was so impressed by the creative ways the DOH uses items it receives,” said Desmond. “Their ability to enhance and modify these federal assets has helped the DOH not only save money, but also solve problems that affect their division.”

To receive federal property, an eligible organization must have an up-to-date *Application for Eligibility* on file. WVSASP will present information on both the state and federal surplus property programs at its upcoming Open House for Eligible Organizations on May 22, 2024. Registration for this event is not required but is encouraged. To learn more, see the April 2024 issue of *The Buyers Network*.

## Procurement Designation Forms Due by June 14

Designated procurement officers should keep an eye out for the annual *Agency Procurement Designation Form* for Fiscal Year 2025, which is scheduled to be emailed to all current designees in mid-May.

In accordance with 148 C.S.R. 1, all purchases must be approved by the secretary or head of the spending unit, or a designee, whose name must be filed with the Purchasing Director. The designee is responsible for the procurement function of his or her agency, and all purchases for that spending unit must be processed through that person. Additionally, the designee serves as the liaison between the Purchasing Division and the agency, and as the purchasing process expert and point of contact for agency delegated procedures.

The *Agency Procurement Designation Form* must be completed for each designee, indicating whether the individual will serve as the primary or backup contact for the agency, and must be submitted for all state agencies under the Purchasing Division’s authority regardless of whether the designee is expected to change or remain the same from the previous fiscal year. This form must be signed by the agency head prior to submission. A list of current agency designated procurement officers can be viewed online at [www.state.wv.us/admin/purchase/vrc/agencyli.Html](http://www.state.wv.us/admin/purchase/vrc/agencyli.Html).

All designation forms for Fiscal Year 2025 must be received by the Purchasing Division no later than Friday, June 14, 2024, and should be emailed to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov). Questions can be directed to Deputy Purchasing Director Samantha Knapp at 304-558-7022 or [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov).

## 2024 Purchasing Division Open House



**More than 80 individuals attended the 2024 Purchasing Division Open House. Above, Department of Administration Cabinet Secretary Mark D. Scott visits with attendees during a Q&A session. For a full recap of this event, see the June issue of *The Buyers Network*.**

# Staff Change Announced by Purchasing Division

The Purchasing Division is pleased to announce that Cody Rose is serving in a new role as the Imaging Operator.

Rose originally joined the Purchasing Division in April 2019 as a driver at the West Virginia State Agency for Surplus Property in Dunbar. He is a 2011 graduate of Sissonville High School.

"I am excited to start this new position and work more closely with my co-workers in Building 15," said Rose.

In his free time, he enjoys coaching his two sons in baseball.

Congratulations Cody on this new position!



**Cody Rose**  
Imaging Operator

## MURALS

Continued from Page 1

under Section 9 of the *Purchasing Division Procedures Handbook*, the Department was able to retain the services of the artist through the Impossible to Bid List, and then secure the installation through the direct award process. The Purchasing Division's role involved the construction aspect of the project, including the scaffolding.

"The addition of these murals will really add to the beauty of the Capitol," said Deputy Purchasing Director Samantha Knapp. "We were happy to play a role in getting this project a few steps closer to completion, and the murals will be a lasting legacy to what our team was able to accomplish."

The murals will be installed at the third floor level of the Rotunda, at approximately 52'10" above the first floor level. The installation process will be phased, with four lunettes (semi-circular spaces above doorways) being completed first, followed by four pendentives (curved triangular sections supporting the dome).

Installation began in April 2024 with the "Battle of Philippi Bridge" and "State Seal" lunettes. A detailed construction schedule has been developed to ensure the remaining work is completed efficiently and with minimal

disruption to the public. The schedule is as follows:

- June 3: Installation continues with the "Shiveree of Seneca Rock" and "Harpers Ferry 1859" lunettes
- Aug. 5: Work begins on the first two pendentives
- Sept. 16: Work continues on the remaining two pendentives
- Nov. 12: Scaffolding dismantled and removed from the site

Eight murals will be installed in total. The project is expected to be completed by the end of November 2024.

The Purchasing Division is pleased to assist procurement officers with unique purchases such as this and other procurements handled in the state.



## Upcoming Dates to Remember

To register for these and other Purchasing Division training sessions, visit [www.onlinelearning.wv.gov](http://www.onlinelearning.wv.gov) and enter the course code listed below. For more information, contact [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

### Vendor Registration

May 8, 2024

9 a.m. - 11:30 a.m.

PUR111 (In-Person)

PUR111W (Webinar)

### Quarterly Call

May 21, 2024

9:30 a.m. - 11 a.m.

[meet.google.com/hct-mdrv-hhd](https://meet.google.com/hct-mdrv-hhd)

### EOIs and Construction

May 22, 2024

9 a.m. - 11 a.m.

PUR302 (In-Person)

PUR302W (Webinar)

### WVSASP 2024 Open House for Eligible Organizations

May 22, 2024

10 a.m. - 2 p.m.

Register: <https://forms.gle/vRrN4uAjULZt3Xwb9>

### Solicitation Process: From Planning to Post Award

June 5, 2024

9 a.m. - 12 p.m.

PUR202 (In-Person)

PUR202W (Webinar)

### WVOT Requirements

June 26, 2024

10 a.m. - 11 a.m.

PUR217W (Webinar)

# Purchasing Recognizes its Latest Certification Recipient

The Purchasing Division is pleased to recognize Sheri Slone as the latest recipient in its West Virginia Procurement: Basic Certification program.

Slone, a procurement specialist for Rehabilitation Services, has worked for the state for 19 years.

“My first position with the state was in DHHR as a procurement officer. My career path took me in a different direction for many years before an opportunity presented itself for me to return to purchasing,” Slone said. “I worried that the transition would be difficult and that I had forgotten my purchasing roots. Working, studying and passing the basic certification test has reassured me that I have retained much of the information I learned in my early purchasing career.”

“Passing the basic certification test has given me confidence in my abilities to provide guidance to those working in my agency in matters of purchasing and purchasing procedures,” she continued. “I am very proud of this accomplishment, and look at it as the foundation on which to build as I gain more knowledge of state procurement processes.”

State agency procurement officers interested in participating in the basic and/or advanced certification programs may review the requirements at [www.state.wv.us/admin/purchase/training/Certification](http://www.state.wv.us/admin/purchase/training/Certification).

Questions regarding the programs may be directed to Courtney Johnson at [Courtney.S.Johnson@wv.gov](mailto:Courtney.S.Johnson@wv.gov) or 304-558-4213.

## VEHICLES

Continued from Page 1

price affirming the purchase is appropriate and the price reasonable. Agencies must also obtain Fleet Management Division approval for vehicles, when appropriate.

Please note that the approval must be maintained in the agency's file and is subject to inspection by the Purchasing Division, in accordance with W. Va. § 148 C.S.R. 1-4.14.

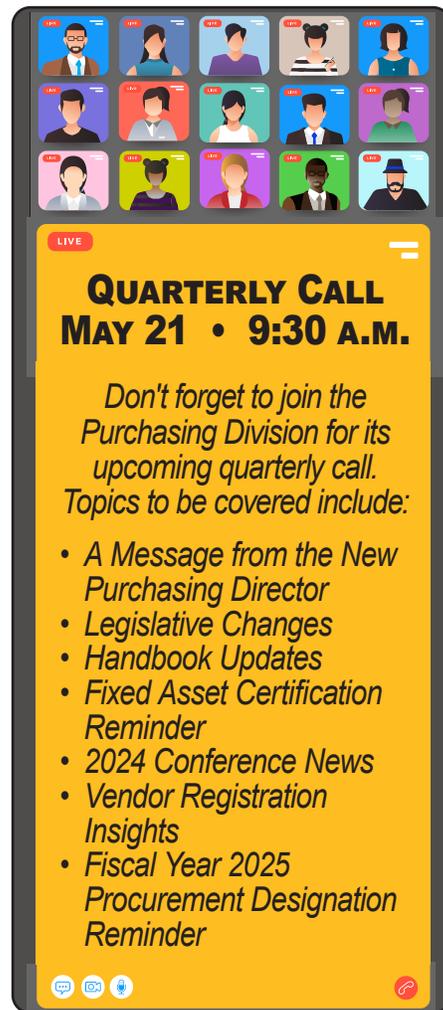
To view the *Purchasing Division Procedures Handbook*, visit [www.state.wv.us/admin/purchase/Handbook/2024/handbook.pdf](http://www.state.wv.us/admin/purchase/Handbook/2024/handbook.pdf).

## SECTION 9 ADDITION REQUEST

Do you know of a commodity or service that should be included on the Purchasing Division's Section 9: Impossible to Bid list? To make a suggestion, use the *Section 9 Addition Request* form on [WVPurchasing.gov](http://WVPurchasing.gov). This form can be submitted at anytime to [Purchasing.Division@wv.gov](mailto:Purchasing.Division@wv.gov) or to your agency's assigned buyer. Any commodity or service that is determined to be impossible to bid will be added to Section 9, effective July 1, 2024.

*Section 9 Addition Request Form Questions:*

- How often within one year does your agency use the commodity/service?
- Provide an explanation of why competitive bids for the commodity/service are not possible.
- What suppliers do you use for the commodity/service?



A screenshot of a Zoom meeting interface. At the top, there is a grid of 15 participant avatars. Below the grid, a yellow banner contains the following text: "QUARTERLY CALL MAY 21 • 9:30 A.M." followed by "Don't forget to join the Purchasing Division for its upcoming quarterly call. Topics to be covered include:" and a bulleted list of topics. At the bottom of the banner, there are icons for chat, video, and audio.

**QUARTERLY CALL**  
**MAY 21 • 9:30 A.M.**

Don't forget to join the Purchasing Division for its upcoming quarterly call. Topics to be covered include:

- A Message from the New Purchasing Director
- Legislative Changes
- Handbook Updates
- Fixed Asset Certification Reminder
- 2024 Conference News
- Vendor Registration Insights
- Fiscal Year 2025 Procurement Designation Reminder

## THE BUYERS NETWORK

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Charleston, WV 25305-0130

Telephone: 304-558-2306  
8:15 a.m. to 4:30 p.m. (M-F)

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Governor

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Purchasing Director

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**Courtney Johnson**

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**Jessica Chambers**  
**Teresa Cutlip**

# Current Statewide Contract Update

(As of April 16, 2024)

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 the buyer assigned to statewide contracts.

## New Contracts

Contract	Vendor	Commodity	Effective Date
SIRN -RADIO24	Motorola	Radios	04/01/24 -03/31/25

## Contract Renewals

Contract	Vendor	Commodity	Effective Date
CANLINER -22	Calico Packaging	Trash Can Liners	06/01/24 -05/31/25
CENTREX23	Frontier	Telecomm	04/01/24 -03/31/25
EQRENT22B	Sunbelt Rentals	Construction Equipment	03/17/24 -03/16/25

HOUSE22	Liberty Distributors	Cleaning Supplies	05/01/24 -04/30/25
LIGHT23	WV Electric Supply Co	Lamps/Bulbs	05/01/24 -04/30/25
MRO18	Fastenal Company	Industrial Machinery	07/01/24 -12/31/24
MVAPRTS21	NAPA Auto Parts	Motor Vehicle Parts	06/15/24 -06/14/25
OIL22	Pugh Lubricants	Lubricants/Oils	06/01/24 -05/31/25
PAINT23	Sherwin Williams	Paints	04/01/24 -03/31/25

## FOR MORE INFORMATION

*Below is a list of Purchasing Division buyers assigned to specific state agencies.*

## Expiring Statewide Contracts Tracking

(As of April 16, 2024)

*The following contracts are set to expire within 90 days. This information is for planning purposes and may not reflect the current status of a contract. For more information on these or other statewide contracts, please contact Buyer Supervisor Mark Atkins.*

### RENEWAL REQUESTED

ABATMNT21

### TO BE DETERMINED

EPORTAL16  
TIMECLOCK22  
TIMECLOCK22

*A copy of this report can also be seen by visiting the Statewide Contracts webpage or by clicking here.*

BUYER	EMAIL	PHONE
<u>Supervisors</u>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
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